

# CONFIRMED MINUTES

## TERM 4 WEEK 3 2023 BOARD MEETING

At the **Board Meeting Term 4 Week 8 meeting on 27 Nov 2023** these minutes were confirmed as presented.

<b>Name:</b>	Howick Primary School Board of Trustees
<b>Date:</b>	Monday, 30 October 2023
<b>Time:</b>	4:00 pm to 6:00 pm (NZDT)
<b>Location:</b>	Default Location, Willoughby Avenue, Howick, Auckland, New Zealand
<b>Board Members:</b>	Kristen Oliphant, Nicola Kay (Chair), Franchelle Barker, Hamish McCormick, Michael Earl
<b>Attendees:</b>	Sue-Ann Wetselaar
<b>Apologies:</b>	Lucy Du Chateau

### 1. Opening Meeting

#### 1.1 Karakia

#### 1.2 Speaking Rights

#### 1.3 Interests Register

#### 1.4 Confirm Minutes

Term 3 - Week 8 September Board Meeting 4 Sept 2023, the minutes were confirmed as presented.

### 2. Principal's Report

#### 2.1 Principal's Report

Discussed international students with SIBA.

Wanting guarantees on numbers.

Roll is up.

Attendance is higher than last term.

PLD for teachers - Assessment Literate. Looking at more bespoke PLD.



### Achievement Data

Communicating achievement data.

Team leads to present to the Board. Be prepared to answer questions.

**Due Date:** 18 Feb 2024

**Owner:** Michael Earl



### Update on achievement data

Michael to present snap shot of data from whole school student data.

**Due Date:** 26 Nov 2023

**Owner:** Michael Earl

Hui a whanau - Mrs Currie to invite iwi reps and invite board members too.



### Hui a whanau

Hui a whanau - Mrs Currie to invite iwi reps and invite board members too.

**Due Date:** 20 Nov 2023

**Owner:** Michael Earl

Michael shared feed back on survey.



### Health curriculum

Address community / parents on Health and Sexuality curriculum.

Clear communication will go out before Life education puberty talks.

**Due Date:** 6 Nov 2023

**Owner:** Michael Earl

Health & Safety

All minor injuries are recorded manually.

Michael would like all records to be digital



### Health & Safety

All minor injuries are recorded manually.

Michael would like all records to be digital.

**Due Date:** 27 Nov 2023

**Owner:** Michael Earl

Property

Existing shade sail re-installed, poles need to be re-welded.



### Property

Set up monthly property report meeting once a month.

Members of board can rotate.

**Due Date:** 6 Nov 2023

**Owner:** Michael Earl



## Health & Safety

Investigating courses on health and safety and hazard identification for Paul. Once he has done the course he will need to meet with the board to discuss.

**Due Date:** 20 Nov 2023

**Owner:** Michael Earl

Investigating drainage. How much of 5YE budget will be left for these upgrades?

Fixed asset register audit being done.

## 2.2 Finance Report



### HPMA

HPMA Trust payable and receivables

**Due Date:** 13 Nov 2023

**Owner:** Michael Earl

## 2.3 Property Report

## 2.4 Community Engagement Report

PTA had a bake sale and the disco this term.

Family night - PTA will decide what events they will run that night.

## 3. Board Annual Work Plan

### 3.1 Strategic Goal 1 - Wellbeing

Successful PD for teachers during the holidays.

Figuring out next year's Resilience Programme.

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

### 3.3 Strategic Goal 3 - Partnership

## 4. Policy Review

### 4.1 Policy review of Term 4 current review documents in school docs

3 policies up for review



### Curriculum and student achievement policy

Approved

**Decision Date:** 30 Oct 2023

**Mover:** Nicola Kay

**Seconder:** Hamish McCormick

**Outcome:** Approved



## Heath Education Policy

Approved

**Decision Date:** 30 Oct 2023  
**Mover:** Nicola Kay  
**Seconded:** Hamish McCormick  
**Outcome:** Approved

Religious instruction in the school. Needs further discussion



## Religious Instruction

Survey community if they would like Bible in school to continue?

Inform our current bible teachers that the survey will take place and they will be advised of the outcome

**Due Date:** 20 Nov 2023  
**Owner:** Michael Earl

## 5. Actions from Previous Meetings

### 5.1 Action List

Due Date	Action Title	Owner
19 May 2023	Survey <b>Status:</b> Completed on 4 Sept 2023	Lucy Du Chateau
12 Jun 2023	Sub committee for the Implementation of the School Zone <b>Status:</b> Completed on 4 Sept 2023	Lucy Du Chateau
31 Jul 2023	Health Curriculum <b>Status:</b> Completed on 25 Oct 2023	Michael Earl
10 Aug 2023	Breakdown of Out of Zone Application <b>Status:</b> Completed on 16 Oct 2023	Michael Earl
4 Sept 2023	Heat Pumps <b>Status:</b> Completed on 4 Sept 2023	Michael Earl
4 Sept 2023	Storage space for Skids <b>Status:</b> Completed on 16 Oct 2023	Michael Earl
4 Sept 2023	Balance Sheet and Cash Flow Budget <b>Status:</b> Completed on 4 Sept 2023	Michael Earl
4 Sept 2023	Out of Zone Ballot <b>Status:</b> Completed on 4 Sept 2023	Lucy Du Chateau
4 Sept 2023	Gift receiving Policy and Gift Giving Policy - send revised polic... <b>Status:</b> In Progress	Nicola Kay
22 Sept 2023	Open Day at HPS <b>Status:</b> On Hold	Michael Earl
9 Oct 2023	Check on In Committee minutes to be hidden <b>Status:</b> Completed on 5 Oct 2023	Hamish McCormick
23 Oct 2023	Fono <b>Status:</b> In Progress	Michael Earl
23 Oct 2023	Ramp on the side of the hall <b>Status:</b> Completed on 16 Oct 2023	Michael Earl
23 Oct 2023	"Permit to work" <b>Status:</b> Completed on 30 Oct 2023	Hamish McCormick
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> Not Started	Michael Earl
30 Oct 2023	Health and safety online course <b>Status:</b> Not Started	Lucy Du Chateau
27 Nov 2023	Cyclical Maintenance for Half 2 <b>Status:</b> Not Started	Michael Earl
27 Nov 2023	Learning Support <b>Status:</b> Not Started	Michael Earl



**Review Sue-Ann role as minute taker vs secretary**

As per discussion. Nicola to catch up with Sue-Ann

**Due Date:** 26 Nov 2023

**Owner:** Nicola Kay

**6. Other Business**

**6.1 Out of zone places**

Final numbers are not yet available as parents still have until 10 November to accept their place.

**6.2 Board PTA input**

School Board can assist PTA purchases in some instances.

**6.3 Board training opportunities**

NZSTA has lots of online courses and information for board members

**6.4 Review of how meeting went**

**6.5 In Committee**

Going in committee to discuss personnel and private student matters.

**7. Close Meeting**

**7.1 Close the meeting**

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

Signature:           *NJKay*                                Date:           ~~19 Feb 24~~            
*27 Nov 23*