

CONFIRMED MINUTES

WEEK 2 TERM 1 2025 BOARD MEETING

At the **Week 8 Term 1 2025 Board Meeting** on **31 Mar 2025** these minutes were **confirmed as presented**.

Name:	Howick Primary School Board of Trustees
Date:	Monday, 17 February 2025
Time:	5:00 pm to 7:00 pm (NZDT)
Location:	Howick Primary School, 40 Willoughby Avenue Howick
Board Members:	Nicola Kay (Chair), Callum Hey, Hamish McCormick, Kristen Oliphant, Michael Earl
Attendees:	Marsha Smith

1. Opening Meeting

1.1 Confirm Minutes

Week 8 Term 4 2024 2 Dec 2024, the minutes were confirmed as presented.

1.2 Interests Register

1.3 Speaking Rights

1.4 Board Code of Conduct



Board Code Conduct -

Michael to share a template from the MOE of Code of Conduct for the board to review against our current one. Next meeting to agree any edits.

Draft completed and shared

Due Date: 24 Mar 2025

Owner: Michael Earl

2. Actions from Previous Meetings

2.1 Action List

Due Date	Action Title	Owner(s)
12 Aug 2024	Prep application for camp for 2025. Have ready for next board meeting Status: Completed on 2 Dec 2024	Michael Earl

Due Date	Action Title	Owner(s)
21 Oct 2024	Staff Engagement Survey Status: Completed on 2 Dec 2024	Michael Earl
21 Oct 2024	Complaints Register Status: Completed on 2 Dec 2024	Nicola Kay
21 Oct 2024	EOTC Policy Status: Completed on 17 Feb 2025	Michael Earl
21 Oct 2024	Principal's Report Status: Completed on 31 Mar 2025	Michael Earl
2 Dec 2024	Buildings Maintenance Status: Completed on 17 Feb 2025	Michael Earl
2 Dec 2024	Annual Plan Presentation and Reporting Status: Completed on 17 Feb 2025	Michael Earl
2 Dec 2024	Senior Playground Status: Completed on 2 Dec 2024	Michael Earl
2 Dec 2024	Accounting Status: In Progress	Michael Earl
2 Dec 2024	Approved Limits Status: Completed on 17 Feb 2025	Michael Earl
2 Dec 2024	Marsha to create how the finance of teh fundraising will work Status: Completed on 2 Dec 2024	Michael Earl
6 Dec 2024	Camp Status: Completed on 4 Dec 2024	Michael Earl
13 Dec 2024	Consider doing exit interview with staff Status: Completed on 17 Feb 2025	Michael Earl
18 Feb 2025	From 2025 - Concerns/Complaints Status: Completed on 17 Feb 2025	Michael Earl
18 Feb 2025	Meeting with staff Status: Completed on 17 Feb 2025	Michael Earl
10 Mar 2025	Develop plan for a BOT Election and Succession Status: In Progress	Nicola Kay



Accountants

Michael to get information regarding the accountants used by Sunnyhills.
Sunnyhills use Lata Patel from school finance hub. 021 298 1255

Due Date: 24 Mar 2025
Owner: Michael Earl



Approval Limits

Michael to share the proposed approval limits with Hamish.

I have shared a version with Hamish and Leanne to review.

Due Date: 24 Mar 2025
Owner: Michael Earl



Concerns/Complaints

Add the reporting trends to the reporting cycle.

Added to Triennial Plan under BOT Review.

Due Date: 24 Mar 2025
Owner: Michael Earl

3. Management Reports

3.1 H&S Update

3.2 Principals Report



New enrolments

Michael to circulate the brochure and the poster to the local kindergartens.
I have sent these in to be drafted (domestic in-zone) and international students.
I have requested for a poster to be made and will circulate this and then deliver to the ECE's and kindys in our area.

Due Date: 24 Mar 2025

Owner: Michael Earl



Issue invoices for retaining wall

Michael to issue invoices to give to the neighbours for the retaining wall.
Itemised invoice recieved - I have asked Paul to approach the neighbour.

Due Date: 24 Mar 2025

Owner: Michael Earl



Strategic Plan

Michael to share the Strategic Plan with the Board.

Due Date: 24 Mar 2025

Owner: Michael Earl

3.3 Policy Review - Term 1 and NZSTA Term 1 Board Checklist



Retain Presiding Member

Approved to retain Presiding Member.

Decision Date: 17 Feb 2025

Mover: Hamish McCormick

Second: Kristen Oliphant

Outcome: Approved



Next Election

Michael to discuss with him team to decide how to move forward with the next election.

Due Date: 24 Mar 2025

Owner: Michael Earl



2025 Budget in Board Pack for 24th March 2025

Michael to organise 2025 Budget Pack for next meeting.

Due Date: 24 Mar 2025

Owner: Michael Earl



Checklist for Government Targets

Michael to provide, to the Board, a checklist in terms of Government Targets.

- School Roll Returns Data Files (.moe file) - 1 March and 1 July
- Attendance Survey - daily attendance via SMS system
- Schools planning and report documents - Statement of Variance and
- Phonics Check files - 20 and 40 week checks
- Other files as needed - for example ESOL and other funding forms that we need to upload

Due Date: 25 Mar 2025
Owner: Michael Earl



Teacher Only Day

To look at in the next meeting to confirm we are complying.

Due Date: 24 Mar 2025
Owner: Michael Earl



Michael - Professional Growth Cycle 2025

Michael to share outcome from meeting with Mary on his Professional Growth Cycle for 2025. After his meeting on Monday 24th February 2025.

Due Date: 24 Mar 2025
Owner: Michael Earl

3.4 School Finance Review



Maintenance/Buildings

See where we can pull back on maintenance and buildings/move to 5YA.

I have updated the budget based on what is known to date and all building works will be only completed from a health and safety point of view for the remainder of this year.

Due Date: 24 Mar 2025
Owner: Michael Earl

3.5 Property Report

4. Other Business

4.1 Correspondence In

4.2 Community



Ice Block Money/Events Money

Events cash counting. Find out from ASB if the money can be taken there and be counted. \

Yes they have a coin counting machine we can use.

Due Date: 24 Mar 2025
Owner: Michael Earl



Communicate Draft Calendar to the Board

Michael to communicate Draft Calendar to the Board. To be approved prior to putting it out to the community.

Due Date: 24 Mar 2025

Owner: Michael Earl

5. In Committee

5.1 In Committee

6. Close Meeting

6.1 Close the meeting

Next meeting: Week 8 Term 1 2025 Board Meeting - 31 Mar 2025, 5:00 pm

Signature:_____

Date:_____