

CONFIRMED MINUTES

WEEK 3 TERM 2 2024 BOARD MEETING

At the **Week 8 Term 2 2024** on **17 Jun 2024** these minutes were **confirmed as presented**.

Name: Howick Primary School Board of Trustees
Date: Monday, 13 May 2024
Time: 5:00 pm to 7:00 pm (NZST)
Location: Howick Primary School, 40 Willoughby Avenue Howick
Board Members: Nicola Kay (Chair), Hamish McCormick, Kristen Oliphant, Michael Earl
Apologies: Lucy Du Chateau

1. Opening Meeting

1.1 Confirm Minutes

Week 8 Term 1 2024 Board Meeting 25 Mar 2024, the minutes were confirmed as presented.

1.2 Interests Register

2. Actions from Previous Meetings

2.1 Action List

Due Date	Action Title	Owner
30 Oct 2023	Health and safety online course Status: In Progress	Lucy Du Chateau
20 Nov 2023	Health & Safety Status: Completed on 13 May 2024	Michael Earl
27 Nov 2023	Learning Support Status: Completed on 25 Mar 2024	Michael Earl
27 Nov 2023	Health & Safety Status: Completed on 25 Mar 2024	Michael Earl
30 Nov 2023	Check with STA for requirements for Board role notifications Status: Completed on 25 Mar 2024	Michael Earl
8 Dec 2023	PTA Calendar and School Calendar Status: Completed on 25 Mar 2024	Lucy Du Chateau
12 Dec 2023	Review Sue-Ann role as minute taker vs secretary Status: Completed on 25 Mar 2024	Nicola Kay
22 Feb 2024	Marketing plan for the school Status: Completed on 25 Mar 2024	Michael Earl
26 Feb 2024	Tri-annual review programme Status: Completed on 25 Mar 2024	Michael Earl
25 Mar 2024	Proposed Principal delegation (Finance) Status: Completed on 25 Mar 2024	Hamish McCormick

Due Date	Action Title	Owner
25 Mar 2024	Principal PGC Status: Completed on 25 Mar 2024	Michael Earl
25 Mar 2024	Budget Presentation Status: Completed on 25 Mar 2024	Michael Earl
25 Mar 2024	Health and Safety Status: Completed on 25 Mar 2024	Michael Earl
25 Mar 2024	Targeted marketing for the school Status: Completed on 25 Mar 2024	Michael Earl
25 Mar 2024	Property walk Status: Completed on 29 Apr 2024	Michael Earl
12 May 2024	Publish PTA / School Calendar Status: Completed on 11 Jun 2024	Michael Earl
12 May 2024	Remove H&S in Committee comment from Prinicipal Pack Status: Completed on 8 May 2024	Michael Earl
12 May 2024	Review action or measure for staff engagement on principal report Status: In Progress	Michael Earl
13 May 2024	Schedule for rest of year meetings for teachers to present Status: Completed on 9 May 2024	Michael Earl
13 May 2024	Add "other" community group as a focus group for community consultation Status: Completed on 17 Jun 2024	Michael Earl
13 May 2024	Check if we can specify siblings as a priority group Status: Completed on 13 May 2024	Michael Earl
13 May 2024	Review options for school Gazebo & sports tops Status: Completed on 12 May 2024	Lucy Du Chateau
13 May 2024	Have Marsha arrange for Board Election for 2 new parent reps Status: Completed on 29 Apr 2024	Michael Earl



Create list of ideas for next strat plan / annual plan

Create a list of ideas for future strat plans

Due Date: 20 May 2024

Owner: Michael Earl

3. Management Reports

3.1 H&S Update



Review and present Risk Register

Have the Risk Register updated and presented to board

Due Date: 17 Jun 2024

Owner: Michael Earl



Police Vetting for Garden to Table

Communicate the specific rules around policy vetting and being alone with Children

Regular Garden to Table volunteers are Police Vetted. Parents who occasionally volunteer are not. All Garden to Table people understand who can and cannot work alone with groups of children.

Due Date: 17 Jun 2024

Owner: Michael Earl

3.2 Principals Report



by next meeting confirm number of siblings for next year ballot

Ensure we have the correct number of spaces for out of zone siblings for 2025 ballot

I emailed teacher to gather information and will send a google link out to our community. I have also asked local kindys for the information.

Due Date: 17 Jun 2024

Owner: Michael Earl



Confirm EAP provider is still funded or not

Confirm if we have central funding or not

EAP providers are not centrally funded, this ceased at the end of 2023. We have created a staff well-being budget from which the membership and any staff costs for their services will be deducted. I will share with the Board any reports I receive from EAP.

Due Date: 17 Jun 2024

Owner: Michael Earl

3.3 Policy Review - Term 2



Appointment Committee Policy

Check if the policy states that a board member must be involved in appointment committee.

Due Date: 20 May 2024

Owner: Hamish McCormick

3.4 School Finance Review



Follow up on Aged Recievables over due

confirm these are paid or still outstanding

I have been in touch with Toshiba about their outstanding amount. The \$3100 needs to be deleted, it was for an international student who never turned up. Bethany Baptist church are aware and will pay by the 19th of the month. The Ministry has paid the IES funding and I recommend writing off the 2 amounts for \$15.

The HPMA Trust have been invoiced for \$11,862 - this is the portion of the Teacher and unit salary that the school has had to cover for the first 6 months of this year.

Due Date: 27 May 2024

Owner: Michael Earl

4. Other Business

4.1 Board Make Up



review consittution for parent elected reps

review how we make the change to a max of 5, a min or 4

Due Date: 17 Jun 2024
Owner: Nicola Kay



Start board election process

We are seeking for 2 new parent reps. 1 is to replace a resignation, one is to expand the board. Hamish to provide the skill list to Michael

Due Date: 14 May 2024
Owner: Michael Earl

4.2 STEAM Presentation

Michael Grimmer came and took us through STEAM programme for the school. Showed us the robots. Explained the tools to be used. Includes teacher upskilling. Need to work with AI rather than against it



Action: Arrange Michael G to come back to present at end of year on progress

update on progress

Due Date: 17 Jun 2024
Owner: Michael Earl

5. In Committee

5.1 In Committee

6. Close Meeting

6.1 Close the meeting

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

Signature: 

Date: 17/6/24