Minutes of the Howick College Board Meeting
Wednesday 5 August 2026 – 6:00pm - Boardroom

PRESENT	Dale Burden (Principal), Peter Cunningham (Presiding Member), Zubin Irani (Staff rep.), Kerryn Strong, Raj Dullabh, Carin Newbould, Honey Waiwai (Student rep.), Lorraine Mackereth (Minutes)
IN ATTENDANCE	Michelle Heather (left at 7.26pm)
WELCOME	
OPENING	The meeting opened with a karakia
APOLOGIES	Pedro Silva, Rebecca Rose, Mel Goodwright
QUORUM	The Presiding Member declared a quorum
GOVERNANCE	**Conflicts of Interest:** – None noted **Cycle of Self Review Policies and Procedures on School Docs:** The subcommittee met online and highlighted a few policies which could be updated. The Schooldocs website is currently being updated. **Term 3 for Board to review:** • Inclusive School Culture • Attendance • Concerns and Complaints Comments on college Policies and Procedures from the Board are reviewed by the Deputy Principal in charge of Policies. **3 Year Strategic Plan** A facilitator has been appointed, Mark Herring. The timeline has been worked through and surveys created for the parent community, students and staff. The SLT and Board will provide feedback by Friday 7 August and final surveys will be issued during Week 4. The facilitated workshop will be held on Saturday 12 September with the Board and SLT.
BOARD SELF REVIEW	Training undertaken/booked: ● M Goodwright and P Silva attended the NZSBA Conference in Auckland in July and will feedback at the next meeting.
ADMINISTRATION	Minutes of the previous meeting 10 June 2026 including the "public excluded" minutes as previously circulated **Moved that these are a true and correct record** **Z Irani / R Dullabh Carried**
MATTERS ARISING	Any action list items not already closed or on meeting agenda
CORRESPONDENCE	Email correspondence of a confidential matter has been added to Public Excluded Minutes
PRINCIPAL'S REPORT	D Burden tabled his report to the board for July including the following: ● Progress towards the Annual Goals as read highlighting the following: o 1.1 We are exploring work with AI and using it as a tutor to assist students with learning programmes.

	○ 5.2 International students: It is still difficult to secure students on long term stays. Short term stays are increasing but require a lot of work to manage, including the timetable team, and to organise homestays. The marketing trip report was tabled for the Southeast Asia trip in May. As the numbers grow, marketing for local homestay families continues. ○ 7.2 The production of Highschool Musical was outstanding. ○ Attendance for Term 2 is up to 65% but still below where we should be. Michelle Heather and Christine Growse have done successful work with attendance. ● Health and Safety Report was tabled including the recommendation from the Health and Safety Committee for the use of the Health and Safety Reporting Platform. Following consultation with the staff, the outcome is to trial the existing Kamar database which has an area for reporting Health and Safety incidents by staff for 1 term. The Board support the recommendations of the Health and Safety committee and will wait for further feedback after the trial. The Board was notified of the PIN received by the college and that this has subsequently been cleared. ● EOTC has had an update to the standard operating procedures (SOP) for minor activities or trips which are very low risk. The Board asked to view the next steps on the SOP documentation. ● HR report was tabled. Recruitment for new teaching staff is underway through the university graduates. ● Serious discipline data for term 1 and term 2 was tabled and discussed. The Presiding Member acknowledged the Board for their support with the Board hearings last term. ● Health Centre summary data was tabled. **Moved that the Principal's Report as tabled be accepted including the Health and Safety report be accepted.** **D Burden / P Cunningham Carried** EOTC Overnight trips for approval 1. 12OED Kaimais Tramp 4 – 26 August 2. NZSS Boys Football Tournament Palmerston North 29 Aug to 4 Sept 3. NZSS Girls Football Tournament Napier 30 Aug to 4 Sept 4. Girls Hockey Chica Gilmer Trophy Auckland 30 Aug to 4 Sept 5. Boys Hockey Founders Cup Palmerston North 30 Aug to 4 Sept 6. Netball Tournament Hamilton 3 Aug to 4 Sept 7. Girls 1st XV Pounamu Trophy, Palmerston North 3 – 6 Sept 8. NZSS Underwater Hockey, Rotorua 3 – 6 Sept **Moved that the overnight EOTC trips as tabled be approved.** **D Burden / Z Irani Carried**
SUB-COMMITTEE REPORTS	**Finance Meeting** The Finance minutes of the meeting held on 30 July 2026 previously circulated, tabled as read, noting the following: ○ Relief teaching budget was discussed and compared where the relief budget is being spent, i.e. sick, discretionary and professional learning. ○ Accounts to 30 June 2026 surplus is $474,734 with a working capital surplus of $1,836,105.

	○ Kindo donations for subject costs are 72% collected compared to 58% from this time last year. Sports are 69% collected compared to 54% last year. ○ The canteen provider has gone into liquidation and the implications were discussed. Plans to source a replacement operator is underway. Tighter management of debtors and contractors will be reviewed to mitigate further problems with managing contracts. The Board requested further information on the current contract and evaluation criteria for finding a new supplier. ○ The Board requested further information and a full written update on the current contract situation and the plan/evaluation criteria for appointing a new canteen supplier. ○ The Board also requested to see a register of all current contracts, expiry dates and details. ○ The Board noted that the lease contracts for the college minivans had all expired. Report expected at the next Board meeting on replacement minivans. ○ The Board moved and approved at the Finance meeting that Michelle Heather be added as an additional signatory to the ASB accounts and as a Fastnet user. **Moved that the financial report for June 2026 be approved and payments from 1/5/26 to 31/5/26 totalling $691,364 and payments from 1/6/2026 to 30/6/2026 for $2,173,175 be ratified.** **K Strong / Z Irani Carried**
	Property The minutes of the property meeting from 30 July 2026 that had previously been circulated, were tabled as read. ○ The college's property managers are making good progress with the 5YA projects. ○ The approved toilet designs have now been lodged for consent. ○ The printers were all replaced under a new contract during the last school break. ○ The Presiding Member noted how efficient property is progressing. The committee also noted the great condition of the sports fields and passed on their thanks to the team. **Moved that the Property report as tabled be accepted.** **K Strong / Z Irani Carried**
GENERAL BUSINESS	None noted The Board recessed at 8.04pm
PUBLIC EXCLUDED BUSINESS	At 8.08 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. 8:36pm moved out of committee
MEETING CLOSED	8:36pm with a closing karakia
NEXT MEETING	9 September 2026 at 5.00pm for HOLA presentations followed by meeting at 5.30pm

Signed:_____ Date:
Presiding Member