

# CONFIRMED MINUTES

## MAY MONTHLY BOARD MEETING

At the **June Board Meeting** on **12 Jun 2023** these minutes were **confirmed as presented**.

<b>Name:</b>	Howick Primary School Board of Trustees
<b>Date:</b>	Monday, 8 May 2023
<b>Time:</b>	7:00 pm to 9:10 pm (NZST)
<b>Location:</b>	Default Location, Willoughby Avenue, Howick, Auckland, New Zealand
<b>Board Members:</b>	Nicola Kay (Chair), Franchelle Barker, Hamish McCormick, Kristen Oliphant, Lucy Du Chateau, Michael Earl
<b>Attendees:</b>	Sue-Ann Wetselaar

### 1. Opening Meeting

#### 1.1 Confirm Minutes



##### Confirm minutes

Approved as presented

<b>Decision Date:</b>	8 May 2023
<b>Mover:</b>	Nicola Kay
<b>Seconder:</b>	Hamish McCormick
<b>Outcome:</b>	Approved

#### 1.2 Interests Register

#### 1.3 Speaking Rights

None given tonight

### 2. Principals May Reivew

#### 2.1 Principals Report

Roll improved, now 372. Interest from International student - good progress.

Year 1 up on 41 Ministry anticipated.

New 5 year olds will now be classified as Year 0

Attendance at 89%

##### Strategic Goals

PLD hours budget is \$21k

Agency Survey measures 6 areas and converts them into a score. These areas are Resilience, Self Awareness, Assessment Capability, Collaboration, Using Tools and Strategies, Taking Action.

### Teacher Only Day

Best practice teaching & learning - consistency from classroom to classroom. Learning focus in the classrooms.

Next step is to get interim results.

PAT testing mid-year.

Team Leaders and Senior Leader Meeting with Sepora Mauigoa from New Zealand Pasifika Principals Association (NZPPA) to share how they are supporting Michael this year.

Are we being effective for our Pasifika children, how effective are our relationships with our children.

Professional Development for the team in the areas where they feel they need it.

Discussed coaching.



### **Coaching**

Update on coaching course and numbers tracking for BoT. Create a measure for coaches to complete and report to Michael.

**Due Date:** 4 Jun 2023

**Owner:** Michael Earl

## **2.2 Finance Report**

Still in pretty good shape. Some school donations have come in.

Michael putting budget in quarters.

What are the Capital expenses we should be prioritising?

Building and Maintenance will take a fair bit of budget.

International students, initially a liability, at what point do they become an asset.

HPMA trust payment (still not finalised)

Offered \$9k towards special needs children. Employ additional teacher aide short term.



### **Budget**

Michael to set the budget into quarters and submit to Steven.

**Due Date:** 4 Jun 2023

**Owner:** Michael Earl



### **Investigate Prime Minister's Teaching Awards**

Prime Minister's Awards

**Due Date:** 12 Jun 2023

**Owner:** Michael Earl



### **Montessori Payments**

Get in touch with Abby from HPMT to reconcile Montessori payments

**Due Date:** 12 Jun 2023

**Owner:** Michael Earl



### **Junior school Team Turf**

Agree for re-instatement rather than patching.



**Decision Date:** 8 May 2023  
**Mover:** Michael Earl  
**Seconder:** Lucy Du Chateau  
**Outcome:** Approved

## 2.3 Property Report

Court yard project completed \$40k coming from MoE.

Toilet Upgrades.

Blocked drains due to tree roots. Replace



### Toilet Upgrades

Update needed from Mike at Semac on the progress

**Due Date:** 12 Jun 2023  
**Owner:** Michael Earl



### Drainage - collapsed drains

Get quotes. Will be referring to MoE for payment

I have been in touch with MOE. They advised me of everything that we need to provide in order for funding to be applied for.

The project is underway and being led by Paul.

**Due Date:** 12 Jun 2023  
**Owner:** Michael Earl

## 2.4 Community Engagement Report

### PTA

Mufti days

Disco - 22 June

12 May - Teacher Appreciation day

Whittkers chocolates arriving 12 May. Feedback shows more opt-outs this year.

Mother's Day Give-away - Breakfast (Urban Oasis) and Flowers (Marigold Merchant)

### Survey

Pick out key points.

Open classroom afternoons showing parents how we do things.

Parent evenings for Pasifika, Maori (1st priority) and then Asian and other communities. To share how we do things. Also can include the wider community.



### Survey

Top level overview of feedback from the survey.

**Due Date:** 19 May 2023  
**Owner:** Lucy Du Chateau

### 3. Board Annual Work Plan

#### 3.1 Strategic Goal 1 - Wellbeing

#### 3.2 Strategic Goal 2 - Teacher Learning & Assessment

#### 3.3 Strategic Goal 3 - Partnership

### 4. Policy Review

#### 4.1 EOTC Policy Review

School Docs

EoTC - we are quite thorough with our procedures.



##### EoTC Policy - School Docs

Accept as is.

**Decision Date:** 8 May 2023  
**Mover:** Nicola Kay  
**Seconder:** Hamish McCormick  
**Outcome:** Approved

### 5. Actions from Previous Meetings

#### 5.1 Action List



##### Share purpose of Staff Representative to all

Michael to send link

**Due Date:** 12 Jun 2023  
**Owner:** Michael Earl



##### Zone

How many out of zone places are we offering?  
Future siblings also allows more accurate planning.  
Use an Open Day to advertise out of zone applications.

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I reviewed the trends from the last three years suggest making offering 55 out of zone places. Based on known pre-enrolments plus existing students in Year 1-5 we would have a roll of 344, peak roll is 421.

Specifically Year 0/1 - 23, Year 3 - 9, Year 4 - 8, ...40 in total. This would leave approximately 29 places for in-zone students.

If we didn't get any out of zone enrolments then this would mean the Board would need to fund 0.7 of a teacher = \$40,600 (approx). If we do get the out of zone fully subscribed and no in-zone then this board funded teacher component is \$11600. The funding is based on having a Year 3 teacher paid from the bulk grant.

Suggest tours for the week of the 14th August. Families/groups can book and tour scheduled guided by student leaders.

**Due Date:** 11 Jul 2023



**Owner:** Michael Earl



### **Sub committee for the Implementation of the School Zone**

3 members of the Board - Kristen, Lucy and Franchelle

Can include Montessori

Others can be involved: Leanne Hurley

**Due Date:** 12 Jun 2023

**Owner:** Lucy Du Chateau



### **Sub Committee Rules**

Nicola to set the rules and share with Board and Sub Committee (Working Group)

Following link shared

<https://www.nzstaresourcecentre.org.nz/helpforboards?ald=ka00o000000pO10AAE>

**Due Date:** 6 Jun 2023

**Owner:** Nicola Kay

## **6. Other Business**

### **6.1 PPCB Profession Coaching, Learning and Wellbeing Support Fund**

### **6.2 Primary Principal's Collective Bargaining (PPCB) Media Statement**

### **6.3 Community Access Policy for Discussion**

Policy drafted by Lucy & Michael

Goal is partnership focus. Looking and reviewing for our focus to better engage with the community. Grounds access outside of hours

Access during daylight hours. No dogs. No contraband. Code of Conduct. Action can be taken against people not following the rules.

Need a visual Code of Conduct



### **Community Access**

Draft to be shared.

**Due Date:** 12 Jun 2023

**Owner:** Nicola Kay

### **6.4 NZSTA Term 2 Checklist discussion**



#### **NZSTA Term 2 Checklist**

All to read before next meeting

**Due Date:** 12 Jun 2023

**Owner:** Nicola Kay



## 7. Close Meeting

### 7.1 Close the meeting

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

#### New Actions raised in this meeting

Item	Action Title	Owner
2.1	Coaching <b>Due Date:</b> 4 Jun 2023	Michael Earl
2.2	Budget <b>Due Date:</b> 4 Jun 2023	Michael Earl
2.2	Investigate Prime Minister's Teaching Awards <b>Due Date:</b> 12 Jun 2023	Michael Earl
2.2	Montessori Payments <b>Due Date:</b> 12 Jun 2023	Michael Earl
2.3	Toilet Upgrades <b>Due Date:</b> 12 Jun 2023	Michael Earl
2.3	Drainage - collapsed drains <b>Due Date:</b> 12 Jun 2023	Michael Earl
2.4	Survey <b>Due Date:</b> 19 May 2023	Lucy Du Chateau
5.1	Share purpose of Staff Representative to all <b>Due Date:</b> 12 Jun 2023	Michael Earl
5.1	Zone <b>Due Date:</b> 11 Jul 2023	Michael Earl
5.1	Sub committee for the Implementation of the School Zone <b>Due Date:</b> 12 Jun 2023	Lucy Du Chateau
5.1	Sub Committee Rules <b>Due Date:</b> 6 Jun 2023	Nicola Kay
6.3	Community Access <b>Due Date:</b> 12 Jun 2023	Nicola Kay
6.4	NZSTA Term 2 Checklist <b>Due Date:</b> 12 Jun 2023	Nicola Kay

Signature: NK Kay

Date: 12 Jun 23