Minutes of the Howick College Board Meeting
Wednesday 10 June 2026 – 5:29pm - Boardroom

PRESENT	Dale Burden (Principal), Peter Cunningham (Presiding Member), Zubin Irani (Staff rep.), Kerryn Strong, Pedro Silva, Mel Goodwright, Raj Dullabh, Honey Waiwai (Student rep.), Lorraine Mackereth (Minutes)
IN ATTENDANCE	
WELCOME	The Board welcomed new member Raj Dullabh to his first meeting
OPENING	The meeting opened after the HoLA reports to the Board at 5.29pm with a karakia
APOLOGIES	C Newbould, Rebecca Rose
QUORUM	The Presiding Member declared a quorum
GOVERNANCE	**Conflicts of Interest:** – • Rebecca Rose is now Company Director of Elevate AI and removed from AI Surge **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 A recommendation from the Board is that a subcommittee is established to review policies and procedures using the cycle of self-review. Members of this sub-committee will be: M Goodwright, R Dullabh, Z Irani, P Silva, R Rose Review meetings will take place prior to full board and will be online. Comments on college Policies and Procedures from the Board are reviewed by the Deputy Principal in charge of Policies. **Mid Term Elections – March 2027** The Board propose that SchoolEd is appointed as returning officer. **Student Elections September 2026** The Board appoints Lorraine Mackereth as returning officer for the student Elections in September. **3 Year Strategic Plan** The Board proposes to appoint a facilitator for the next 3-year strategic plan, either Grant Lander or Mark Herring. A workshop with the Board and SLT group and facilitator to take place offsite in September. A timeline to be developed through to the development of the plan.
BOARD SELF REVIEW	Training undertaken/booked: **NZSBA Conference in Auckland in July – Board members attending @$760 registration fee per person:** • P Silva • M Goodwright

ADMINISTRATION	Minutes of the previous meeting 6 May 2026 including the "public excluded" minutes as previously circulated **Moved that these are a true and correct record** **P Silva / Z Irani** **Carried**
MATTERS ARISING	Any action list items not already closed or on meeting agenda ○ Purchase a small gift for outgoing Board member Bruce Barrett.
CORRESPONDENCE	Email from S O'Grady, H & S Committee attaching a provisional improvement notice (PIN)
PRINCIPAL'S REPORT	D Burden tabled his report to the board for May including the following: ● Progress towards the Annual Goals as read highlighting the following: ○ Consistency across classes to ensure expectations are being met to ensure a calm environment. ○ Courses are being reviewed to ensure students are on the right pathway to a UE programme. Discussion took place around student selection of courses. ○ International Department is well above their budgeted income. A review of the Department is due to take place, EDSOL has been appointed to lead the review. ○ The new Communications Manager has settled into her role and has brought a new perspective to communications. The yearbook is going to go digital from this year. ○ Kate Pike is working as a contractor with Alumni and the website. ○ Sponsorship and fundraising are led by the principal. ○ The Community Development Office will be changed to the International Centre, and communications will move to the administration area. ○ Attendance is a constant work on. ○ The principal's professional learning included the SPANZ Conference and the PLG visit to Mt Aspiring College including a workshop with Professor Russell Bishop. ○ Health and Safety Report as tabled including the provisional improvement notice (PIN). Safe 365 was the previous property reporting system. It was unable to be renewed due to an expired credit card number. Safe 365 was unable to be accessed as it was shut down immediately. Kamar H & S reporting feature was activated as it is an existing platform used by the school. The school was issued with a PIN as there was no consultation with the H & S group. The school has now gone back to a paper-based system and paused on Kamar. A meeting with S O'Grady took place to discuss and agree on the process for consultation with staff. When consultation has taken place with staff, results will be fed back to the H & S committee, and a recommendation will go to the SLT and Board. ○ In the next Finance and Property meeting the Board will discuss the process of managing contract renewals and expiry dates. ○ HR Staffing update as tabled. **Moved that the Principal's Report as tabled be accepted including the Health and Safety report.** **D Burden / P Cunningham** **Carried**
SUB-COMMITTEE REPORTS	**Finance Meeting** The Finance minutes of the meeting held on 4 June 2026 previously circulated, tabled as read, noting the following:

	○ Accounts to 30 April 2026 surplus is $449,757 with a working capital surplus of $1,774,812. ○ Kindo donations are down $7000 from this time last year. Discussion took place and messaging will go out with the invoices encouraging payments. ○ The Audit was completed and filed within the due date. We are seeking clarification on the two items raised in the draft management letter and will report back once we have a final position from the auditors. **Moved that the financial report for April be approved and payments from 1/4/26 to 30/4/26 for $657,618 be ratified.** **K Strong / P Silva** **Carried**
	Property The minutes of the property meeting from 4 June 2026 that had previously been circulated, were tabled as read. ○ 5ya projects in progress are carpet replacements, clear roofing replacements, soffit replacements and LED lighting. **Moved that the Property report as tabled be accepted. Note that the time the meeting closed needs to be reviewed and updated.** **K Strong / P Silva** **Carried**
GENERAL BUSINESS	The Board recessed at 6.50pm
PUBLIC EXCLUDED BUSINESS	At 6.53pm P Cunningham 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. 7:38pm moved out of committee
MEETING CLOSED	7:38pm with a closing karakia
NEXT MEETING	5 August 2026 at 5.00pm

Signed:_____ Date:
Presiding Member