



# Howick Primary School

Board

*Inspiring confident life long learners*

## Minutes

**Location:** Howick Primary School Boardroom  
and Google Meet

**Date:** 23 May 2022

**Time:** 7:05pm

Committee Members	Title	Attended
HEY, Callum	Chair	Via Google Meet
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	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>Speaking rights for Leanne Hurley, Deputy Principal            Moved: Chair            Seconded: Principal</p> <p><b>Declaration of Conflict of Interest</b>  <b>Minutes of Previous Meeting</b></p> <p><u>Documents</u>            1. 202203 BoT Meeting Minutes            Moved: Chair            Seconded: Principal</p>	Callum Hey	10 minutes	Approval
2	<p><b>Principal's Report</b></p> <p><u>Documents</u>            May 2022 - Principal's report</p> <p><b>Overstaffing Letter from MOE received – 4.5.2022</b></p> <p>- LC received a letter from the MOE saying we are overstaffed.            - Cameron Rhodes has already resigned so this is fortunate timing, as it will save us from a serious staffing issue.            - According to this letter we are not allowed to hire a new teacher to replace him.            - Instead, his class will be disestablished and the students distributed elsewhere across the Tui (Senior) Team.</p> <p>Rm 1 - close and all 24 students move to R2, 4 &amp; 6            Rm 6 - 11 students removed to make rm for R1 students</p> <p>Rm 2 – gains 5 students from Rm 1            Rm 4 – gains 4 students from Rm 1            Rm 6 – gains 15 students from Rm 1            Rm 5 – gains 4 students from Rm 6            Rm 7 – gains 7 students from Rm 6</p> <p>Week 5 – all these changes will take place.            Links with Cayleigh Leslie's return from maternity leave.</p> <p>Cameron Rhodes will do CRT/relief teaching until leaves.</p> <p>Copy of MOE letter LC received is attached.</p> <p><b>Curriculum</b>            - nothing new to report.</p> <p><b>Asset Management: Finances</b>            - nothing new to report.</p> <p><b>Property</b>            Sale of land            - we have a new contact, Simon Cornelius, who will be seeking two evaluations of the property.</p>	Leyette Callister	20 minutes	Discussion



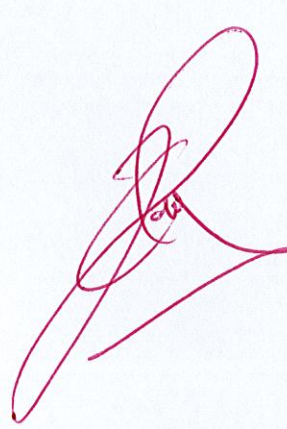
	<p>- Then local iwi will have 40 working days to decide if they want to purchase the property. - If they decline, it will go up for sale on the open market.</p> <p><b>Health and Safety</b></p> <p>- One playground accident resulted in a broken wrist. - Slipped on wet turf. - LC reports that no mitigation is needed.</p> <p>- Details of an additional accident. - Junior student's finger was jammed in a toilet door. - Accident required surgery for the student. - Rms 9-12 are due for an upgrade / modernisation.</p> <p><b>Board Specific</b></p> <p><b>1. ERO</b></p> <p>- Our ERO partner is Emma Dobson. - Lurette &amp; Leanne had an introductory mtg with her - 6 month process regarding compliance. - LC has copy of these compliance docs to give all BoT members.</p> <p>- LC to send home copies of these doc with BoT members' children tomorrow, Tuesday 24 May.</p> <p><b>2. Schools Planning, Reporting and Review</b></p> <p>- MOE is also reviewing documents. - Instead of having a charter, schools need a three-year strategic plan, an Annual Implementation Plan and an Annual Report.</p> <p><b>3. Carbon Neutral Government Programme</b></p> <p>- Our current gas heating system is due to be removed - Govt require BOT approval to take part in the survey</p> <p>There is a survey to complete regarding these changes.</p> <p><u>Recommendations:</u></p> <p>1. BoT to read through ERO documents LC is to send home to us tomorrow.</p> <p>2. BoT to complete the SpaR survey.</p> <p><u>Principal's report:</u></p> <p>- Tabled / Moved: Principal - Seconded: Chair</p>			
3	<p><b>Parent Gathering</b> Scheduled for June 8<sup>th</sup> at 7.30pm. PTA's Wine and Cheese evening to help connections between home and school. BOT to attend – possibly recruit new parents for BoT. RSVPs to PTA please</p>	Lurette Callister	5 minutes	Discussion
4	<p><b>Montessori Representation</b></p>	Lurette Callister	10 minutes	Discussion

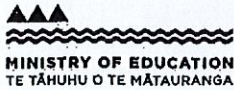


	<p>- After the elections, when the new board is established, we could ask if anyone would like to be co-opted onto the HPS BOT.</p>			
5	<p><b>School Board Elections</b></p> <p>- LC suggested the same date as STA: September 7<sup>th</sup></p> <p>- We have two options:</p> <p>a) CES run it for us</p> <p>b) Marsha Smith, our Office Manager, does it for us.</p> <p>- The BoT voted for Marsha to carry out this role as part of the upcoming BoT election.</p>	Leyette Callister	15 minutes	Discussion
6	<p><b>Property Report</b></p> <p><u>Documents</u></p> <ol style="list-style-type: none"> <li>1. Property Report May 2022</li> <li>2. Property Attachment 1</li> <li>3. Property Attachment 2</li> </ol> <p>- exploring pricing on clearing dangerous issue of tree roots by room 17.</p> <p>- then add more seating and a canopy to join room 17 with the rest of the rooms 1-4 block of classrooms.</p> <p>- Funding:</p> <p>1) PTA is keen to focus on this area around Rm 17. Also could apply for more funds via grant applications.</p> <p>2) PTA wants to meet with MOE regarding our windows as they don't seal or open properly and aren't made of safety glass.</p> <p>We want to prioritise the window to ensure we are meeting current Covid 19 safety requirements for our students and staff.</p> <p>3) repairs have been made to the walls around the pool area.</p> <p>4) LC is working with the MOE to fix our electronic front gate that was damaged before school started in February 2022.</p> <p><u>Recommendations:</u></p> <p>1) BoT to agree to move this project and provide funding allocation BoT vote: all agreed</p> <p>2) BoT to approve a meeting with the MOE regarding our window / ventilation problem. BoT vote: all agreed</p>	Franchelle Barker	15 minutes	Discussion
7	<p><b>Financial Report</b></p> <p>- No finance report was shared.</p> <p>- Anita reported that the accounts had been received late so she had no time to review them prior to the meeting.</p>			



8	<b>Correspondence In and Out</b>	Callum Hey	5 minutes	Approval
	<u>Documents</u> 1. LC's MOE letter regarding our overstaffing – attached			
<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>				
7	<b>In Committee</b> One item			
<b>The meeting will conclude at approximately 20:31</b>				

 19/10/2022



4 May 2022

Howick Primary School

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Tēnā kōrua,

This letter provides information on making permanent teaching appointments during 2022.

Your school's provisional staffing entitlement for 2022 is greater than the staffing generated by your 1 March actual roll. This means that you are receiving a staffing entitlement greater than the level that your actual roll generates. If this trend continues you may have to manage a staffing reduction at the end of this year.

The staffing generated by your provisional staffing entitlement is greater than that generated by your 1 March actual roll by at least 1.0 FTE. Boards that are in this position need to advise the Ministry when making a permanent appointment in excess of your confirmed entitlement staffing, at any point during the remainder of the year. If your Board makes a permanent staff appointment against the Ministry's recommendation and you are required to reduce teaching staff at the end of the year, then you may be liable for the resulting surplus staffing costs.

If you want to make a permanent appointment this year, or you want more information on the process or any other part of this letter, please email [resourcing@education.govt.nz](mailto:resourcing@education.govt.nz) and we will be happy to help.

You can also find more information here: [Permanent staff appointments – Education in New Zealand](#)

The [New Zealand School Trustees Association \(NZSTA\)](#) should be your first point of contact if you need advice on employment matters. Their helpdesk number is 0800STAHELP (0800 782 435).

I wish you and your school all the best for the remainder of the year.

Ngā mihi, nā

*Manu Winiata*

Manu Winiata  
Kaihautū  
Resourcing Manager  
Te Pae Aronui