

CONFIRMED MINUTES

JUNE BOARD MEETING

At the **Term 3 - Week 3 July meeting on 31 Jul 2023** these minutes were **confirmed as presented**.

Name:	Howick Primary School Board of Trustees
Date:	Monday, 12 June 2023
Time:	7:00 pm to 9:14 pm (NZST)
Location:	Default Location, Willoughby Avenue, Howick, Auckland, New Zealand
Board Members:	Nicola Kay (Chair), Franchelle Barker, Hamish McCormick, Kristen Oliphant, Lucy Du Chateau, Michael Earl
Attendees:	Sue-Ann Wetselaar

1. Opening Meeting

1.1 Karakia

1.2 Speaking Rights

No visitors

1.3 Interests Register

No conflict of interests

1.4 Confirm Minutes

May Monthly Board Meeting 8 May 2023, the minutes were confirmed as presented.

2.3 Property update needed from Mike Simik

2. Principals June Report

2.1 Principals Report

Would be interesting to compare attendance 2022 to 2023



Attendance

Attendance comparisons 2022/23

Term 1 2022 - Present 79%, Justified 13, unjustified 8% **Term 1 2023 - Present 88%, Justified 8, unjustified 4%**

Term 2 2022 - Present 84%, Justified 13, unjustified 3% **Term 2 2023 - Present 88%, Justified 7, unjustified 5%**

Term 3 2022 - Present 88%, Justified 9, unjustified 3%

Term 4 2022 - Present 88%, Justified 7, unjustified 5%

Due Date: 6 Jul 2023

Owner: Michael Earl

Walk through classrooms with Roween Higgins *. Clarity for teachers on next steps.

Moth pod collection was a success. Good for HPS to host this event.

Met local Board members. Opportunity to build relationships with them.

Finances: let parents know that their donations go to extra LSC and other things that are not funded.



Recognition for Marsha for Audit Outcome

Restaurant voucher to be given to Marsha in recognition of her effort.

Decision Date: 12 Jun 2023

Mover: Hamish McCormick

Seconder: Kristen Oliphant

Outcome: Approved



Reward and Recognition Policy

Add agenda item to discuss.

Due Date: 31 Jul 2023

Owner: Nicola Kay

Michael working with Leanne for CES to code relievers to bulk grant.



Impacts from NZEI settlement

Michael to provide a summary

I emailed the accountant to move ALL teachers over to teacher salaries and therefore mitigate any potential risk to the Board having to pay NZEI teacher's a one off lump sum payment and any back pay to them from our bulk grant.

Additionally, I have copied and pasted the email I received from CES here:

As you know, the new Primary Collective Agreement has resulted in a bulk amount to be paid to teachers. The detail of how this will be processed and paid is still not clear but from the information we have seen, this has changed our short-term recommendation for allocating teachers to Bank Staffing or Bulk Grant.

Given this, we suggest making sure all teachers are allocated to Teacher Salaries from today and leaving them there until the collective agreement payments have been processed. This includes those teachers on LWOP, maternity leave and other leave.

We understand the payment will be processed in July. Once the payment has been processed, we will revisit our forecast for the rest of the year.

Kind regards

Steve

You can find more information on the specifics of the settlement by clicking [here](#)

Due Date: 1 Aug 2023

Owner: Michael Earl



ESOL Grant

Michael to track progress on this

MOE ESOL Grant was credited into our account on the 19th of April - Gross amount \$41262 (Net \$35880)

Due Date: 31 Jul 2023

Owner: Michael Earl



Uniform Shop

Request donations of uniform in newsletters

Due Date: 31 Jul 2023

Owner: Michael Earl

International students - good income being generated.



International Students

Approach Sam Dunn to do a programme for these students. This is a once off cost to set up the template that can be used every year.

Get advice from CES on how this could be billed and accounted for.

I approached Sam to ask her to put a programme together for this. CES advised that the correct way to pay this, in-line with the collective, is to pay it to her as a RRR unit (or part thereof). These are Board approved and to the value of \$2750 per annum.

Sam and Marsha came in during the second week of the holidays and published the booklet that Sam had worked on. This was distributed to the students today.

Due Date: 31 Jul 2023

Owner: Michael Earl

Health curriculum was discussed. Pubertal changes talks are done for the girls only at this stage.



Health Curriculum

Share the information sheet. Present to Board.

Consult with the community. Parents can give feedback.

Due Date: 31 Jul 2023

Owner: Michael Earl

PTA got \$25k in grants. Well done to Franchelle and team.

Pool heating project has commenced.

2.2 Finance Report

Covered in the Principal's report.

2.3 Property Report

Turf has been ordered. Deck finished. Shade sail over playground was discussed.

Paul is following up with Simik about some areas of concrete where water pools. Drainage can potentially be an issue due to age of school. Michael has spoken to Ministry and they should support us for unforeseen expenditure.

Looking at option for playground flooring alternatives. Bark has to be replaced regularly. Possibly get members of community to help clear out bark, compact ground and then use "pour and play playground flooring".



Cyclical Maintenance for Half 2

Board to review

Due Date: 31 Jul 2023

Owner: Hamish McCormick

2.4 Community Engagement Report

Still collecting chocolate money. PTA emailed teachers to follow up outstanding returns of chocolate boxes.

Pizzas next week.

Disco next term.

Colour run and family fun night in term 4.

Thank you to parents for their participation in the survey will go out tomorrow.

3. Board Annual Work Plan

3.1 Strategic Goal 1 - Wellbeing

PB4L

Operationalising our core values through student leaders with Leanne.

Staff PD to meet individual needs of teachers

See 3.2

See 3.3

3.2 Strategic Goal 2 - Teacher Learning & Assessment

Teaching, Learning and Assessment Focus - is this consistent enough?

Tyla Silva working on data for student agency and collaboration.

3.3 Strategic Goal 3 - Partnership

Schedule a Fono for Pasifika families with all welcome for the 3rd term.

Maori whanau hui too for September.

4. Policy Review

4.1 No further policies to review this term

5. Actions from Previous Meetings

5.1 Action List

Due Date	Action Title	Owner
19 May 2023	Survey Status: In Progress	Lucy Du Chateau
4 Jun 2023	Coaching Status: Completed on 12 Jun 2023	Michael Earl
4 Jun 2023	Budget Status: Completed on 24 May 2023	Michael Earl
5 Jun 2023	Sub Committee Rules Status: Completed on 12 Jun 2023	Nicola Kay
12 Jun 2023	Investigate Prime Minister's Teaching Awards Status: Completed on 10 May 2023	Michael Earl
12 Jun 2023	Montessori Payments Status: Completed on 12 Jun 2023	Michael Earl
12 Jun 2023	Toilet Upgrades Status: Completed on 24 May 2023	Michael Earl
12 Jun 2023	Drainage - collapsed drains Status: In Progress	Michael Earl
12 Jun 2023	Share purpose of Staff Representative to all Status: Completed on 27 Jun 2023	Michael Earl
12 Jun 2023	Sub committee for the Implementation of the School Zone Status: In Progress	Lucy Du Chateau
12 Jun 2023	Community Access Status: Completed on 12 Jun 2023	Nicola Kay
12 Jun 2023	NZSTA Term 2 Checklist Status: Completed on 12 Jun 2023	Nicola Kay
10 Jul 2023	Zone Status: Completed on 12 Jun 2023	Michael Earl



Confirm with Ken White - Ballot spaces

Confirm with Ken White if Ballot is not filled in a particular age group, can the spaces remain open?

Please see Ken's response below - the short answer is no though

No another ballot would have to be arranged. The Secretary's Instructions state:

Applications Outside the Pre-Enrolment Period

"In the case of applications from students who live outside the home zone, such students cannot be enrolled unless a new ballot is arranged".

If there is no current waiting list, the board must place a public notice in a medium appropriate to the area served by the school stating:

- *the likely number of available places, in total or at particular levels as the case may be;*
- *the deadline by which applications for enrolment must be received;*
- *the date of the ballot(s) for enrolment places.*

Kind regards

Ken White | Senior Adviser|Network|Network and Regulatory
Te Pae Aronui | Operations & Integration

Due Date: 31 Jul 2023

Owner: Michael Earl

6. Other Business

6.1 Draft Community access policies for review



School ground access policy

All Approved

Decision Date: 12 Jun 2023
Mover: Nicola Kay
Seconder: Hamish McCormick
Outcome: Approved



Community conduct policy and school ground policy

Need to make signage for the above.

Communicate this to the parents and community before signage goes up.

Paul Hamilton to install signage.

Due Date: 26 Jun 2023
Owner: Michael Earl



Security company signage

Michael to ask Paul to get these updated.

Due Date: 26 Jun 2023
Owner: Michael Earl

6.2 NZSTA Term 2 Checklist discussion

6.3 2022 Financial Audit Outcome



Accept 2022 Financial Audit Report and its findings

All actions already in place

Decision Date: 12 Jun 2023
Mover: Hamish McCormick
Seconder: Nicola Kay
Outcome: Approved

6.4 Future Board Meetings



Further Meetings

Nicola to put next meetings into Board Pro

Due Date: 30 Jun 2023
Owner: Nicola Kay

6.5 Review of how meeting went

7. Close Meeting

7.1 Close the meeting

Next meeting: No date for the next meeting has been set.

Signature: NJKay.

Date: 31 July 23