



# Howick Primary School

Board

*Inspiring confident lifelong learners*

## Meeting Minutes

**Location:** Howick Primary School  
32-40 Willoughby Street  
Howick

**Date:** 20 February 2023

**Time:** 19:00

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

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

Classification: Highly Protected

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Item #	Agenda Item	Presented By
1	<p><b>Welcome</b></p> <p>Apologies N/A</p> <p>Declaration of Conflict of Interest No</p> <p>Speaking Rights N/A</p> <p><b>Minutes of Previous Meeting</b></p> <p><u>Actions from Previous Minutes:</u></p> <ul style="list-style-type: none"> <li>See Actions arising from Meeting held 12 December 2022</li> </ul> <p><u>Documents</u></p> <ol style="list-style-type: none"> <li>202212 Board Meeting Minutes Moved by: Nicola Seconded by: Michael</li> </ol>	Nicola Kay
2	<p><b>General Business</b></p> <ul style="list-style-type: none"> <li><u>Actions:</u> Lucy to sign the Code of Conduct.</li> </ul> <p><b>Board portfolios/roles for 2023</b></p> <ol style="list-style-type: none"> <li>Presiding Member                     <ul style="list-style-type: none"> <li>Lucy nominated Nicola</li> <li>Hamish seconded</li> </ul> </li> <li>Treasurer                     <ul style="list-style-type: none"> <li>Kristen nominated Hamish</li> <li>Nicola seconded</li> </ul> </li> <li>Property                     <ul style="list-style-type: none"> <li>Michael nominated Franchell</li> <li>Nicola seconded</li> </ul> </li> <li>Communication/Community                     <ul style="list-style-type: none"> <li>Michael nominated Lucy as Board Liaison</li> <li>Hamish seconded</li> </ul> </li> </ol> <p>Hamish recommended that someone else also be trained in the Treasurer role as a back up. Nicola agreed to do this.</p> <p>Keeping an eye on NZSTA events.</p> <ul style="list-style-type: none"> <li><u>Actions:</u> Michael to share Draft Strategic Plan</li> </ul>	Nicola Kay
3	<p><b>Principal's Report</b></p> <ol style="list-style-type: none"> <li>February 2023 - Principal's report</li> </ol>	Michael Earl



	<ul style="list-style-type: none"> <li>• Increased roll. By the end of March, we should have one class more.</li> </ul> <p>2. December financials</p> <ul style="list-style-type: none"> <li>• Waiting for End of Year Financials</li> <li>• Working capital jumped up. Trend is up.</li> <li>• Annual budget will be broken up into quarterly budgets</li> <li>• Additional funds coming out for sports staff</li> <li>• Increase donations</li> <li>• International students - Michael has been in touch with an agent from Taiwan.</li> </ul> <p>3. Attendance</p> <ul style="list-style-type: none"> <li>• Attendance ahead of MoE expectations.</li> </ul> <p>4. NELP Summary Sheet</p> <ul style="list-style-type: none"> <li>• Included in Board pack.</li> </ul> <p>5. Analysis of Variance for Reading, Writing and Maths</p> <ul style="list-style-type: none"> <li>• Michael reviewed data from e-tap on students progression</li> <li>• 73% read at or above, 27% are below</li> <li>• Leanne, Kristen and Michael are meeting to set "back to basics" goals.</li> <li>• Conversation was had about structured Literacy and BSLA. BSLA is tracked every 10 weeks.</li> <li>• Groups of teachers can pilot different learning platforms</li> </ul> <ul style="list-style-type: none"> <li>• <b>Actions:</b></li> <li>• <b>Targets need to be signed off at the next board meeting.</b></li> <li>• <b>Educate parents/community on how to interpret reports</b></li> </ul>	
4	<p><b>Treasurer's Report</b></p> <p>2023 Budget Approval</p> <ul style="list-style-type: none"> <li>• Signed off at the last board meeting.</li> </ul>	
5	<p><b>Property Report</b></p> <p>1. <u>Covered in the Principal's report.</u></p> <ul style="list-style-type: none"> <li>• Board toured the school to see the progress of the current work.</li> </ul>	Franchelle Barker
6	<p><b>Policy for review</b></p> <p>1. Legislation and Administration Policy</p> <ul style="list-style-type: none"> <li>• No changes to these</li> </ul> <p>2. Privacy Policy</p>	All



	<ul style="list-style-type: none"> <li>Discussion about or access policy - before Covid, after Covid, access during school hours or after school hours.</li> <li><b>Actions:</b></li> <li>Michael to get feedback from teachers.</li> <li>Nicola to bring policy relating to school access to the next meeting.</li> </ul>	
7	<p><b>PTA Report</b></p> <ul style="list-style-type: none"> <li>Pool heating quotes and grants discussed.</li> <li>Quote from electrician for power conduit and pump is \$20000</li> <li>PTA is still doing additional fundraising.</li> <li>PTA has their AGM in March.</li> </ul>	Franchelle Barker
8	<p><b>Meeting extended after 20:40</b></p> <p><b>Other business</b></p> <p><u>Community/parent survey</u></p> <ul style="list-style-type: none"> <li>Reviewed. Michael can send out.</li> </ul> <p><u>School donations</u></p> <ul style="list-style-type: none"> <li>Discussed ways to get donations in - part payment, payment plan, emphasise the benefit for the students, reduce donation etc.</li> </ul> <p><u>2024 Dates</u></p> <ul style="list-style-type: none"> <li>Term 1 - 7/2/2024 to 12/4/2024</li> <li>Term 2 - 29/4/2024 to 5/7/24</li> <li>Term 3 - 22/7/24 to 27/9/2024</li> <li>Term 4 - 14/10/2024 to 20/12/2024</li> </ul> <p><u>Teacher only day - 24 April 2023t</u></p> <ul style="list-style-type: none"> <li><b>Actions:</b></li> <li>Michael to communicate in the newsletter</li> </ul>	Nicola Kay
9	<p><b>Future Board Meeting Dates</b></p> <ul style="list-style-type: none"> <li>2023 - 13 March, 3 April, 8 May, 12 June, 10 July</li> </ul>	
10	<p><b>Actions from this meeting</b></p> <ul style="list-style-type: none"> <li>Please see Actions arising from Meeting held on 20 February 2023</li> </ul>	Nicola Kay
11	<p><b>Correspondence In and Out</b></p> <p><u>Documents</u></p> <ol style="list-style-type: none"> <li>Survey</li> </ol> <ul style="list-style-type: none"> <li>Meeting closed at 21:00</li> </ul>	Michael Earl / Nicola Kay



*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.*

<b>9</b>	<b>In Committee Documents</b> Copy of 202212 In committee notes	
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[Please see the Action List on page 6 of these minutes.](#)



Actions arising from Meeting held 20 February 2023		To be actioned by:
1	Michael to share Draft Strategic Plan	Michael - Completed
2	Targets need to be communicated at the next board meeting. Michael included these these in the pack	All
3	Educate parents/community on how to interpret reports	Michael
4	Michael to get feedback from teachers.	Michael
5	Nicola to bring policy relating to school access to the next meeting.	Nicola
6	Michael to send out community/parent survey	Michael - Completed
7	Teacher only day 24/4/23 - Michael to communicate in the newsletter	Michael - Completed
8	Michael to share appraisal goals at next meeting	Michael -
9	Enviro - Get annual report from Beccy. Get teachers more involved - discuss during Teacher Only days	Ongoing
10	Capital Budget - teachers can give a wish list, for example new classroom furniture. Wish list can be prioritised at a board meeting.	Michael Ongoing
11	Michael to have wifi password for all	Michael - Ongoing/Completed
Actions arising from Meeting held 12 December 2022		To be actioned by:
1	Michael to complete the Webinars on Privacy Legislation.	Michael Ongoing
2	Lucy will sign the Code of Conduct at a later date.	Lucy
3	Michael to add a glossary at the bottom of Principal's Report.	Michael - Completed
4	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
5	Trees for Survival: Ground work done, need further info from Beccy	Lucy Ongoing
6	I.T. Hardware: Chrome books are still good. Investigate BYOD	Michael Ongoing
7	Community/parent survey - sent around for comment	All - Completed
8	Discuss how and when and review need to co-opt potential members onto board - further discussion required. Add to next agenda	Nicola
9	Trial BoardPro in March	Hamish

