

# CONFIRMED MINUTES

## TERM 3 - WEEK 8 SEPTEMBER BOARD MEETING

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

<b>Name:</b>	Howick Primary School Board of Trustees
<b>Date:</b>	Monday, 4 September 2023
<b>Time:</b>	7:00 pm to 8:45 pm (NZST)
<b>Location:</b>	Default Location, Willoughby Avenue, Howick, Auckland, New Zealand
<b>Board Members:</b>	Kristen Oliphant, Nicola Kay (Chair), Franchelle Barker, Hamish McCormick, Lucy Du Chateau, Michael Earl
<b>Attendees:</b>	Sue-Ann Wetselaar

### 1. Opening Meeting

#### 1.1 Karakia

#### 1.2 Speaking Rights

#### 1.3 Interests Register

#### 1.4 Confirm Minutes

Term 3 - Week 3 July meeting 31 Jul 2023, the minutes were confirmed as presented.



#### Check on In Committee minutes to be hidden

This can't be done in boardpro. I have looked at STA, and they define "In Committee" quite clearly. All we have to do is note we moved into committee to discuss xxx. Anythign else related we can manage via Google Docs if we need to review anything/reports etc.

As long as we are justified in Excluding the public, then we don't need to not anything other than the broad topic and reasons for it to exclude the public. No other notes must be kept or minuted. Moving into committe must be proposed and seconded, unless moved by the presiding member.

The public can ask for information on In Committee/Public Excluded Business (PEB) and we can determine if we can release it or not.

Link Below

<https://www.nzstaresourcecentre.org.nz/helpforboards?ald=ka00o000000pO6eAAE>

**Due Date:** 9 Oct 2023  
**Owner:** Hamish McCormick

## 2. Principal's Report

### 2.1 Principal's Report

Fono went well. Good feedback from community.

Where do we go from here? Communicate back to parents. Draft strategic plan for 2024.

Trialling tools to measure engagement with pasifika students.



#### **Fono**

This went well. Where do we go from here? Communicate back to parents. Draft strategic plan for 2024.

**Due Date:** 23 Oct 2023

**Owner:** Michael Earl



#### **Ramp on the side of the hall**

Ramp on the side of the hall - when will this be repaired? Quotes have been received.

**Received a third quote, best of them all and job awarded to them.**

**Due Date:** 23 Oct 2023

**Owner:** Michael Earl

Teacher only day - 13 November 2023

#### Health and safety

120 visits to the sick bay since the last meeting.

3 moderate health risks:

Fumes from adhesive being removed caused 2 people to have asthma attacks and one person a bad headache. One person took 3 days to recover.

Possible future solution is to do all this kind of work in the school holidays.

PCBU responsible for keeping the staff safe.



#### **"Permit to work"**

Meet with Michael. Discussed H&S risk management.

Michael will add to his report outcomes from the property walk he does with Paul, as well as the number of outstanding items to fix/repair, and then number completed since last meeting.

Michael finding appropriate Hazard ID training for Paul to assist in setting up planning for work beign completed at school

**Due Date:** 23 Oct 2023

**Owner:** Hamish McCormick

## 2.2 Finance Report

Accepted Depreciation Letter



### Accepted Depreciation Letter

Hamish and Michael to sign off on this.

**Due Date:** 23 Oct 2023

**Owner:** Hamish McCormick

## 2.3 Property Report

Ramp - discussed

3 Heat Pump units have been approved

Asbestos removal must be done on the weekends for Rooms 9 and 10. Do toilet blocks at the same time.

## 2.4 Community Engagement Report

Successful bake sale.

New date for Disco - 27 October

Colour run - 8 December

Leavers T-shirts - forms have gone out and will be ordered before the end of term.

Get community events back on track.

PTA delivers the important initiatives - raising money for new playground, playground flooring, shade etc. Focus on things that improve well being of students eg confidence course.

Survey to staff on what money should be raised for.



### Survey for PTA fundraising

Survey board, staff and PTA for ideas on what to fundraise for too improve student well being etc

**Due Date:** 23 Oct 2023

**Owner:** Lucy Du Chateau

## 3. Board Annual Work Plan

### 3.1 Strategic Goal 1 - Wellbeing

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

Michael working on PLD proposal.

Working on how to share next steps with families.

Upskill teachers so that they will be up and running in 2024.

### 3.3 Strategic Goal 3 - Partnership

Michael has formed a partnership with MOTAT. They are at the school at the moment and the students are massively engaged.

## 4. Policy Review

## 5. Actions from Previous Meetings

### 5.1 Action List

Due Date	Action Title	Owner
4 Sept 2023	Gift receiving Policy and Gift Giving Policy - send revised polic... <b>Status:</b> In Progress	Nicola Kay



#### Gift register

What was given, cost and recipient. Reviewed by Board on a quarterly basis

**Due Date:** 30 Oct 2023

**Owner:** Michael Earl

## 6. Other Business

### 6.1 Out of zone places

Do an Open Day for HPS prior to out zone ballot



#### Open Day at HPS

Michael to organise an Open Day for the community to visit Howick Primary before the ballot closes.

We didn't end up scheduling this. I suggest we can still run an open day for new starters in 2024 this term and schedule an open day for early term 3 2024 for the 2025 ballot.

**Due Date:** 22 Sept 2023

**Owner:** Michael Earl

### 6.2 Board PTA input

Community events term 1 and 4.

Student events in other terms

### 6.3 Board training opportunity



#### Health and safety online course

Once completed, Lucy will report back to the board.

**Due Date:** 30 Oct 2023

**Owner:** Lucy Du Chateau

**6.4 Review of how meeting went**

**6.5 In Committee**

**7. Close Meeting**

**7.1 Close the meeting**

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

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

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