

**Minutes of the Howick College Board Meeting  
Wednesday 30 March 2022 - 6.00pm Community Development Office**

<b>PRESENT</b>	M Stratford (Presiding Member), Michele Heywood (Dep), I Ropati (Principal), R Gribble, R Tosh, S King (Staff rep), Leila Alsabak (Student Rep), Lorraine Mackereth (Secretary)
<b>WELCOME</b>	Miles Stratford thanked Roger and presented him with a Howick College plaque for his 5 years of service as Presiding Member
<b>OPENING</b>	The meeting opened at 6.00pm
<b>APOLOGIES</b>	R Gray, C Newbould, R Burge
<b>QUORUM</b>	The Presiding Member declared a quorum
<b>STUDENT REPRESENTATIVE PRESENTATION</b>	<p>Leila Alsabak presented her 2021 inquiry:</p> <ul style="list-style-type: none"> <li>● To ensure that there is an understanding of what maximises and minimises student passion at Howick College</li> <li>● Trustees shall ensure the needs of all students and their achievement is paramount</li> <li>● Leila gathered data for her inquiry by spending time in a tutor class per year level and asking questions and discussed</li> <li>● Leila's inquiry will be presented to the SLT to follow through</li> <li>● Thank you Leila for your excellent research and work on this inquiry which will be really useful for the SLT. This is also Leila's last meeting, Miles thanked Leila for her enthusiastic contributions and for continuing on for the extra meetings.</li> </ul>
<b>GOVERNANCE</b>	<ul style="list-style-type: none"> <li>● Conflicts of Interest – none noted</li> </ul>
<b>BOARD SELF REVIEW</b>	<ul style="list-style-type: none"> <li>● Training undertaken/booked: <ul style="list-style-type: none"> <li>○ How will we function as a highly effective board M Stratford handed out a printout from the NZSTA in partnership with the MoE on Hautū for the board to read and complete a self-review.</li> <li>○ M Stratford attended and S King is booked on the NZSTA Te Tiriti o Waitangi Part 2 Governance course</li> <li>○ M Stratford attended the NZSTA Building an effective board</li> </ul> </li> <li>● Board Code of Conduct was circulated and signed by all board members present. The absent board members will sign at the next meeting</li> <li>● Presiding Member Delegations – Discussion around the delegations which sits alongside the complaint's procedure. A final of the delegations will come back to the next board meeting with amendment as discussed.</li> </ul>
<b>ADMINISTRATION</b>	<p>Minutes of the previous meeting 23 February 2022 as circulated</p> <p><b>Moved that these are a true and correct record</b>  <b>M Stratford / L Alsabak</b> <span style="float: right;"><b>Carried</b></span></p>
<b>MATTERS ARISING</b>	<ul style="list-style-type: none"> <li>● Any action list items not already closed or on meeting agenda</li> <li>● Any other matters arising from minutes</li> </ul> <p>None noted</p>

<b>CORRESPONDENCE</b>	None noted
<b>PRINCIPAL'S REPORT</b>	<p><b>Principal's March report to the board</b></p> <ul style="list-style-type: none"> <li>● ERO School Wide Evaluation focus presented by Iva Ropati <ul style="list-style-type: none"> <li>○ The ERO Focus plan has changed on how we evaluate student achievement and practice</li> <li>○ The goal over the next 3 years is to strengthen effective evaluation. Expanding SiE and INNs over the next 3 years for the junior curriculum</li> <li>○ Noted that ERO have assigned an officer to the school, but no in meetings currently taking place due to concerns around COIVD</li> </ul> </li> <li>● The Principal's report and following items was tabled as read and accepted <ul style="list-style-type: none"> <li>○ Māori Achievement</li> <li>○ PLD update</li> <li>○ Covid update – masks no longer required outdoors</li> <li>○ Staff Hauora wellbeing survey results will be brought to another meeting when the results has been unpacked further</li> <li>○ Students rostering home will finish this week</li> </ul> </li> <li>● International student fees – The Community Development and International Office recommend that the international student fees be increased to meet the rising costs</li> </ul> <p>Moved that the recommended fee increase be approved  <b>I Ropati / L Alsabak</b> <span style="float: right;"><b>Carried</b></span></p> <ul style="list-style-type: none"> <li>● Charter 2022 – 2024 and the Analysis of Variance was presented and discussed</li> </ul> <p>Moved that the Charter 2022 – 2024 be approved and the Analysis of Variance as tabled be accepted  <b>I Ropati / L Alsabak</b> <span style="float: right;"><b>Carried</b></span></p> <ul style="list-style-type: none"> <li>● ERO Board Assurance self-audit sign off</li> </ul> <p>Moved that the compliance certification and attestation be signed off as required  <b>I Ropati / M Stratford</b> <span style="float: right;"><b>Carried</b></span></p> <ul style="list-style-type: none"> <li>● EOTC Approvals for overnight Trips: <ul style="list-style-type: none"> <li>○ Whanganui River Tramp 13OED 24 – 29 April (J Wright)</li> <li>○ Rotorua Trip 13GEO 12 – 13 May (P Urwin)</li> <li>○ Hunua Tramp 10OPES 17 – 19 May (R Stretch)</li> <li>○ High Ropes Waharau 13OED 30 – 31 May (J Wright)</li> <li>○ High Ropes 13OED and 10OPES Camp 20 – 22 June (J Wright)</li> </ul> </li> </ul> <p>Moved that the Principal's report be accepted including the EOTC Trips  <b>I Ropati / R Tosh</b> <span style="float: right;"><b>Carried</b></span></p>
<b>SUB-COMMITTEE REPORTS</b>	<p><b>Community Development Office and International held on 16 March 2022</b></p> <p>Moved that the Community Development Office and International Minutes previously circulated be accepted with a correction of M Heywood's name  <b>M Stratford / R Gribble</b> <span style="float: right;"><b>Carried</b></span></p> <hr/> <p>Noted that all Board members will be provided to all sub-committee meeting paper ahead of the meeting so as to allow for comment ahead of the meeting times</p> <p><b>HR/Curriculum Meeting held on 22 March 2022</b></p>

	<ul style="list-style-type: none"> <li>Complaints procedures delegations as discussed at the HR/Curriculum meeting will come back to the next full board meeting with the Presiding Member delegations</li> </ul> <p>Moved that the HR/Curriculum Minutes be accepted as previously circulated  <b>M Heywood / M Stratford</b> <b>Carried</b></p>
	<p><b>Finance Meeting held on 24 March 2022</b></p> <ul style="list-style-type: none"> <li>December financial accounts had some queries, further information was provided to clarify. There is a process where the board sign off a budget and full financials are provided at the finance meetings.</li> <li>Roger acknowledged Mike Stangan for his work around the budget</li> <li>Terms of Reference will be updated to align to other sub-committees</li> </ul> <p>Moved that the Finance minutes and draft December 2021 Financial Report be accepted  <b>R Gribble / R Tosh</b> <b>Carried</b></p> <p>Moved that the payments listed on the transaction report dated 1/12/21 to 31/12/21 totalling \$457,892 be ratified  <b>R Gribble / R Tosh</b> <b>Carried</b></p> <p>Moved that the Finance Reports for February be accepted  <b>R Gribble / R Tosh</b> <b>Carried</b></p> <p>Moved that the payments listed on the transaction report dated 1/01/22 to 28/02/22 totalling \$1,315,794 be ratified  <b>R Gribble / R Tosh</b> <b>Carried</b></p> <p>Trust Funding Applications for the Winter Tournament events were discussed at the Finance sub committee and recommended as follows for the full board:</p> <p>Move that an application to <b>Grassroots Trust Limited</b>          For Accommodation for the Winter UNISS Howick/Pakuranga Netball Tournament          27 August 2022 – 3 September 2022          Vendor: Michael Li, Bucklands Beach          \$4,792.00 inc. GST  <b>R Gribble / R Tosh</b> <b>Carried</b></p> <p>Move that an application to <b>BlueSky Community Trust Ltd.</b>          For Transport for Winter Tournament Football, Netball, Hockey, UWH          28 August 2022 – 5 September 2022          Vendor: OnRoad Rentals          \$6,200.00 incl. GST  <b>R Gribble / R Tosh</b> <b>Carried</b></p> <p>Move that an application to <b>FourWinds Foundation</b>          For 1<sup>st</sup> XI Boys Football accommodation Wanganui          29 August 2022 to 3 September 2022          Vendor: Anndion Lodge, Wanganui          \$6,500.00 incl. GST  <b>R Gribble / R Tosh</b> <b>Carried</b></p>

	<p><b>Property and Health and Safety Meeting held on 24 March 2022</b></p> <ul style="list-style-type: none"> <li>• Turftech has been renewed for 5 years which raised questions over the process for signing off a 5 year contract. This to be clarified</li> </ul> <p>Moved that the Property and health and Safety Minutes be accepted  <b>R Tosh / R Gribble</b> <span style="float: right;"><b>Carried</b></span></p>
<b>GENERAL BUSINESS</b>	<ul style="list-style-type: none"> <li>• Miles proposed that the general business is removed from the agenda on the day of a full board meeting. Items for the agenda should be emailed through prior to the full board meeting</li> </ul>
<b>MEETING CLOSED</b>	8.36pm
<b>NEXT MEETING</b>	<b>25 May 2022</b>

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
**Presiding Member**