



Howick Primary School

Board

Inspiring confident lifelong learners

Meeting Minutes

Location: Howick Primary School
32-40 Willoughby Street
Howick

Date: 3 April 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

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.

NK Kay



Item #	Agenda Item	Presented By
1	Welcome Apologies Hamish McCormick Kristen Oliphant Declaration of Conflict of Interest No Speaking Rights Minutes of Previous Meeting <u>Actions from Previous Minutes:</u> • See Actions arising from Meeting held 3 April, 13 March and 20 February 2023 <u>Documents</u> 1. 202303 Board Meeting Minutes Moved by: Nicola Seconded by: Michael	Nicola Kay
2	General Business • Hall renters pay a deposit. Michael does not need board approval before refunding this as long as Paul Hamilton continues to do checks.	Nicola Kay
3	Principal's Report • April 2023 - Principal's report • Numbers are up by 2. • PD on Resilience - staff are on board. • Year 4 - 6 survey will take place late Term 1 (early Term 2 if not already completed). Georgie will share the date with staff and then with the parent community. • Michael met with Simeon Brown • Discussed Maori language - more inclusion. • <u>Teaching, learning & Assessment</u> ◦ Reading and writing progressions are reviewed and in place. Team leaders have directed teams to use these to plan from. ◦ Michael discussed coaching and the team. • <u>Finance</u> No finance pack this month. Discussed finance - new enrolments and international students. We will meet our international student target. • <u>Property</u>	Michael Earl



Turf replacement cost \$7500.
Autex for Library and classrooms/ESOL room : \$8500.
Montessori can move when the Autex is completed.
Infil in Room 7 & 8 is about \$2500

- **Actions**

- Hamish to look at all the expenses.
- Make costs super clear

- **Enrolment and School Zone**

- Suggestions to increase enrolment
 - Host an Open Day
 - Host the Kindies
 - Colour Run
 - Parents would like to see more sports teams - can get Auckland Basketball in.
 - Bring more students' work into the newsletters
 - Music and choir are also good selling points
 - International Day / Food culture - Howick Local Board could assist with marketing etc.

- **Actions:**

- Michael meeting with Ken White. Not wanting to share a zone with Owairoa Primary and Macleans Primary.
- Follow up on Wednesday, 5/4/23

- **Actions:**

- Michael to find out the ballot date. How many out of zone placements can be approved?

- **Parent Survey / Community Survey**

- 37% were unaware of what the Board do
- Michael suggested we profile one board member a month.
- Parents would like to network with other parents. Lucy suggested a class representative. Nicola suggested name tags at Meet the Teacher events. A school disco was also discussed. Michael queried if this was a Board role or PTA role.

- **Actions:**

- For the 1st Newsletter - Michael and Nicola to check NZSTA and then draft a paragraph on the role of the Board. Give a clear indication of what the Principal does and what gets escalated to the Board.
- Lucy to write Position Descriptions for the Board and PTA for the next meeting.
- Create awareness of school policies and where parents can access them.
- For consecutive newsletters - Michael to profile one board member a month.
- Michael, Nicola and Lucy to meet to finalise initial insights into parents' needs.

- **Website**

- School apps can update our website for about \$2000
- Facebook can be useful for events although some parents don't



	- check Facebook. - Upcoming events can also be put on our website. Actions: - Michael to communicate with School Apps. Principal's Report Approved Moved: Nicola Seconded: Lucy	
4	Treasurer's Report See Principal's report	
5	Property Report See Principal's report	Franchelle Barker
6	Policy for review Physical Restraint Policy - HPS will comply with these docs. Actions: - Michael and Leanne to come up with a clear procedure. - HPS school docs will be updated 7/5/23. - Nicola to add the Physical Restraint Policy to the next agenda for further discussion	All
7	PTA Report - Franchelle is working on the grants. They are in now and she should hear back soon. - Family night feedback was good. PTA made a loss of \$100. - There will be a new PTA Committee. Will need to create a new connection between Paige Swanepoel and Lucy. - Paige has lots of ideas for community engagement. Actions: - Franchelle to get quotes for sails for playground shade. Also to share the quotes she has already received. Michael moved that the Board thanks the PTA for the wonderful job they did on the Family night. Seconded by Nicola.	Franchelle Barker
8	Other business None	Nicola Kay
9	Future Board Meeting Dates 2023 - 8 May, 12 June, 10 July, 14 August	
10	Actions from this meeting - Please see Actions arising from Meeting held on 3 April 2023 - Review of how meeting went (Rate 1 Poor - Great)	Nicola Kay



	• Stayed on Track: 3,5 (Off track but productive) • Enough time to discuss important things: 5 • Did I feel heard/valued ○ Franchelle: 5 ○ Michael: 5 ○ Nicola: 4 ○ Lucy: 5 • Are we making good decisions for all students? ○ Yes	
11	Correspondence in and Out Documents None • Meeting closed at 20:15	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 Documents Copy of 202302 In committee notes	