

CONFIRMED MINUTES

WEEK 3 TERM 4 2024

At the **Week 8 Term 4 2024** on **2 Dec 2024** these minutes were **confirmed as presented**.

Name:	Howick Primary School Board of Trustees
Date:	Monday, 21 October 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, Kristen Oliphant, Lucy Du Chateau, Michael Earl, Callum Hey

1. Opening Meeting

1.1 Confirm Minutes

Week 8 Term 3 2024 9 Sept 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
12 Aug 2024	Prep application for camp for 2025. Have ready for next board meeting Status: In Progress	Michael Earl
8 Sept 2024	Callum to join Michael for a property walk ahead of w8 meeting Status: Completed on 21 Oct 2024	Michael Earl
14 Oct 2024	Principal's Report Status: Completed on 21 Oct 2024	Michael Earl
21 Oct 2024	Staff Engagement Survey Status: In Progress	Michael Earl
21 Oct 2024	Complaints Register Status: In Progress	Nicola Kay
21 Oct 2024	EOTC Policy Status: Not Started	Michael Earl
21 Oct 2024	Principal's Report Status: In Progress	Michael Earl

3. Management Reports

3.1 H&S Update



Buildings Maintenance

Michael to follow up about the holes in the buildings.

Due Date: 2 Dec 2024

Owner: Michael Earl

3.2 Principals Report



Annual Plan Presentation and Reporting

New presentation for the 12 month plan.

Due Date: 2 Dec 2024

Owner: Michael Earl



Senior Playground

Michael to get multiple quotes for bringing up to standard.

I have sought advice from the current company on what is required to bring the playground up to standard. Their quote is what they believe needs to happen. I've asked for 2 other options.

I have received a quote for for cushion fall from another company and their price for supplying and spreading is \$1500 cheaper (not including GST). We have also asked a drainlayer for a quote and a landscaper for the edging.

I have another quote for the much delivery and spreading - \$9100 (inclusive of GST)

We are waiting on 3 quotes for the excavation of the existing mulch.

Due Date: 2 Dec 2024

Owner: Michael Earl



Accounting

Review accounting provider.

Board commits to hold \$500-\$750 per student.

Due Date: 2 Dec 2024

Owner: Michael Earl



Draft Budget 2025

Board has approved Draft Budget deficit \$93,000.00.

Decision Date: 21 Oct 2024

Mover: Hamish McCormick

Seconder: Callum Hey

Outcome: Approved

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



Approved Limits

Approved limits to be documented.

Due Date: 2 Dec 2024

Owner: Michael Earl



Develop plan for a BOT Election and Succession

Develop plan for a BOT Election and Succession.

Due Date: 10 Mar 2025

Owner: Nicola Kay

3.4 School Finance Review

3.5 Property Report

4. Other Business

5. In Committee

5.1 In Committee

In Committee at 6.20pm to discuss student and staff confidential issues.

6. Close Meeting

6.1 Close the meeting

Next meeting: Week 8 Term 4 2024 - 2 Dec 2024, 5:00 pm

Signature: _____

Date: _____