

CONFIRMED MINUTES

BOARD MEETING TERM 1 WEEK 3 MEETING

At the **Week 8 Term 1 2024 Board Meeting** on **25 Mar 2024** these minutes were **confirmed as presented**.

Name:	Howick Primary School Board of Trustees
Date:	Monday, 19 February 2024
Time:	5:00 pm to 7:00 pm (NZDT)
Location:	Howick Primary School, 40 Willoughby Avenue Howick
Board Members:	Nicola Kay (Chair), Hamish McCormick, Lucy Du Chateau, Kristen Oliphant, Michael Earl
Attendees:	Sue-Ann Wetselaar

1. Opening Meeting

1.1 Karakia

1.2 Speaking Rights

1.3 Interests Register

1.4 Confirm Minutes

Board Meeting Term 4 Week 8 meeting 27 Nov 2023, the minutes were confirmed with the following changes:

Principal's wellbeing budget will be spent in 2024 instead of 2023.

2. NZSTA Term 1 Board tasks

2.1 Review Term 1 Board Tasks

Code of conduct reviewed recently so won't be done in Term 1.

Principal's financial authority to be reviewed in the meeting prior.



Proposed Principal delegation (Finance)

Update Finance Policy to include delegated authority

Current Policy

Expenditure

To ensure all spending is clearly linked to the business of the school, we follow these guidelines:

- Any operating or capital expense over \$5000 (excl GST) that is unbudgeted or over budget is approved by either the board chair or board representative. The principal may spend up to \$2000 (incl GST) unbudgeted expenditure in consultation with the treasurer.
- The school runs an order book or purchase order system, which is controlled and monitored by the finance officer.
- Competitive quotes are obtained for capital items or operating expenses, for lease or purchase, over .
- Authorisation of invoices for payment is made by the principal or other delegated staff member.
- All expenditure transactions are prepared by delegated staff and approved by at least two of the school-authorized bank signatories.
- Benefits including loyalty scheme rewards/points (Flybuys, Airpoints, AA rewards, etc.) accrue to the school, and may not be redeemed for personal use.
- Requests for staff reimbursement of school-related expenditure must be submitted in writing or through our online system, detailing costs, business conducted, mileage claims; and providing receipts/invoices.
- The principal authorises reimbursements. If the reimbursement is to the principal, the board chair or board finance officer authorises the reimbursement

Due Date: 25 Mar 2024
Owner: Hamish McCormick



Tri-annual review programme

Michael to share with everyone. In Board 2024 folder.

Due Date: 26 Feb 2024
Owner: Michael Earl



Michael to confirm Strat Plan received before next meeting

Follow up

Due Date: 25 Mar 2024
Owner: Michael Earl



Cellular/Devices that connect via WiFi or Sim

Update policy in line with MoE.

I have added the updated SchoolDocs policy for Cellphones and Other Personal Digital Devices into the March folder.

Due Date: 29 Mar 2024
Owner: Michael Earl

Michael has given the Board the assurance that the new curriculum is being taught and followed.



Principal PGC

Michael to present summary of his professional growth cycle plan for 2024.

Goal has been set focused around the following inquiry question:

What is the impact of my leadership as we develop consistent pedagogical practice across the school with relentless laser focus?

1. What success looks like for this (13 steps identified with appraiser Mary Wilson)
2. Key Milestones identified (7)
3. Resourcing required (5 points)
4. Detailed Plan to ensure success

Supported by regular meetings with Mary. The first one has been completed with a review of the 13 steps scored from 1 - 10, 1 being not started to 10 being embedded/completed.

Additionally next steps have been identified to ensure to add extra value to my enquiry. For example:

- 1. Continue the relentless focus on students being able to articulate their learning and what success looks like for them**
- 2. Set up the system that adds value in conversation rounds down by 3 x SLT - system and structure design to deliver consistency of quality of conversations school wide**
- 3. Work with Bob to design session/s that will work for HPS staff to use the data tool effectively**
- 4. Support DP/AP/TLs to be very clear of their inquiry focus aligned to the annual plan so that it will lift student outcomes**

Due Date: 25 Mar 2024

Owner: Michael Earl



Budget Presentation

Present updated 2024 budget at the next meeting.

Due Date: 25 Mar 2024

Owner: Michael Earl

2.2 Appoint the Presiding Member (Board Chair)

Nicola nominated herself. No other nominations received. Nicola confirmed as Presiding Member.

3. Principal's Report

3.1 Principal's Report

Discussed on-line learning programmes like Reading Eggs and Mangahai.

Bible in schools/Launchpad - survey in the newsletter.

Discussed the positive progress in students from the Statement of Variance.



Health and Safety

Put the numbers in for the next meeting.

Due Date: 25 Mar 2024

Owner: Michael Earl

Marketing of the school.

What are we wanting to achieve? Need more visibility. Improve website.

We want the people who are in zone to choose Howick Primary over the other schools in our shared zone.



Marketing plan for the school

Put a note in newsletter asking for help marketing the school.

Due Date: 22 Feb 2024

Owner: Michael Earl



Targeted marketing for the school

Prepare plan to deliver "Zoned students choosing Howick Primary". Present at the next meeting.

Plan to be presented at first meeting in Term Two.

Due Date: 25 Mar 2024

Owner: Michael Earl

3.2 Finance Report

3.3 Property Report



Property walk

Board will do this prior to the next meeting.

Due Date: 25 Mar 2024

Owner: Michael Earl

3.4 Community Engagement Report

PTA raised about \$10k last year.

Create a group of parents who are "Friends of the PTA or Howick Primary". They can assist the core PTA with events.

4. Board Annual Work Plan

4.1 Strategic Goal 1 - Wellbeing

Enrolled with the Mighty Project.

4.2 Strategic Goal 2 - Teacher Learning & Assessment

Working with Jana Benson to make this manageable for the teachers. (Best Use practise)

4.3 Strategic Goal 3 - Partnership

Use the disco to connect with parents while the kids are busy.

5. Policy Review

5.1 Policy review for Term 1

The policies have been reviewed for Term 1.

6. Actions from Previous Meetings

6.1 Action List

Due Date	Action Title	Owner
4 Sept 2023	Gift receiving Policy and Gift Giving Policy - send revised polic... Status: Completed on 28 Nov 2023	Michael Earl
22 Sept 2023	Open Day at HPS Status: Completed on 19 Feb 2024	Michael Earl
23 Oct 2023	Fono and hui Status: Completed on 28 Nov 2023	Michael Earl
23 Oct 2023	Accepted Depreciation Letter Status: Completed on 19 Feb 2024	Hamish McCormick
23 Oct 2023	Survey for PTA fundraising Status: Completed on 19 Feb 2024	Lucy Du Chateau
30 Oct 2023	Gift register Status: Completed on 28 Nov 2023	Michael Earl
30 Oct 2023	Health and safety online course Status: In Progress	Lucy Du Chateau
6 Nov 2023	Health curriculum Status: Completed on 27 Nov 2023	Michael Earl
6 Nov 2023	Property Status: Completed on 19 Feb 2024	Michael Earl
13 Nov 2023	HPMA Status: Completed on 27 Nov 2023	Michael Earl
20 Nov 2023	Hui a whanau Status: Completed on 27 Nov 2023	Michael Earl
20 Nov 2023	Health & Safety Status: In Progress	Michael Earl
20 Nov 2023	Religious Instruction Status: Completed on 4 Mar 2024	Michael Earl
26 Nov 2023	Update on achievement data Status: Completed on 27 Nov 2023	Michael Earl
27 Nov 2023	Cyclical Maintenance for Half 2 Status: Completed on 27 Nov 2023	Michael Earl
27 Nov 2023	Learning Support Status: Completed on 25 Mar 2024	Michael Earl
27 Nov 2023	Health & Safety Status: In Progress	Michael Earl
30 Nov 2023	Check with STA for requirements for Board role notifications Status: In Progress	Michael Earl
8 Dec 2023	Attendance Status: Completed on 19 Dec 2023	Michael Earl
8 Dec 2023	5YE Status: Completed on 19 Feb 2024	Michael Earl
8 Dec 2023	PTA Calendar and School Calendar Status: In Progress	Lucy Du Chateau
12 Dec 2023	Review Sue-Ann role as minute taker vs secretary Status: In Progress	Nicola Kay
16 Feb 2024	Fundraising Status: Completed on 4 Mar 2024	Michael Earl
18 Feb 2024	Achievement Data Status: Completed on 19 Feb 2024	Michael Earl
1 Mar 2024	Strategic Plan Status: Completed on 4 Mar 2024	Michael Earl

Due Date	Action Title	Owner
22 Mar 2024	Community Engagement Status: Completed on 21 Mar 2024	Michael Earl



Religious Education

Michael to email teachers to do e-tap print of students who have opted in or out of Bible.

Due Date: 23 Feb 2024
Owner: Michael Earl

7. Other Business

7.1 Objectives of the PTA

Perceived as fundraisers for school but they are there to make the school better for the whole community.

Community engagement - do fun things for the kids and raise some money along the way.

7.2 Agenda format

Hamish proposed new format.

7.3 Review of how meeting went

7.4 In Committee

8. Close Meeting

8.1 Close the meeting

Next meeting: No date for the next meeting has been set.

New Actions raised in this meeting

Item	Action Title	Owner
2.1	Proposed Principal delegation (Finance) Due Date: 25 Mar 2024	Hamish McCormick
2.1	Tri-annual review programme Due Date: 26 Feb 2024	Michael Earl
2.1	Michael to confirm Strat Plan received before next meeting Due Date: 25 Mar 2024	Michael Earl
2.1	Cellular/Devices that connect via WiFi or Sim Due Date: 29 Mar 2024	Michael Earl
2.1	Principal PGC Due Date: 25 Mar 2024	Michael Earl
2.1	Budget Presentation Due Date: 25 Mar 2024	Michael Earl
3.1	Health and Safety Due Date: 25 Mar 2024	Michael Earl
3.1	Marketing plan for the school Due Date: 22 Feb 2024	Michael Earl

Item	Action Title	Owner
3.1	Targeted marketing for the school Due Date: 25 Mar 2024	Michael Earl
3.3	Property walk Due Date: 25 Mar 2024	Michael Earl
6.1	Religious Education Due Date: 23 Feb 2024	Michael Earl

Signature: NJKay

Date: 25 March '24