



Howick Primary School

Board

Inspiring confident lifelong learners

Meeting Minutes

Location: Howick Primary School
32-40 Willoughby Street
Howick

Date: 21 November 2022

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

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|---------------------------|---|
| 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><u>Documents</u></p> <ol style="list-style-type: none"> 202210 Board Meeting Minutes Moved by: Presiding Member Seconded by: Principal | Nicola Kay |
| 2 | <p>Formation of new board</p> <ul style="list-style-type: none"> Board Training. Review training completed and any further training requirements. <p><u>ACTIONS:</u></p> <p>Michael to: Select a new Privacy Officer and ensure they are fully trained and understand the Privacy Act.</p> <p>Introduce new Board Members to the community. Michael to update website by 22/11/2022.</p> <ul style="list-style-type: none"> Creation of code of conduct. See example from previous board and NZSTA and link to why needed. <p><u>Documents</u></p> <ol style="list-style-type: none"> Copy of Trustees Code of Conduct NZSTA Example Code of Conduct policy Link to NZSTA why needed. https://www.nzstaresourcecentre.org.nz/helpforboards?ald=ka00o0000011VbbAAE | Nicola Kay |
| 3 | <p>Principal's Report</p> <p><u>Documents</u></p> <ol style="list-style-type: none"> November 2022 - Principal's report <p>Additional Roll requested with MoE. current roll & % higher than MoE prediction. HPS can pre-enrol out of zone applicants until end of Term 1 2023.</p> <p>Curriculum Refresh: Proposed Maths curriculum will back track from NCEA Level 2.</p> <ol style="list-style-type: none"> Financials <ol style="list-style-type: none"> 2022 Howick - Finance Report - October.pdf 2022 Howick - Narrative - October.pdf <p>- Working capital is too low.</p> | Michael Earl |



ACTIONS:

Drive up what we get from donations.

**PTA Fundraising
Hall Rental
Secondhand Uniform**

**Michael to:
Get more International Students**

- **Asset Replacement Register / Cyclical Maintenance**

ACTIONS:

**Michael to:
Get buildings chem-washed and then we can see where
maintenance needs to be done.**

3. Proposal for Appraisal
 - a. Howick Primary Principal PGC Proposal (1).pdf

**Goal Areas from staff survey:
Well-Being
Student Resilience and Teaching
Community Partnership**

**Progressions of Learning – communicate to parents more
than twice a year**

**Appraiser (Mary Wilson) – get return on investment with her
company**

- Clear road map
- Student agency

ACTION:

Board to have a conversation prior to meeting with Mary

PB4L works well

**Principal's Appraisal
Moved by: Hamish
Seconded by: Lucy**

4. Attendance Report Term 3 2022
 - a. 1319 Attendance Term 3 2022.pdf

Attendance over 90%

5. Code of Conduct - for review
 - a. Code of Conduct NZSTA 2022

ACTIONS:

**Nicola to:
Adopt NZSTA Code of Conduct Policy
Put into Howick Template, print out for next meeting to be signed
by all.**



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|---|--|-------------------|
| | <p>Laminated copy in staffroom Michael to: Roll out on Teacher only Days</p> <p>Moved by: Presiding Member Seconded by: Principal</p> <p>6. Cleaning Proposal a. CrestClean Proposal for Howick Primary School Board of Trustees 28102022</p> <p>Continue with CrestClean Moved by: Seconded by:</p> | |
| 4 | <p>Treasurer's Report Covered in Principal's report</p> | |
| 5 | <p>Property Report</p> <p><u>Documents</u></p> <ol style="list-style-type: none"> Property Report November 2022.pdf <ul style="list-style-type: none"> Junior block modernisation totally out of budget. Keep the original structure and reduce the number of toilets to create breakaway areas. The storage area can be a learning space. Windows need to be re-visited. <p>ACTIONS: Michael to: Create 5-year plan Create 10-year plan Cyclical maintenance Look at re-cladding library Asbestos management plan</p> | Franchelle Barker |
| 6 | <p>Policy for review School Swimming Pool / Swimming Off Site <u>Document</u></p> <ol style="list-style-type: none"> School Swimming Pool Policy Nov 2022 review.pdf <p>Pool keys issued to generate income</p> <p>ACTION:</p> <p>All: Discuss at next Board meeting</p> <p>ACTION:</p> <p>Franchelle to: Contact Jamie from Swimart with regards to a quote for heating and pump.</p> <p>Policy for review: Inclusiveness: Re-name uniform items Gender neutral toilets</p> | All |

NJK



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|---|---|---------------------------|
| | <u>ACTION:</u> Further discussion required. | |
| 7 | PTA Report <ul style="list-style-type: none"> • Purchased a PA system for events • Purchased 2 picnic tables for senior block • Donated \$320 to I am Hope • | Franchelle Barker |
| 8 | Future Board Meeting Dates 12 December 2022 13 February 2023 13 March 2023 <u>ACTION:</u> Set up a separate meeting for strategic planning | Nicola Kay |
| 8 | Actions from this meeting <u>Survey on how meeting went (1 not good, 5 excellent)</u> Stayed on track – 4 Enough time to discuss important things – 4 Did I feel heard/valued? – 4.5 Are we making good decisions for all the students? - 5 | Nicola Kay |
| 9 | Correspondence In and Out <u>Documents</u> 1. | Michael Earl / Nicola Kay |
| <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> | | |
| 9 | In Committee <u>Documents</u> Copy of 202210 In committee notes | |