



# Howick Primary School

Board

*Inspiring confident life long learners*

## Minutes

**Location:** Online via Google Meet

**Date:** 20 June 2022

**Time:** 7:05pm

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

**Apologies:**

n/a	n/a
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**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.

Item #	Agenda Item	Presented By	Est. Time allotted	Action Required
1	<p><b>Welcome</b></p> <p><b>Declaration of Conflict of Interest</b> - none declared</p> <p>Speaking rights for:</p> <ul style="list-style-type: none"> <li>- Leanne Hurley (Deputy Principal)</li> <li>- Dawn Young (Montessori Teacher)</li> </ul> <p>Moved by: Chair Seconded by: Treasurer</p> <p><b>Minutes of Previous Meeting</b> Moved by: Chair Seconded by: Principal</p> <p><u>Documents</u></p> <ol style="list-style-type: none"> <li>1. <u>202205 BoT Meeting Minutes</u></li> </ol>	Callum Hey	10 minutes	Approval
2	<p><b>Montessori Outline</b></p> <ul style="list-style-type: none"> <li>- <u>Slideshow</u></li> <li>- The Montessori Unit was opened in 2003.</li> <li>- Mrs Young:           <ul style="list-style-type: none"> <li>* has worked under Dee Gordon and Tez Cooper in this unit.</li> <li>* is now the only teacher in this unit.</li> <li>* has worked in the unit for 15 years.</li> </ul> </li> </ul>	Dawn Young	15 minutes	Noting
3	<p><b>Principal's Report</b></p> <p><u>Documents</u> June 2022 - Principal's report</p> <p><u>Our School Staff, Student &amp; Parent/Whanau Engagement:</u></p> <ol style="list-style-type: none"> <li>1, PTA Wine and Cheese           <ul style="list-style-type: none"> <li>- Only 4 or 5 parents RSVP-ed</li> <li>- Leanne Hurley suggested FB could join the BSLA Parent Session tomorrow at 2.30pm in Room 13 for a brief PTA intro - FB agreed</li> </ul> </li> <li>2. Kahui Ako           <ul style="list-style-type: none"> <li>- LC shared the "Achievement Challenge" and asked the Chair to sign the "Memorandum of Understanding."</li> </ul> </li> </ol> <p><u>Recommendations:</u></p> <ul style="list-style-type: none"> <li>- LC &amp; FB to lock in alternative Term 2 date for Wine and Cheese evening,</li> <li>- LC to talk with all the other school principals regarding connecting BoTs.</li> <li>- CH asks for BoT to read Kahui Ako doc and</li> </ul>	Leyette Callister	20 minutes	Discussion

	<p>send back approval to LC by 30th June so CH &amp; LC can sign it on 1st July. BoT agreed to all 3 recommendations above.</p> <p><u>Curriculum:</u></p> <ul style="list-style-type: none"> <li>- Teachers are preparing for conferences</li> <li>- We'll download and analyse the data for sharing with the BoT in July.</li> </ul> <p><u>Asset Management:</u></p> <ul style="list-style-type: none"> <li>- Tracking well</li> <li>- Report to come from Finance Trustee</li> </ul> <p><u>Property:</u></p> <ul style="list-style-type: none"> <li>- Report from Franchelle Barker (Property Trustee) below</li> </ul> <p><u>Health and Safety - Sick children:</u> Leyette received a letter from a parent concerned about when sick students are sent home and how difficult this is for parents.</p> <p>LC's recommendation:</p> <ul style="list-style-type: none"> <li>- "To discuss this issue and send out a statement from the BoT about how we will manage sick children - maybe at what point we send children home. To both reassure parents that we understand their challenges and also have a responsibility to our staff."</li> </ul> <p>BoT agreed there would be no BoT response to all parents as Leyette was only contacted by a single parent. BoT asked Leyette to reply personally to this parent instead.</p> <p><u>Board Specific:</u></p> <ul style="list-style-type: none"> <li>- Policy Reviews - We need to keep up with these</li> </ul> <p>Report tabled by: Principal Seconded by: Chair</p>			
4	<p><b>Kahui Ako Achievement Challenge</b></p> <ul style="list-style-type: none"> <li>- Please see details above</li> </ul>	Leyette Callister	10 minutes	Approval
5	<p><b>Treasurer's Report</b> Leyette (principal) talked the BoT through the finances this month.</p> <p>Attendance</p> <ul style="list-style-type: none"> <li>- Money in the wrong account. To be sorted.</li> </ul> <p>Kahui Ako</p> <ul style="list-style-type: none"> <li>- Put money from here into our funds by mistake</li> <li>- This needs to be corrected.</li> </ul> <p>Big ICT purchase</p> <ul style="list-style-type: none"> <li>- Bought ipads but forgot to buy charging</li> </ul>	Anita Vaseegaran	10 minutes	Approved



	<p>stations so now these have also been purchased</p> <ul style="list-style-type: none"> <li>- Covers also bought to protect ipads</li> <li>- Big TVs in nearly all classrooms plus music room and new boardroom too</li> </ul> <p>Salaries</p> <ul style="list-style-type: none"> <li>- Accountant needs to sort out the correct coding regarding relievers as they are still being mis-coded by SES</li> </ul> <p>Cyclical Management</p> <ul style="list-style-type: none"> <li>- Leyette to talk to Mike (MOE) about changing finances so upgrade funds for Rooms 9-12 are instead used to buy a large teacher storage cabinet for each room (like in the Tui classrooms) and to upgrade windows re Covid requirements</li> </ul> <p><u>Documents</u></p> <ol style="list-style-type: none"> <li>1. May Accounts</li> </ol>			
6	<p><b>Property Report</b></p> <p><u>Documents</u></p> <ol style="list-style-type: none"> <li>1. Property Report June 2022</li> </ol> <ul style="list-style-type: none"> <li>- Garden outside Room 17 ~ awaiting quotes from two companies</li> <li>- Tree by Room 13 ~ removed for \$5K. Red pot to follow.</li> </ul> <p>Recommendation: * revisit the removal of the red pot once we have quotes for Room 17 so we can check our funds.</p> <p>Land for sale</p> <ul style="list-style-type: none"> <li>- waiting for evaluation.</li> </ul> <p>Gate damaged before school started in Feb</p> <ul style="list-style-type: none"> <li>- Leyette is following up with MOE &amp; insurance</li> </ul> <p>Windows</p> <ul style="list-style-type: none"> <li>- Leyette &amp; Franchelle had mtg with Mike &amp; Desiree from MOE. New plan is to only continue with upgrades of the breakout space &amp; bathrooms only.</li> <li>- Use remaining money for window upgrade - important Covid related priority.</li> <li>- If we do the windows and go over any allocated funding from the money we save on block 9-12, then we would have to apply for further funding at that time with drawings and plans etc.</li> <li>- BoT agreed to this proposal at our last mtg &amp; to mtg with MoE. Glad we are moving forward with this.</li> </ul> <p>Pool</p> <ul style="list-style-type: none"> <li>- Approved during this meeting also to have it resurfaced and painted.</li> <li>- Leanne Hurley requested for Mike to get lanes</li> </ul>	Franchelle Barker	10 minutes	Noting



	<p>Painted in the pool as part of this upgrade.</p> <ul style="list-style-type: none"> <li>- This means the library interior upgrade would be deferred and the funds for this allocation used towards the pool repairs.</li> <li>- Karl and Lurette are working with Mike on this.</li> </ul> <p>Table Tennis tables</p> <ul style="list-style-type: none"> <li>- Were listed and have arranged for them to be picked up.</li> <li>- Students have now started using them for handball so we will just let the one by Room 17 go and keep the other.</li> </ul>			
7	<p><b>Extra Query regarding Appointment Process re New Principal</b></p> <p>Lurette asked if the BoT is sending out details regarding a timeline of the process.</p> <p><u>Action:</u> Callum, BoT chair, said he would send out an email to staff with these details.</p>			
8	<p><b>Correspondence In and Out</b></p> <p><u>Documents</u></p> <ol style="list-style-type: none"> <li>1. Accounts Firm <ul style="list-style-type: none"> <li>- Audit negotiations continue</li> </ul> </li> </ol>	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>				
9	<b>In Committee</b> (2 items)			
<p><b>The meeting will conclude at approximately 9:00pm</b></p>				