Minutes of the Howick College Board Meeting
Wednesday 6 May 2026 – 5:44pm - Boardroom

PRESENT	Dale Burden (Principal), Zubin Irani (Staff rep.), Carin Newbould, Kerryn Strong, Pedro Silva, Mel Goodwright, Rebecca Rose Deputy Presiding Member (arrived 6.05pm), Honey Waiwai (Student rep.), Lorraine Mackereth (Minutes)
IN ATTENDANCE	Michelle Heather, Lucy Tomlinson (left at 6:56 pm) Raj Dullabh introduced himself to the Board and expressed interest in joining the Board (left at 7.00pm)
WELCOME	The Board welcomed Raj to the meeting and introduced themselves
OPENING	The meeting opened at 5:44pm with a karakia
APOLOGIES	P Cunningham, Presiding Member
QUORUM	K Strong assumed the role as PM until R Rose, Deputy Presiding Member arrived at 6.05pm and declared a quorum
GOVERNANCE	**Conflicts of Interest:** – ● P Silva remove from OSG Global and add Business Owner Normado NZ Ltd. **Cycle of Self Review Policies and Procedures on School Docs:** **Term 2 for Board to review:** • Swimming off site • EOTC including Governance Roles and Responsibilities and Risk Assessment and Management • International Learners Policy Comments on college Policies and Procedures from the Board are reviewed by the Deputy Principal in charge of Policies.
BOARD SELF REVIEW	Training undertaken/booked: ● P Silva attended the Charter Assessment and is now Chartered Member of the Institute of Directors **NZSBA Conference in Auckland in July – Board members attending @$760 registration fee per person:** • P Silva • M Goodwright • B Rose
ADMINISTRATION	Minutes of the previous meeting 18 March 2026 including the "public excluded" minutes as previously circulated **Moved that these are a true and correct record** **K Strong / C Newbould Carried**
MATTERS ARISING	Any action list items not already closed or on meeting agenda ○ A leaving gift will be purchased for Bruce Barrett who resigned from the Board at the last meeting.
CORRESPONDENCE	None noted
PRINCIPAL'S REPORT	D Burden tabled his report to the board for April including the following: ● Progress towards the Annual Goals as read highlighting the following:

	○ A very unsettled start to Term 2 with students. Consistency amongst all classes will help to provide structure and reinforce expectations. ○ Professional Learning is being led by M Heather. Relational practices goal 1.4 getting to know your students with a student voice being collected by Louise from Cognition in the last week of Term 1 and analysed during the break. Focus is developing to discussion about "what does a good learning classroom look like" HoLAs will spend additional time with Louise in preparation for their leadership of professional learning in this area. ○ A review of courses and pathways that students are doing at Level 3 to achieve UE and Excellence endorsements is underway. Each HoLA is also considering courses for 2027 and what they need to retain, revise or remove, particularly with the new curriculum set for 2027. ○ Attendance has seen a positive shift, 8% higher than previously. Credit to M Heather, the attendance liaison C Growse and the follow ups by the Deans. The lates have also improved and tracking in the right way. ○ The Board acknowledged Howick College attendance at the ANZAC Parade. ○ The Cultural Evening was a great success being held off site, the larger venue was safer and an opportunity to showcase all cultures. A review of the event will be undertaken. ○ The website and sponsorship opportunities are being looked after on a contract basis by Kate Pike. Kate Wheeler is doing well with the communications, branding and social media. ○ The International Marketing Report for Hong Kong was tabled and discussed. ○ The International Marketing Report for Europe was tabled and discussed. ○ The International Department are working towards long term students rather than the short-term stays. The programme in international is growing well. The costs have improved with some careful budgeting on overseas marketing trips by L Crossley. ○ Health and Safety Report as tabled with recommendations to the Board discussed. ○ A hosting proposal for 19 New Caledonia students and 3 teachers in June and July 2026 was tabled for the Board. A Board member expressed concern at the late proposal being submitted. ● EOTC trips for approval: 1. High Ropes Camp, Waharau Outdoor Education Centre Y10 & Y13 15 – 17 June 2. Music Tour Karakariki Christian Camp Jazz & Orchestra Band 28 – 30 June **Moved that the Principal's Report as tabled be accepted including the Health and Safety report.** **D Burden / R Rose Carried** **Moved that the EOTC overnight trips be approved.** **Z Irani / R Rose Carried**
SUB-COMMITTEE REPORTS	**Finance Meeting** The Finance minutes of the meeting held on 30 April 2026 previously circulated, tabled as read, noting the following: ○ Accounts to 31 March 2026 surplus of $378,940 with a working capital surplus of $1,743,693 ○ A cyclical maintenance provision was tabled.

	○ Kindo reports shows donations to 31/03/2026 are $119,442, up $13,000 from this time the previous year. ○ Banking staffing is at $15,000 underused. This was reduced to $0 for the end of year accounting purposes. **Moved that the financial report for March be approved and payments from 01/2/26 to 28/02/26 totalling $1,439,712 and the payments from 1/3/26 to 31/3/26 for $979,560 be ratified.** **K Strong / P Silva Carried** **Moved that the cyclical maintenance provision for 2025 be recommended to the Board for acceptance.** **K Strong / P Silva Carried**
	Property The minutes of the property meeting from 30 April 2026 that had previously been circulated, were tabled as read. ○ Property App reports as tabled. ○ The Board viewed all the work that was being undertaken during the holidays as part of the 5YA plan. The project management company, Watershed has been impressive with their oversight of the vast amount of work. **Moved that the Property report as tabled be accepted.** **K Strong / Z Irani Carried**
GENERAL BUSINESS	The School Zone consultation is underway with the Ministry of Education to review the Brookby and Clevedon Zone into the Howick College Zone. The next newsletter and social media will have a link to the consultation process. Raj Dullabh expressed interest in joining the Howick College Board following an invitation to come to this meeting. After Raj left the meeting at 7.00pm, the Board unanimously voted to invite Raj to join the Board for the remaining term of the vacant position. A formal invite will be sent by the Presiding Member.
PUBLIC EXCLUDED BUSINESS	At 7.07pm K Strong moved the Board into Committee under Section 47 of the Local Government Official Information and Meetings Act (1987) to discuss staffing and student items of a sensitive nature. 7:17pm moved out of committee
MEETING CLOSED	7:17pm with a closing karakia
NEXT MEETING	10 June 2026 at 5.00pm (for HoLA presentations) followed by meeting at 5.30pm)

Signed:_____ Date:
Presiding Member