



Howick Primary School

Board

Inspiring confident lifelong learners

Meeting Minutes

Location: Howick Primary School
32-40 Willoughby Street
Howick

Date: 13 March 2023

Time: 19:00

Committee Members	Title
Nicola Kay	Presiding Member
Michael Earl	Principal
Hamish McCormick	Treasurer
Franchelle Barker	Property
Lucy du Chateau	Board Member
Kristen Oliphant	Staff Representative
Sue-Ann Wetselaar	Secretary

Guests
Abby (HPMA)
Dawn (Montessori Teacher HPS)

BOARD PAPERS ACTION REQUIRED GUIDE

For Approval	The matter needs to be considered and approved by the Board, by consensus or majority vote of members.
For Recommendation	The matter needs to be considered and recommended by the Board before it is presented to another forum or the Ministry.
For Noting	The matter is presented for noting or information only. No decision is required from the Board.

NKay



Item #	Agenda Item	Presented By
1	Welcome Apologies N/A Declaration of Conflict of Interest No Speaking Rights No speaking rights: Abby - HPMA Dawn - Montessori Teacher HPS Minutes of Previous Meeting - HP guest wifi has been shared with the Board. <u>Actions from Previous Minutes:</u> - See Actions arising from Meeting held 13 March and 20 February 2023 <u>Actions:</u> - I.T. Hardware: Replace 20 chromebooks that are broken. - Lucy and Michael meet to develop policy and strategy for BYOD. <u>Documents</u> 202212 Board Meeting Minutes Moved by: Nicola Seconded by: Franchelle	Nicola Kay
2	General Business - Board Code of Conduct <u>Actions:</u> - Michael to re-format and print. - Agree on where to display - April meeting - Strategic Plan - Strategic plan is submitted to MoE as part of the Charter. - Teachers have the Strategic Plan road map in their classes. - Training for coaches has been done. - Strategic goal initiatives: - Well being of staff and families came out high - Good input from team - Review icons for our values - Measurements: working document so we can see what we have achieved: Red, amber, green to see how we have performed against this. - Next step will be to share with the community	Nicola Kay



	• <u>Partnership Focus - Community and Social capabilities</u> ◦ Maori and Pasifika (this is a Ministry focus too) ◦ Special needs ◦ Gifted students. • <u>Actions:</u> • Michael to share the new icons. • Michael to analyse data from survey and act on stakeholder voice. (may do a 6 monthly survey) 3. Discuss how and when and review the need to co-opt potential members onto the board • Talk in more detail at a later date	
3	Principal's Report 1. March 2023 - Principal's report • All agreed that it was a great new format. 2. February financials • Slight deficit for February • Working capital is still good. 3. Draft Charter • Charter almost complete 4. Draft Strategic Initiatives • Communicate the team's hard work with the community • 78% agree with values 5. Annual Plan • Tri-annual plan • <u>Actions:</u> • Michael to do draft of tri-annual plan for April 2023 6. PAT (Maths, Reading Comprehension and Reading Vocabulary) • Reading level for Year 4 is concerning. • Teachers must do reading, writing every day. • Continue focus on structured literacy. 7. Health & Safety • A child fell out of a tree and fractured her arm. • <u>Actions:</u> • Michael to review the policy on tree climbing.	Michael Earl

NJK



	Principal's Report Approved Moved: Nicola Seconded: Lucy	
4	Treasurer's Report See Principal's report - Query on coding for some trips and activities. - Donations for 2023 \$180 for one student - down from \$220 \$300 for a family - 2 or more students - HPMA - How has the invoice been calculated? - Payables - Overpaid Entity Communications. Actions: - Michael to ensure Marsha is given the correct codes. - Michael to let parents know what their donations pay for and how they benefit all students - Newsletter - Michael to find out how HPMA invoice was calculated - Michael to investigate and review age payable summary (pg 14) for the overpaid amount to Entity Communications Treasurer's Report Approved Moved: Nicola Seconded: Lucy	
5	Property Report 1. <u>Covered in the Principal's report.</u> - Michael, Franchelle and Hamish met Mike from Semac. Discussed Rooms 9 - 12, Block 3. Found a way to overhaul classrooms and bathrooms that won't need building consent. May be able to modernise the Art Resource room. - Discussion about water fountains and bottle fillers. Funding - It was agreed by Howick Primary School Board of Trustees to apply for funding assistance - To Grassroots Trust Limited \$13442-89 and Pub Charity Limited \$13442-88 for the pool heating project. - To the Lion foundation \$7443-67 for 20 x Chromebooks and 1 x Smart TV. Actions: - Michael to get a revised quote on 2 -3 bottle fillers. Auckland Dental Association can help with funding. Property Report Approved Moved: Nicola Seconded: Lucy	Franchelle Barker
6	Policy for review 1. Official Information Requests Policy review	All



	- To be reviewed 2. Security Risk Management Plan - Needs to be reviewed Actions: - Nicola to add these to the Agenda for 8 May 2023. - Franchelle and Michael will work on developing policy for community access. Get staff input too.	
7	PTA Report - PTA had their meeting. Discussed Family Night on 30th March. - Franchelle is stepping down as PTA Chairman and Paige Swanepoel will take over. - Nadia will step down from her Treasurer role.	Franchelle Barker
8	Other business <u>Board Pro Demo</u> Looks good. We will use the free trial for the 8 May and 12 June meetings.	Nicola Kay
9	Future Board Meeting Dates 2023 - 3 April, 8 May, 12 June, 10 July	
10	Actions from this meeting - Please see Actions arising from Meeting held on 13 March 2023 - Review of how meeting went (Rate 1 Poor - Great) - Stayed on Track: 5 - Enough time to discuss important things: 4.5 - Did I feel heard/valued - Franchelle: 4.5 - Hamish: 5 - Michael: 5 - Nicola: 5 - Lucy: 5 - Kristen: 4	Nicola Kay
11	Meeting closed at 20:47	Michael Earl / Nicola Kay
<i>In conformity with Section 48 of the Local Government Officials Information Act 1987 and in order to protect the privacy of natural persons under Section 9(2)(a) of the Official Information Act 1982, the Board moved into closed session.</i>		
9	In Committee <u>Documents</u> Copy of 202302 In committee notes	

