



Howick Primary School

Board of Trustees

Inspiring confident life long learners

Meeting Minutes

Location: Howick Primary School
32-40 Willoughby Street
Howick

Date: 25 October 2022

Time: 19:00

Committee Members	Title
Nicola Kay	Presiding Member
Michael Earl	Principal
TBC	Treasurer
Franchelle Barker	Property
Hamish McCormick	New Board Member
Lucy Duchateau	New Board Member
Kristen Oliphant	Staff Representative / Secretary

Guests

n/a

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
1	<p>Welcome (including New board members and New Principal)</p> <p>Whakatauki:</p> <ul style="list-style-type: none"> - BoT to choose a new one that we all agree with. <p>Karakia:</p> <ul style="list-style-type: none"> - Led by Principal <p>Apologies</p> <ul style="list-style-type: none"> - n/a <p>Declaration of Conflict of Interest</p> <ul style="list-style-type: none"> - Presiding Member's home backs onto the land we are in the process of selling. <p>Speaking Rights</p> <ul style="list-style-type: none"> - n/a <p>Minutes of Previous Meeting</p> <p><u>Documents</u></p> <ol style="list-style-type: none"> 1. 202208 Board Meeting Minutes Moved by: Presiding Member Seconded by: Property 2. 202209 Board Meeting Minutes Moved by: Presiding Member Seconded by: Property 	Nicola Kay
2	<p>Formation of new board</p> <ul style="list-style-type: none"> - Official welcome and introduction of new board to HPS community - <u>* focus on improving communication with our community:</u> <ul style="list-style-type: none"> - via BoT newsletter to introduce members to the community - BoT members to send write up about selves to the Principal - Community survey to go out by ME & HM - Board Portfolios. <ul style="list-style-type: none"> - Discuss and agree portfolios (previous finance, property, personnel and health & safety. Communication portfolio drafted but not established) - Nominations for portfolios <u>Treasurer:</u> *Principal nominated: Hamish *Seconded by: Lucy - <u>*Portfolios:</u> be decided at our December meeting - Any gaps, how do we define need to get others involved in Board or co-opt. 	Nicola Kay



	<p><u>Co-opting:</u> BoT agreed not to do this at this stage.</p> <ul style="list-style-type: none"> - Board Training BoT members will be attending STA intro meetings - Agree preferred communication methods (WhatsApp?, HPS email?) All agreed to use emails - Any short term actions needed whilst get up to speed Not at this stage 	
3	<p>Principal's Report</p> <p><u>Documents</u></p> <ol style="list-style-type: none"> 1. October 2022 - Principal's report Resolution that school dates be approved by: Principal Seconded by: Hamish All voted in favour of accepting these dates. Resolution to continue the meeting until 9pm. Moved that the zone is set in Term 2, 2022: Principal Seconded by: Presiding Member 2. Yearly Board Assurances 3. Alcohol, Drugs and other Harmful Substances - For review 4. Financial Report - September 5. Financial report video: https://share.vidyard.com/watch/XRa5YZBAFYkvozp6y6KxBh?autoplay=1&vyplayer=XRa5YZBAFYkvozp6y6KxBh Moving that the Principal's/Financial & Property report be accepted by: the Principal Seconded by: Hamish <p>ACTIONS</p> <p><u>Michael to:</u></p> <ol style="list-style-type: none"> 1) advertise the BoT secretary position and provide job description and code of conduct 2) advertise for a full time groundskeeper 3) communicate with Ken White regarding Term 2 implementation of our zone 4) meet with Mike re property 5) sort out a proper board folder and ensure it has correct ownership privileges 6) BoT to fund end of year staff & BoT Christmas function including one alcoholic drink 	Michael Earl



4	Treasurer's Report In absence of treasurer included in Principal's report <u>Documents</u> 1. As above	
5	Property Report <u>Documents</u> 1. Property Report October 2022.pdf	Franchelle Barker
6	PTA Report <u>Documents</u> 1. PTA Report - October 2022 ACTION: * Michael/Principal to follow up with Mike regarding organising a conduit to enable the pool to be powered. * PTA has fundraised \$15,000 already so possibly apply for a grant.	Franchelle Barker
7	2023 Teacher only days and term dates Table dates for 2023 Agree process going forward.	Micheal Earl / Kristen Oliphant
8	Future Board Meeting Dates 21 Nov 12 Dec 2023? Board agree to meet on the second Monday of each month ACTION: Michael/Principal to check with accountants regarding when we get the financial report so that we can lock in the meeting dates.	Nicola Kay
11	Actions from this meeting - Any actions to be recorded? - Agree any communication to go out from today's meeting -	Nicola Kay
8	Correspondence In and Out <u>Documents</u> 1.	Michael Earl / Nicola Kay
<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	In Committee 1 item	

The meeting conclude at approximately 21:19