

CONFIRMED MINUTES

WEEK 8 TERM 4 2024

At the **Week 2 Term 1 2025 Board meeting** on **17 Feb 2025** these minutes were **confirmed as presented**.

Name:	Howick Primary School Board of Trustees
Date:	Monday, 2 December 2024
Time:	5:00 pm to 5:50 pm (NZDT)
Location:	Howick Primary School, 40 Willoughby Avenue Howick
Board Members:	Nicola Kay (Chair), Hamish McCormick, Kristen Oliphant, Lucy Du Chateau, Michael Earl
Attendees:	Marsha Smith
Apologies:	Callum Hey

1. Opening Meeting

1.1 Confirm Minutes

Week 3 Term 4 2024 21 Oct 2024, the minutes were confirmed as presented.

1.2 Interests Register

1.3 Speaking Rights

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
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: In Progress	Michael Earl
25 Oct 2024	Confirm details of prestiges on site offering Status: Completed on 11 Nov 2024	Michael Earl

Due Date	Action Title	Owner(s)
25 Oct 2024	Can we have Montessori Enforce Fees Status: Completed on 2 Dec 2024	Michael Earl
25 Oct 2024	Confirm franchisee for offers of after school care Status: Completed on 30 Oct 2024	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: Not Started	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
10 Mar 2025	Develop plan for a BOT Election and Succession Status: Not Started	Nicola Kay



Camp

Michael to communication 2025 Camp with the Community.

Due Date: 6 Dec 2024
Owner: Michael Earl



Meeting with staff

Michael to meet with staff that are staying to get feedback.

This has been actioned and I have meetings planned for the coming weeks. I am beginning with existing staff.

Due Date: 19 Feb 2025
Owner: Michael Earl



Consider doing exit interview with staff

Considering doing an exit interview with staff who are leaving. Survey.
Below are a set of questions

Howick Primary School Staff Exit Survey

Thank you for your time at Howick Primary School. We appreciate your feedback to help us improve our workplace for current and future staff. Your responses will remain confidential.

General Information

1. Your role at Howick Primary School: _____
2. How long have you worked at the school? _____
3. What was your primary reason for leaving? (Select all that apply)
 - ☐ Career advancement
 - ☐ Personal reasons
 - ☐ Work environment
 - ☐ Compensation and benefits
 - ☐ Other (please specify): _____

Work Environment & Culture

4. How would you describe the overall work environment at Howick Primary School?
5. Did you feel supported by leadership (Team Leaders and Senior Leaders)? Why or why not?
6. Were your contributions recognized and valued? Please explain.
7. Did you feel there were sufficient professional development opportunities? Why or why not?
8. How well did the school support your well-being and work-life balance?

Job Satisfaction

9. What aspects of your role did you enjoy the most?
10. What aspects of your role did you find most challenging?
11. Did you feel you had the necessary resources and support to perform your job effectively?
12. What, if anything, could have been improved to make your job more fulfilling?

Future Recommendations

13. What suggestions do you have to improve the experience for current and future staff?
14. Would you recommend Howick Primary School as a workplace to others? Why or why not?
15. Any additional comments or feedback you would like to share?

Thank you for your feedback! We appreciate your time and wish you all the best in your future endeavors.

Due Date: 13 Dec 2024
Owner: Michael Earl



From 2025 - Concerns/Complaints

Michael from 2025 to start reporting concerns/complaints to the Board.

Due Date: 18 Feb 2025
Owner: Michael Earl



Proceed with Playground Supplies

Proceed with Playground Supplies

Decision Date: 2 Dec 2024
Mover: Hamish McCormick
Seconder: Nicola Kay
Outcome: Approved

3. Management Reports

3.1 H&S Update

3.2 Principals Report

3.3 Policy Review - Term 4 and NZSTA Term 4 Board Checklist

3.4 School Finance Review

3.5 Property Report

4. Other Business

4.1 Environment Report

4.2 Correspondence In

Lucy has resigned from the Board as of the end of this year, due to moving out of the area next year.

5. In Committee

5.1 In Committee

6. Close Meeting

6.1 Close the meeting

Next meeting: In Comittee - 2 Dec 2024, 5:50 pm

Signature:_____

Date:_____