



Howick Primary School

Board

Inspiring confident life long learners

Minutes

Location: In person at: Howick Primary School
Willoughby Avenue, Howick
AND
Online via: Google Meet

Date: 25 July 2022

Time: 7:00pm

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

Apologies:

n/a

n/a

Visitors:

Leanne Hurley - Deputy Principal

In person

Emma Dobson (ERO)

In person

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 allotted	Action Required
1	<p>Welcome</p> <p>Declaration of Conflict of Interest - none declared</p> <p><u>Speaking rights for:</u> - Leanne Hurley (Deputy Principal)</p> <p>Moved by: Chair Seconded by: Leyette</p> <p><u>Speaking rights for:</u> - Emma Dobson (Our ERO Partner)</p> <p>Moved by: Chair Seconded by: Leyette</p> <p>Minutes of Previous Meeting Tabled by: Chair</p> <p><u>Document:</u> 1. 202206 BoT Meeting Minutes</p>	Callum Hey	10 minutes	Approval
2	<p>ERO Assurance Audit</p> <p>Principal:</p> <ul style="list-style-type: none"> - we've had 2 meetings with Emma, so far. - Emma is primary trained, has been an RTLB and worked with the MOE regarding special needs students so we feel we've made a great connection already. - Glad to have ERO in its new format which is partnership focused over the next 3 years. - Meet in 2 weeks time to lock in our goals regarding improvements for our students. <p>Our ERO Partner:</p> <ul style="list-style-type: none"> - I'll be your partner for the next 3 years. - She's met with Leyette, the leadership team and now the BOT. - Will also be back to meet with leadership for another half day and with students - When meeting with SLT we will set our goals - Te Ara Huarua: rubric staff completed. This is an inhouse document to give us guidance as to what our goals should be - a living document to be tweaked over time as we move through the process. <p>Principal:</p> <ul style="list-style-type: none"> - Staff completed their own feedback according to their own personal views of where we are as a starting point for this process. 	Leyette Callister and Emma Dobson	30 minutes	Noting



	<ul style="list-style-type: none"> - Leanne led the staff on the last TOD and explained that all we want is honest feedback so we have a starting point and can plan how we now want to move forward. <p>The process includes:</p> <ol style="list-style-type: none"> 1) Evaluation Report - about our focus area of development 2) Board Assurance report - compliance component - will be gone through by Emma with Lurette (yes/no doc) 3) International Students Report - verification by Lurette and Marsha <p>By the end of Term 2/start of Term 3 there will be a profile report created. Over the 3 years there will be informal reports shared with the BOT and/or community. Formal report in 3 years to reflect the process we have gone through.</p> <p><u>Our ERO Partner's questions:</u></p> <p>From the BoT's perspective, what is going really well for our students?</p> <p>Personnel:</p> <ul style="list-style-type: none"> - Reading and mathematics seem to be our strongest areas. <p>ERO Partner:</p> <ul style="list-style-type: none"> - How do you know this? <p>Personnel:</p> <ul style="list-style-type: none"> - I see the strength in Reading and a lot of focus on a new approach in Reading and adapting to the new knowledge being used. My Year 3 daughter is going well now with reading. I also see the upskilling of teachers in the area of mathematics. I see my year 7 son going to intermediate and being prepared. <p>Health and Safety:</p> <ul style="list-style-type: none"> - My daughter didn't enjoy Maths but this year her teacher loves Maths and I can see she is improving and enjoying Maths now. <p>Property:</p> <ul style="list-style-type: none"> - the digital learning side of things, with the basic level knowledge. My daughter is keen to work on slides etc with her teacher this year. <p>Chair:</p> <ul style="list-style-type: none"> - all of those things and Aurora just joined Montessori so little to reflect on so far. We've, as the BoT, had lots of deep dives last year and these really showed our successes. Thinking of my older son Keiran, hearing about the new Maths approach and great results come through. Same in Literacy, with Kristen giving us an insight through her presentation last year into new teacher learning and progress. Also Sustainability with our Garden to Table programme and learning how to look after the 			
--	--	--	--	--

	<p>environment.</p> <p>Treasurer:</p> <ul style="list-style-type: none"> - Our daughter Aurora is in Montessori and she's benefitting from the mixed age groups and learning to work together. Older students read to her and she reads to them as well. <p>Our ERO Partner: What do we need to work on as a school?</p> <p>Chair:</p> <ul style="list-style-type: none"> - building community, especially due to Covid, and wanting our overarching connections, via different events, to come back and happen again. <p>Principal:</p> <ul style="list-style-type: none"> - Our Wine and Cheese PTA evening didn't happen at all. <p>Chair:</p> <ul style="list-style-type: none"> - We are all missing this key part of being part of our school. <p>Personel:</p> <ul style="list-style-type: none"> - Like also dealing with how the students cope with big groups now due to Covid, e.g. my daughter got worried about being at Sylvia Park at a busy time so how would she go in full school events if we had them now? <p>What do you do in your BoT role that makes the biggest difference to students?</p> <p>Chair:</p> <ul style="list-style-type: none"> - We made a list of 'Deep Dives' so BoT members and school staff would share learning and reflections on different areas. Due to Covid we didn't get to come on campus and move forwards with these reflections and ideas of how to improve things. <p>Treasurer:</p> <ul style="list-style-type: none"> - This area is easy as it just ticks over and is very integral to the students. <p>Personal:</p> <ul style="list-style-type: none"> - We've had good conversations at meetings about Staff Wellbeing. Being a small school we feel like we all know each other and can continue to grow in the future and also engage with the new principal. <p>Property:</p> <ul style="list-style-type: none"> - I've been learning a lot and really enjoying it and doing a lot to help all the kids. I've learnt a lot on the job and working with the caretaker and the principal to find what needs to be done and how we can move forward to help our students. <p>What helps you most in your role within the BoT?</p> <p>Callum:</p> <ul style="list-style-type: none"> - We did a BoT training with Roween Higgin and her company about what we are doing and how we can help our school. We've relied on Lurette, Leanne and Kristen to show us and tell 			
--	---	--	--	--

	<p>us what is happening and how things are progressing at school.</p> <p>Principal:</p> <ul style="list-style-type: none"> - Lots of legal details in the 'Board Assurance Statement and Self -Audit Checklists' and a lot of details that really are a massive ask for a BoT. They do their best to keep up with things, however it is a lot on top of busy work lives and we appreciate all their help along the way. <p>Our ERO Partner:</p> <ul style="list-style-type: none"> - There is a lot, however we just want to know that there are processes in place to support you rather than everyone knowing all the details. School Docs helps a lot and it is very helpful that you use this system. Remember it is all about collaboration and ensuring you use School Docs as a basis for your policies then tweak them and ensure they are personalised to suit your school. <p>Our ERO Partner: Is there anything else you'd like to share with me or ask me?</p> <p>Property:</p> <ul style="list-style-type: none"> - There is a lot of support for our students, like my daughter. She got support from the staff, not just her immediate teacher when she returned to school after the big lockdown and that was a huge thing for our family. The staff's support of, and identification of extra help needed, for individual students like my daughter and it was great. <p>Our ERO Partner:</p> <ul style="list-style-type: none"> - Lurette has my contact details if you'd like to get in touch with me about anything else. 			
<p>3</p>	<p>Principal's Report</p> <p><u>Document:</u> July 2022 - Principal's report</p> <p><u>Our School Staff, Student & Parent/Whanau Engagement:</u></p> <p>1, Wine and Cheese Evening:</p> <ul style="list-style-type: none"> - No new date to be set for this. - Instead we will try to recruit some more people for the upcoming BoT Election <p>2. After rejigging the Tui classes to absorb Room 1 students when it was closed, we have now also rejigged the Kea classes to allow for extra Year 0 students in Rm 12.</p> <p>AP is likely to be teaching in term 4 when the Principal's 0.4 Kahui Ako staffing allowance stops. The Staffing Fund is healthy at this point.</p>	<p>Lurette Callister</p>	<p>20 minutes</p>	<p>Discussion</p>



	<p>Principal's Recommendations:</p> <ol style="list-style-type: none"> 1. "Discuss how to have a Board Recruitment meeting - failing not being able to reinstate our wine and cheese evening." <p>Decision:</p> <ol style="list-style-type: none"> 1. Principal to put a post on Facebook about the election. <p><u>Curriculum:</u></p> <ul style="list-style-type: none"> - We'll share the data with the BoT in August. - We have a lot of high and low results which is very interesting so we will be investigating this further. <p>Recommendation:</p> <ul style="list-style-type: none"> - n/a <p><u>Asset Management:</u></p> <ul style="list-style-type: none"> - Report to come from the Treasurer <p>Recommendation:</p> <ul style="list-style-type: none"> - n/a <p><u>Property:</u></p> <ul style="list-style-type: none"> - Report from Franchelle Barker (Property Trustee) below <p>Recommendation:</p> <ul style="list-style-type: none"> - n/a <p><u>Health and Safety:</u></p> <ol style="list-style-type: none"> 1. Continue to monitor Covid and flu levels. New teacher, Min has Covid - returns Wed. Infection rate is relatively low. <p>Recommendation:</p> <ul style="list-style-type: none"> - n/a <p><u>Board Specific:</u></p> <ol style="list-style-type: none"> 1. Emma Dobson, our ERO partner, is visiting today to discuss the review and any questions you may have. 2. Policy Reviews - We need to keep up with these. <p>Recommendation:</p> <ul style="list-style-type: none"> - n/a <p><u>ADDITIONAL ITEMS ARISING FOR DISCUSSION:</u></p> <p>Old/New 'Decile System'</p> <ul style="list-style-type: none"> - We will be reduced from an 8 to a 7 under the old system. - This would make us eligible to opt into the funding system from the MOE, so we can review this once we have been assigned our 			
--	---	--	--	--



	<p>new code under the new system.</p> <ul style="list-style-type: none"> - MOE says the new system is coming into effect in September 2022. <p>Zoning</p> <ul style="list-style-type: none"> - The Principal received an update from Ken White (MOE) saying our zone will be in effect for the start of 2023. - Currently step is seeking online community consultation instead of an in person onsite meeting due to Covid levels. - MOE's link went live today. - There has been no further feedback from Owairoa or McLeans primary schools so the plan/map we put forward has been accepted. <p>In Committee Items: 1 item</p> <p>Report tabled by: Principal Seconded by: Chair</p>			
4	<p>Treasurer's Report</p> <p>Documents:</p> <ol style="list-style-type: none"> 1. July Accounts 2. Budget 2022 final with BS Budget <p>BoT referred to documents in the pack.</p> <p>Treasurer ~ We are running surpluses which is kind of good but why?</p> <ul style="list-style-type: none"> - Principal: Personal costs are high. Staff/admin staff codes not being used correctly. Good to have staffing surplus so we can be ready for a new Year 0 part/full time teacher in Term 4. <p>Treasurer ~ staffed for 388 students this year, however we only have 350 students instead. Why is that?</p> <ul style="list-style-type: none"> - Principal: Your operations grant is based on the expected number. For example we expected 12 students today but only 5 students came. <p>Treasurer ~ It says the pool budget has already been spent.</p> <ul style="list-style-type: none"> - Principal: We have bought chemicals in advance for Term 1 next year. <p>Treasurer ~ Why is the budget presented now?</p> <ul style="list-style-type: none"> - Principal - auditor wants to see if we are on track according to our expectations. <p>Treasurer ~ Do we know why there is a \$10,000 difference to expected expenditure at this stage of the year?</p> <ul style="list-style-type: none"> - Principal: could be either the large outstanding phone bill or the outstanding auditor bill. The Chair has not heard back from the auditor since 	Anita Vasegaran	10 minutes	Approval



	last month's letter.			
5	<p>Property Report</p> <p><u>Documents</u></p> <ol style="list-style-type: none"> Property Report July 2022 2022.07.11 Howick 4 Classroom Block Concept Design <p>Garden outside Room 17:</p> <ul style="list-style-type: none"> Table tennis table taken during holidays. <p>Tree removal by Room 17:</p> <ul style="list-style-type: none"> Booked for August <p>Land Sale:</p> <ul style="list-style-type: none"> Two evaluations received with a large difference MOE will talk to their own experts to get a new evaluation. <p>Gate:</p> <ul style="list-style-type: none"> New gate has been finished Hopefully installed next week - week 2 Term 3 <p>Upgrades of Rooms 9-12:</p> <ul style="list-style-type: none"> Only 1 option is ready to go ahead with funding approval so we have approved this design We are going with 3 toilets on each side Possibly happening in Term 3 Any left over funding will go towards window upgrades 	Franchelle Barker	15 minutes	Noting
6	<p>Correspondence In and Out</p> <p><u>Documents</u> n/a</p>	Callum Hey	5 minutes	Approval
<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>				
7	In Committee (1 item)			
<p><i>The meeting concluded at 8:35pm</i></p>				

[Handwritten signature]
19/10/2022