



MINUTES OF THE HOWICK COLLEGE BOARD OF TRUSTEES MEETING

Wednesday 23 February 2022 Howick College Community Development Office

PRESENT

I Ropati (Principal), R Gribble, M Heywood, M Stratford, R Gray, S King (Staff Rep), R Tosh, R Burge via Zoom, Carin Newbould via Zoom, L Alsabak (Student Trustee) via Zoom, L Mackereth (Board Secretary)

IN ATTENDANCE

T Filipo joined meeting at 6.45pm left the meeting at 7.00pm

OPENING

The meeting opened at 6.00pm

APOLOGIES

None noted

Iva Ropati declared a quorum.

WELCOME

Iva Ropati welcomed Board members

GOVERNANCE

Conflicts of Interest:

- Richard Tosh employment update noted

Election of Officers:

The Principal I Ropati assumed the role of Board Presiding Member temporarily for the purpose of the election of the Board Presiding Member. An option of Co-Presiding Members was discussed and put to the board for a vote on Co-Presiding or a single Presiding Member with a Deputy. The Co-Presiding member option would be until the next elections in September 2022.

The Board voted to retain a single member as Presiding Member and not the Co-Presiding option as being the best option for the board.

- **Presiding Member of the Board**

Nominations for Presiding Member were Miles Stratford and Roger Gribble, who left the meeting while the vote took place.

- I Ropati called for nominations (previously sent in by a google form)
- Miles Stratford was nominated and elected and confirmed by the board
- Miles Stratford accepted

I Ropati handed the chair to Miles Stratford for the election of the remaining officers.

- **Deputy Presiding Member of the of the Board**

Miles assumed his role as Presiding Member and called for nominations for Deputy Presiding Member.

- Michele Heywood was nominated and elected and confirmed by the board.
- Michele Heywood accepted

- **HR/Curriculum & Student Welfare Committee Chair**

- Michele Heywood was nominated and elected and confirmed by the board
- Michele Heywood accepted

- **HR/Curriculum & Student Welfare Committee Deputy Chair**

- Ray Burge was nominated and elected and confirmed by the board
- Ray Burge accepted

Members of this committee:

M Heywood, I Ropati, R Burge, S King, C Newbould, M Stratford, R Tosh, L Alsabak



- **Finance Committee Chair**
 - Roger was nominated and elected and confirmed by the board
 - Roger Gribble accepted
- **Finance Committee Deputy Chair**
 - Richard Tosh was nominated and elected and confirmed by the board
 - Richard Tosh accepted

Members of this committee:

R Gribble, I Ropati, R Tosh, S King, R Gray

- **Property & Health & Safety Committee Chair**
 - Richard Tosh was nominated and elected and confirmed by the board
 - Richard Tosh accepted
- **Property & Health & Safety Committee Deputy Chair**
 - Roger Gribble was nominated and elected and confirmed by the board
 - Roger Gribble accepted

Members of this committee:

R Tosh, I Ropati, R Gribble, S King, R Gray

- **Community Development/International Committee Chair**
 - Richie Gray was elected by the board
 - Richie Gray accepted
- **Community Development/International Committee Deputy Chair**
 - Carin Newbould was elected by the board
 - Carin Newbould accepted

Members of this committee:

R Gray, I Ropati, C Newbould, M Heywood, R Gribble, R Tosh, R Burge, M Stratford, L Alsabak

STRATEGY

- **Strengthen school wide culture – Matauranga Māori**

Tina Filipo presented to the Board the cultural protocols around Matauranga Māori and the Values and Beliefs. A Karakia Timata (opening) for all Board meetings was offered.

Proposal to the Board that the Karakia be adopted for the start of every Board meeting

Carried Unanimous

BOARD SELF REVIEW

- Training undertaken/booked: Board strategy day was held in the Theatre on 12 February 2022. Miles Stratford presented “How will we function as a highly effective board” which will continue in future Board meetings.

ADMINISTRATION

Minutes of the previous meeting 8 December 2021 – previously circulated.

Moved that these are a true and correct record

M Stratford / M Heywood Carried

MATTERS ARISING

- RAMs risks to be bulleted rather than numbered and serious harm to be listed first.
- Community Survey was completed and a note will go out to the community in the next newsletter.

**CORRESPONDENCE**

Letter from ERO thanking the Board for releasing Iva Ropati to take part in the pilot Leadership Partner programme with ERO and valued Iva's contributions and commitment.

Moved that the correspondence be approved

M Stratford / M Heywood Carried

PRINCIPAL'S REPORT

- **Principal's February report to the board**

The Principal's report was tabled as read and accepted

- **NCEA results 2021**

The NCEA results for Howick College are on target and tracking well. The Board acknowledged the work that has been done to achieve the results and thanked Iva, the SLT and Staff for their efforts

- **Staffing Profile 2022 for approval**

Final staffing report was tabled for all new staff including staff on fixed MUs and MMAs. School roll as at 18 February excluding internationals 2047.

- **ERO Review**

Board involvement is no longer a prerequisite but can be part of the plan. The SLT will complete the Board Assurance Statements (BAS) and these will be provided to the Board for further input.

- **Principal's Delegations for approval**

The Principal's Delegation's Summary was tabled with changes from the previous year to include a DP every term to act as Principal in the event of the Principal or Associate Principal's absence. These are reviewed every year for approval from the Board. Discussion around the staff appointment process, procedure to be brought to the next meeting.

Propose that the Chair of the HR/Curriculum sub-committee or the Deputy Presiding member be added to the principal's appraisal.

- **Covid Response Plan**

The Howick College Covid Response Plan will roll out from Monday 28 February if not sooner as staffing numbers are reducing daily through isolation or positive covid cases.

- **Student Trustee Report**

Leila presented her trustee report to the Board. Notable activities and events included:

- Started the year with the Powhiri and Top Town Day. The challenges with students wearing masks did not deter from a great day. The Year 9 students had a wonderful day, opening up and making friends.
- Peer Support activities and leadership picnic were great ways to start the year
- Leadership Camp consisted of all 26 leaders at Willow Park. Team bonding, strategic planning and leadership development provided excellent opportunities

- **EOTC Approvals for overnight trips:**

| Date of Trip | Trip | Course | Teacher in Charge |
|---------------|----------------|--------|-------------------|
| 28 – 30 March | Kaimai's Tramp | 12OED | John Wright |

Moved that the Principal's report be accepted including:

- Final 2022 staffing profile and allocation of Management Units and Allowances
- Principal's Delegations with changes noted
- Student Trustee Report
- EOTC Trip as listed above

I Ropati / R Gribble

Carried



GENERAL BUSINESS

- None noted

Moved into Committee at 8.15pm

Moved out of Committee at 8.28pm

Meeting closed at 8.28 m

NEXT MEETING: 30 March 2022

Presiding Member: _____ **DATE:** 23 February 2022

| ACTION ITEMS | TO ACTION | DUE DATE | COMPLETED |
|--|------------------|-----------------|------------------|
| Appointment's procedure to be brought to the next meeting to focus on board involvement Update the EOTC Form to say approved by the Board not the Board of Trustees Update all RAMs forms to list student/staff harm first and remove number | Iva Ropati | | |