



Howick Primary School

Board

Inspiring confident lifelong learners

Meeting Minutes

Location: Howick Primary School
32-40 Willoughby Street
Howick

Date: 12 December 2022

Time: 18:30

Committee Members	Title
Nicola Kay	Presiding Member
Michael Earl	Principal
Hamish McCormick	Treasurer
Franchelle Barker	Property
Lucy du Chateau	Board Member
Kristen Oliphant	Staff Representative
Sue-Ann Wetselaar	Secretary

Guests

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
1	<p>Welcome</p> <p>Apologies N/A</p> <p>Declaration of Conflict of Interest No</p> <p>Speaking Rights N/A</p> <p>Minutes of Previous Meeting</p> <p>We need a central Action List.</p> <p>Action: Nicola to add to Board docs.</p> <ul style="list-style-type: none"> Michael is the Privacy Officer by default. He knows the current legislation. <p>Action: Michael to complete the Webinars.</p> <ul style="list-style-type: none"> New Board members have been updated on the website. <ul style="list-style-type: none"> Property Actions: 10 year plan 2030-31 <p>Action: Michael to email Mike from Semac and get a copy of the signed 10 year plan. Michael to upload this to the board folder.</p> <p>Chemwash will not be necessary on the walls as they have been painted. Gutters to be done once a year.</p> <p>Fundraising required for pool heating and cladding of the library.</p> <ul style="list-style-type: none"> Michael proposed that he meet with Mary and one other board member, (Nicola), and then report back to the board, including scope of appraisal goals. <p><u>Documents</u></p> <ol style="list-style-type: none"> 202211 Board Meeting Minutes Moved by: Hamish Seconded by: Michael 	Nicola Kay
2	<p>Formation of new board</p> <ul style="list-style-type: none"> All present signed Board code of conduct. <ul style="list-style-type: none"> Actions: Lucy will sign at a later date. Nicola to add Code of conduct to agenda once a year to review. 	Nicola Kay



3	<p>Principal's Report</p> <ol style="list-style-type: none">December 2022 - Principal's report<ul style="list-style-type: none">Successful provisional role review - 1,5 FTE.Attendance down slightly but ahead of MoE expectations.100 PLD hoursActions: Michael to add a glossary at the bottom of Principal's Report.Howick Budget 2023<ul style="list-style-type: none">The Board had a discussion to review the draft budget. Hamish moved that we approve the draft budget. Michael seconded it.Enviro Report<ul style="list-style-type: none">Need to get the teachers more involved in Garden to table. Beccy has lots of good ideas and gets a lot of financial support.Actions: Lucy to follow up on the tree planting with Trees for SurvivalMaori Report<ul style="list-style-type: none">Michael proposes that we don't continue spending this money. Instead we need Te Reo support for teachers and sustainability for students and staff.Actions: Michael to review the Te Tuatahi programme and how we deliver it going forward.Asset Replacement Plan<ul style="list-style-type: none">Actions: Michael to add I.T. Hardware to Capital Budget for around April 2023.In the future we can look at BYOD as opposed to replacing devices in classrooms. Also, get more info on what devices will be suited for use at HPS and then Intermediate.Actions: Further discussions required.	Michael Earl
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	<p>6. Property Report</p> <ul style="list-style-type: none"> Classrooms 7&8 and 9&10 will have the spaces in their adjoining walls filled in. Library will get a partition wall to block off the PD room. Funds to be taken from Cyclical maintenance. <p>Moved by: Michael Seconded by: Hamish.</p> <ul style="list-style-type: none"> Mike's team will be will complete the following during the Summer school holidays: <p>Ripping up concrete</p> <p>Cesspits getting sucked out</p> <ul style="list-style-type: none"> There is concern over the amount of vehicles driving on the turf Actions: <p>Michael to find out who rents the school out of school hours.</p>	
4	<p>Treasurer's Report</p> <p>November Financial Report</p> <ul style="list-style-type: none"> Good surplus again Working Capital is up Admin and Property costs are down Grow school donations and fundraising ASA have moved out 	
5	<p>Property Report</p> <p>1. <u>Covered in the Principal's report.</u></p>	Franchelle Barker
6	<p>Policy for review Health, Safety and Welfare Policy</p> <p><u>Document</u></p> <p>1. Health, Safety and Welfare Policy.pdf</p> <ul style="list-style-type: none"> The new Property Manager will be the Health and Safety Officer. 	All
7	<p>PTA Report</p> <ul style="list-style-type: none"> \$2000 raised at Fun Night \$1000 raised from raffle \$500 raised from photos City Mission Mufti - can donations Actions: Michael to deliver cans to St Mark's for distribution. 	Franchelle Barker



	<ul style="list-style-type: none"> • Calendar - who should set up? Need a plan re-refresh. Can include an International Food Night. • Actions: Franchelle to do a draft of events for the year. Michael to approve the dates. Franchelle to formulate a strategy on how to get more helpers involved. <p>One suggestion was to look at getting Sunflowers back in and the new parents can have coffee with the PTA while their children are in the classroom.</p> <ul style="list-style-type: none"> • Michael moved that the PTA should be formally thanked for all their outstanding work during 2022. Nicola Seconded. • Actions: Michae will do the formal thank you. 	
8	<p>Community</p> <p><u>Community/parent survey</u></p> <ul style="list-style-type: none"> • To be done early 2023. Go ahead with the existing questions. <p>Actions: Michael to edit questionnaire and distribute to board for final comment.</p> <p><u>Discuss how and when and review need to co-opt potential members onto board</u></p> <ul style="list-style-type: none"> • Nicola said we need to understand obligations, cultural awareness, community attending regularly, what you can or can't do if you come to a meeting. • Actions: Michael can put meeting dates in the newsletter. Could co-opt someone for specific portfolios or projects. Further discussion required. 	Nicola Kay
9	<p>Future Board Meeting Dates</p> <p>13 February 13 march 8 May 12 June 10 July</p> <ul style="list-style-type: none"> • Teacher only day scheduled for 24 April. <p>Actions: Michael to ensure parents have a term's notice of upcoming teacher only days.</p>	
10	Actions from this meeting	Nicola Kay



	<ul style="list-style-type: none"> • Actions to be copied and pasted into a table at the end of the minutes. • Hamish to trial BoardPro in March. • Survey on how meeting went (1 not good, 5 excellent) Stayed on track – 3 Enough time to discuss important things – 4 Did I feel heard/valued? – 4.5 Are we making good decisions for all the students? - 3 	
11	<p>Correspondence In and Out</p> <p><u>Documents</u></p> <p>1. None</p> <ul style="list-style-type: none"> • Meeting closed at 8:09pm 	Michael Earl / Nicola Kay
<p><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></p>		
9	<p>In Committee</p> <p><u>Documents</u></p> <p>Copy of 202211 In committee notes</p>	

[Please see the Action List on page 7 of these minutes.](#)

NJ Kay



	Actions arising from Meeting held 12 December 2022	To be actioned by:
1	Central Action List to be added to Board docs.	Nicola
2	Michael to complete the Webinars on Privacy Legislation.	Michael
3	Michael to email Mike from Semac and get a copy of the signed 10 year plan. Michael to upload this to the board folder.	Michael
4	Fundraising required for pool heating and cladding of the library.	Franchelle
5	Michael proposed that he meet with Mary and one other board member, (Nicola), and then report back to the board, including scope of appraisal goals.	Michael & Nicola
6	Lucy will sign the Code of Conduct at a later date.	Lucy
7	Nicola to add Code of Conduct to agenda once a year to review.	Nicola
8	Michael to add a glossary at the bottom of Principal's Report.	Michael
9	Need to get the teachers more involved in Garden to table. Beccy has lots of good ideas and gets a lot of financial support.	Michael
10	Lucy to follow up on the tree planting with Trees for Survival	Lucy
11	Review the Te Tuatahi programme and how we deliver it going forward.	Michael
12	Add I.T. Hardware to Capital Budget for around April 2023.	Michael
13	In the future we can look at BYOD as opposed to replacing devices in classrooms. Also, get more info on what devices will be suited for use at HPS and then Intermediate. Further discussions required.	All
14	There is concern over the amount of vehicles driving on the turf. Find out who rents the school out of school hours.	Michael
15	City Mission Mufti - can donations. Deliver cans to St Mark's for distribution.	Michael
16	Franchelle to do a draft of events for the year. Michael to approve the dates. Franchelle to formulate a strategy on how to get more helpers involved.	Franchelle & Michael
17	Formal thank you to PTA	Michael
18	Community/parent survey - edit questionnaire and distribute to board for final comment.	Michael
19	Discuss how and when and review need to co-opt potential members onto board - further discussion required.	All
20	Ensure parents have a term's notice of upcoming teacher only days.	Michael
21	Trial BoardPro in March	Hamish