



Howick Primary School

Board

Inspiring confident life long learners

Minutes

Location: Howick Primary School
32-40 Willoughby Street
Howick
And Google Meet

Date: 22 August 2022

Time: 19:00

Committee Members	Title	Attended
HEY, Callum	Chair	In person
CALLISTER, Leyette	Principal	In person
BARKER, Franchelle	Property	In person
KAY, Nicola	Personnel	In person
OLIPHANT, Kristen	Staff Representative/Secretary	In person
SWART, Rlan	Health and Safety	Via Google Meet
VASEEGAREN-HEY, Anita	Treasurer	Via Google Meet

Apologies:

n/a	n/a
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Visitors:

Leanne Hurley - Deputy Principal	In person
Anita Munshi – Tui Team Leader	In person
Lorraine Shen – Kea Team Leader	In person
Michael Earl – Newly appointed Principal as of Term 4, 2022	In person

NJKay



BOARD PAPERS ACTION REQUIRED GUIDE

For Approval	The matter needs to be considered and approved by the Board, by consensus or majority vote of members.
For Recommendation	The matter needs to be considered and recommended by the Board before it is presented to another forum or the Ministry.
For Noting	The matter is presented for noting or information only. No decision is required from the Board.

Item #	Agenda Item	Presented By	Est. Time	Action Required
1	<p>Welcome</p> <p>Declaration of Conflict of Interest</p> <p>Minutes of Previous Meeting</p> <p>Speaking Rights</p> <p>Given by The Presiding Member to:</p> <ul style="list-style-type: none"> - Leanne Hurley (Deputy Principal) - Anita Munshi (Tui Team Leader) - Lorraine Shen (Kea Team Leader) - Michael Earl (newly appointed Principal as of Term 4, 2022) <p>Documents</p> <p>1. 202207 BoT Meeting Minutes Tabled by: Staff Rep/Acting-Secretary Seconded by: Presiding Member</p>	Callum Hey	10 mins	Approval
2	<p>Ratification of decision of the appointment sub-committee</p> <p>THAT the Board ratify the decision of the appointment sub-committee to appoint Michael Earl to the position of Principal at Howick Primary School.</p> <p>Board – all agreed.</p>	Callum Hey	15 mins	Approval
3	<p>Principal's Report</p> <p>Documents</p> <p>1. August 2022 Principal's report Tabled by: Principal Seconded by: Presiding Member</p> <p>2. BOT Data 2022 - Reasons - Tui & Kea Team</p>	Leyette Callister	20 mins	Approval
4	<p>Treasurer's Report</p> <p>Documents</p> <p>1. July 2022 Financial Summary.pdf Tabled by: Treasurer Seconded by: Health and Safety</p>	Anita Vaseegaran	10 mins	Approval

NJKay



	Property Report			
5	Documents 1. Property Report August 2022.pdf Tabled by: Property Seconded by: Principal	Franchelle Barker	15 mins	Noting
6	Extra item: What happens regarding the new principal/BOT and handovers Callum has spoken with Roween regarding how the principal handover is to go: <ul style="list-style-type: none"> - We will have a Powhiri for Michael - The powhiri is to be arranged and led by Leyette - Our Kapa Haka group will be part of this - Michael will be welcomed by Leyette - The full board is to attend this welcome - Food/kai is to follow this ceremony - Then Michael is officially part of Howick Primary School - Date to be set for when this is best to happen Regarding the BOT Elections: <ul style="list-style-type: none"> - 13th September = board announced - Leyette to find out the process of how we transition from one board to another and get back to us with the steps involved. 	Callum Hey		
7	Correspondence In and Out Documents 1. The Presiding Chair gave the Principal a letter regarding our recent financial systems audit.	Callum Hey	5 mins	Approval
<i>In conformity with Section 48 of the Local Government Officials Information Act 1987 and in order to protect the privacy of natural persons under Section 9(2)(a) of the Official Information Act 1982, the Board moved into closed session.</i>				
8	In Committee 1 item			
<i>The meeting will conclude at approximately 8:24pm</i>				

NJKay