

# CONFIRMED MINUTES

## BOARD MEETING TERM 4 WEEK 8 MEETING

At the **Board Meeting Term 1 Week 3 meeting** on **19 Feb 2024** these minutes were confirmed with the following changes:

*Principal's wellbeing budget will be spent in 2024 instead of 2023.*

<b>Name:</b>	Howick Primary School Board of Trustees
<b>Date:</b>	Monday, 27 November 2023
<b>Time:</b>	5:30 pm to 6:45 pm (NZDT)
<b>Location:</b>	Default Location, Willoughby Avenue, Howick, Auckland, New Zealand
<b>Board Members:</b>	Michael Earl, Nicola Kay (Chair), Kristen Oliphant, Franchelle Barker, Hamish McCormick, Lucy Du Chateau
<b>Attendees:</b>	Sue-Ann Wetselaar

### 1. Opening Meeting

#### 1.1 Karakia



##### Minutes

All agreed

<b>Decision Date:</b>	27 Nov 2023
<b>Mover:</b>	Nicola Kay
<b>Seconder:</b>	Lucy Du Chateau
<b>Outcome:</b>	Approved

#### 1.2 Speaking Rights

#### 1.3 Interests Register

#### 1.4 Confirm Minutes

Term 4 Week 3 2023 Board Meeting 30 Oct 2023, the minutes were confirmed as presented.

### 2. Principal's Report

#### 2.1 Principal's Report

There are differences between how we record an absence and then attendance shown on the child's report.



## Attendance

Notify parents of how attendance is recorded. Their child's report may reflect a poor attendance because our standard is set at 95%.

**Due Date:** 8 Dec 2023

**Owner:** Michael Earl

We have been successful with our roll return and are able to offer an additional fixed term position next year.

Continue to run the Resilience programme that we already have until we can start with the Mighty Project in Term 4 2024.

Hui a Whanau went really well. Michael has done thematic analysis of Hui a and the Fono.

Both groups would like more community events. Both are passionate about building strong literacy and numeracy for their children. Add more of the arts, e.g. music.



## Community Engagement

Confirm date for final community meeting.

**Due Date:** 8 Dec 2023

**Owner:** Michael Earl

## 2.2 Finance Report



### Draft Budget

All agreed

**Decision Date:** 27 Nov 2023

**Mover:** Hamish McCormick

**Second:** Franchelle Barker

**Outcome:** Approved

## 2.3 Property Report

One of the toilets at Room 11 and 12 is not up to scratch. Mike needs to organise the fix at the contractor's expense.

Drainage is still an issue. Review after Block 3 project.



## 5YE

Michael to find out how much is left in the 5YE budget.

\$301493 paid to the school against a budget of \$418820. Unspent money is \$117327. There are still some items to finish on the current project and then suggest using any unused funding once the project is closed to correct any drainage that needs replacing.

Should there be a shortfall then our Ministry Property advisor has identified that we can apply for unforeseen funding.

**Due Date:** 8 Dec 2023

**Owner:** Michael Earl



## 2.4 Community Engagement Report

Susan and the team are working on the Colour Run. They have secured lots of sponsors. Still need to encourage pre-event ticket sales.



### PTA Calendar and School Calendar

Michael and Lucy to share their calendars. Also needs to be shared with HPMA.

**Due Date:** 8 Dec 2023  
**Owner:** Lucy Du Chateau



### Fundraising

Regroup at the beginning of 2024 to discuss what the PTA are fundraising for.

**Due Date:** 16 Feb 2024  
**Owner:** Michael Earl

## 3. Board Annual Work Plan

### 3.1 Strategic Goal 1 - Wellbeing

In the process of editing the Strategic Plan. Looking to add Parent Voice.  
 Draft Annual Plan will be presented to the Board early next year.



### Strategic Plan

Draft Annual Plan will be presented to the Board early next year.  
 This will be presented at the Week 8 meeting. However, the strategic plan is mostly unchanged from 2023 - 2025.

**Due Date:** 1 Mar 2024  
**Owner:** Michael Earl

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

### 3.3 Strategic Goal 3 - Partnership

## 4. Actions from Previous Meetings

### 4.1 Action List

Due Date	Action Title	Owner
4 Sept 2023	Gift receiving Policy and Gift Giving Policy - send revised polic... <b>Status:</b> Completed on 28 Nov 2023	Michael Earl
22 Sept 2023	Open Day at HPS <b>Status:</b> On Hold	Michael Earl
23 Oct 2023	Fono and hui <b>Status:</b> Completed on 28 Nov 2023	Michael Earl
23 Oct 2023	Accepted Depreciation Letter <b>Status:</b> Not Started	Hamish McCormick
23 Oct 2023	Survey for PTA fundraising <b>Status:</b> Not Started	Lucy Du Chateau



Due Date	Action Title	Owner
30 Oct 2023	Gift register <b>Status:</b> Completed on 28 Nov 2023	Michael Earl
30 Oct 2023	Health and safety online course <b>Status:</b> Not Started	Lucy Du Chateau
6 Nov 2023	Health curriculum <b>Status:</b> Completed on 27 Nov 2023	Michael Earl
6 Nov 2023	Property <b>Status:</b> In Progress	Michael Earl
13 Nov 2023	HPMA <b>Status:</b> Completed on 27 Nov 2023	Michael Earl
20 Nov 2023	Hui a whanau <b>Status:</b> Completed on 27 Nov 2023	Michael Earl
20 Nov 2023	Health & Safety <b>Status:</b> In Progress	Michael Earl
20 Nov 2023	Religious Instruction <b>Status:</b> In Progress	Michael Earl
26 Nov 2023	Update on achievement data <b>Status:</b> Completed on 27 Nov 2023	Michael Earl
27 Nov 2023	Cyclical Maintenance for Half 2 <b>Status:</b> Completed on 27 Nov 2023	Michael Earl
27 Nov 2023	Learning Support <b>Status:</b> Not Started	Michael Earl
27 Nov 2023	Health & Safety <b>Status:</b> Not Started	Michael Earl
12 Dec 2023	Review Sue-Ann role as minute taker vs secretary <b>Status:</b> In Progress	Nicola Kay
18 Feb 2024	Achievement Data <b>Status:</b> In Progress	Michael Earl



### Check with STA for requirements for Board role notifications

As per role requirements

### How do we fill a casual vacancy by selection?

Once you've confirmed that you can fill the vacancy by selection, your board needs to pass a resolution to start the process.

You then have 14 days to notify your school and the wider community.

You can use our [sample notice](#) to do this.

This used to be done in the local newspaper; nowadays, a bulk email to the community is much more common.

If, within 28 days of your notice, 10% or more of eligible voters on your school roll ask for a by-election instead, you will need to comply.

They must ask by writing to your board.

If less than 10% ask, you can proceed with selection.

Your board must select someone within six weeks of the 28-day notice ending.

There is no right or wrong way to run your selection process, but it's a good idea to try and replace the skills your board lost to the vacancy.



Some boards ask for expressions of interest and interview the candidates before deciding.

Others take a more informal "tap on the shoulder" approach.

Once they have completed the [eligibility declaration form](#), your board passes a motion to select the person, and they take office immediately.

Now that there is no longer a vacancy, update your board member register and Appendix 2.

**Due Date:** 30 Nov 2023  
**Owner:** Michael Earl

## 5. Other Business

### 5.1 Board PTA input

### 5.2 Review of how meeting went

### 5.3 In Committee

## 6. Close Meeting

### 6.1 Close the meeting

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

Signature: \_\_\_\_\_

*NJKay.*

Date: \_\_\_\_\_

*19 Feb 24.*