

**MINUTES OF THE HOWICK COLLEGE BOARD MEETING**  
**Wednesday 21 February 2024 at 6.00pm**  
**Community Development Office**

<b>PRESENT</b>	Bruce Barrett, Dale Burden (Principal), Peter Cunningham, Michele Heywood, Sharon King (Staff Rep), Carin Newbould, Rebecca Rose, Miles Stratford, Richard Tosh, Kaide Toia (Student Rep), Lorraine Mackereth (Minutes)
<b>OPENING</b>	The meeting opened at 6.00pm with a karakia
<b>WELCOME</b>	Dale welcomed Board members to the first meeting of 2024
<b>APOLOGIES</b>	None noted
<b>QUORUM</b>	Dale Burden declared a quorum
<b>ELECTION OF OFFICERS</b>	<p>The Principal Dale Burden assumed the role of Board Presiding Member temporarily for the purpose of the election of the Board Presiding Member. R Tosh advised the Board this will be his last meeting as he will be moving overseas, so will not be standing for any re-election of office.</p> <p><b>Presiding Member of the Board</b></p> <p>Dale Burden called for nominations</p> <ul style="list-style-type: none"> <li>○ M Stratford nominated himself <span style="float: right;">Seconded: M Heywood</span></li> <li>○ There were no other nominations</li> </ul> <p>Carried unanimously</p> <p>M Stratford assumed the role of Presiding Member and called for nominations for Deputy Presiding Member.</p> <p><b>Deputy Presiding Member of the of the Board</b></p> <ul style="list-style-type: none"> <li>○ M Heywood nominated herself <span style="float: right;">Seconded: M Stratford</span></li> <li>○ There were no other nominations</li> </ul> <p>Carried unanimously</p> <p><b>Sub Committees:</b></p> <p><b>HR/Curriculum &amp; Student Welfare Committee Chair</b></p> <ul style="list-style-type: none"> <li>○ M Heywood nominated herself <span style="float: right;">Seconded: M Stratford</span></li> <li>○ There were no other nominations</li> </ul> <p>Carried unanimously</p> <p><b>HR/Curriculum &amp; Student Welfare Committee Deputy Chair</b></p> <ul style="list-style-type: none"> <li>○ R Rose nominated herself <span style="float: right;">Seconded: M Stratford</span></li> <li>○ There were no other nominations</li> </ul> <p>Carried unanimously</p> <p>Members of this committee: M Heywood, R Rose, C Newbould, S King, B Barrett</p> <p><b>Finance Committee Chair</b></p> <ul style="list-style-type: none"> <li>○ P Cunningham nominated himself <span style="float: right;">Seconded: M Stratford</span></li> <li>○ There were no other nominations</li> </ul> <p>Carried unanimously</p>

	<p><b>Finance Committee Deputy Chair</b></p> <ul style="list-style-type: none"> <li>○ B Barrett was nominated, elected and confirmed by the Board</li> <li>○ There were no other nominations</li> </ul> <p>Carried unanimously</p> <p>Members of this committee: P Cunningham, B Barrett, M Stratford, S King, K Toia</p> <p><b>Property Committee Chair</b></p> <ul style="list-style-type: none"> <li>○ P Cunningham was nominated by R Tosh                      Seconded: M Stratford</li> <li>○ There were no other nominations</li> </ul> <p>Carried unanimously</p> <p><b>Property Committee Deputy Chair</b></p> <ul style="list-style-type: none"> <li>○ B Barrett was nominated, elected and confirmed by the board</li> <li>○ There were no other nominations</li> </ul> <p>Carried unanimously</p> <p>Members of this committee: P Cunningham, B Barrett, M Stratford, S King, K Toia</p>
<p><b>GOVERNANCE</b></p>	<p>M Stratford thanked R Tosh for his service and contribution to the Howick College Board since October 2020.</p> <ul style="list-style-type: none"> <li>● <b>Conflicts of Interest:</b> – <ul style="list-style-type: none"> <li>○ Rebecca Rose now works at Growth Culture</li> <li>○ Bruce Barrett now only works Anihana</li> </ul> </li> <li>● <b>Code of Conduct</b> – was circulated and signed by all Board members</li> <li>● <b>Cycle of Policies and Procedures using School Docs</b> – is up and running and ready for the Board to sign off as procedures come up for review. R Rose will contact M Thomas with regards to next steps for the Board. M Stratford thanked M Thomas for his work with the set up.</li> <li>● <b>Principal Delegations tabled as read noting the following adjustments:</b> <ul style="list-style-type: none"> <li>○ Governance 5B – In the absence of Principal and the AP one of the DPs will be delegated all powers.</li> <li>○ Principal’s Appraisal will be updated to Professional Grow Cycle and remove reference to associated appraisals on an annual basis as these no longer exist.</li> <li>○ Staff Appraisal will be updated to Professional Growth Cycle (PGC). Principal is delegated the responsibility for ensuring all staff are involved in PGC and meet the Teaching Standards annually.</li> <li>○ Staff Appointments – Update to “The Principal is delegated full Board authority to appoint all staff with the exception of teaching staff with responsibility above 4MUs”.</li> <li>○ Discretionary leave add “or medical advice” not exceeding 10 days</li> <li>○ Update the Smokefree Environment Act to Smokefree Environments and Regulated Products Act 1990</li> <li>○ MoE Principal delegations to be checked against the Howick College current document.</li> </ul> </li> </ul> <p><b>Moved that the Principal Delegations are approved with the above adjustments until the next Board meeting, subject to review of the latest MoE updated guidance and advice:</b></p>

	<p><b>M Stratford / R Tosh</b> <span style="float: right;"><b>Carried</b></span></p> <ul style="list-style-type: none"> <li>● <b>Presiding Member Delegations tabled as read noting the following adjustments:</b> <ul style="list-style-type: none"> <li>○ Principal’s Professional Growth Cycle remove “and associated appraisals on an annual basis”.</li> </ul> </li> </ul> <p><b>Moved that the Presiding Member Delegations are approved with adjustments.</b></p> <p><b>M Stratford / R Tosh</b> <span style="float: right;"><b>Carried</b></span></p> <ul style="list-style-type: none"> <li>● <b>Strategic Plan 2024 – 2026</b> <ul style="list-style-type: none"> <li>○ The goals that came out of the Board Strategic meeting are the 3 main goals. The Annual Plan follows from the Strategic Plan. Amend spelling for Manawhenua and Ngai Tai.</li> <li>○ Amend Strategic Goal 2 to all students will achieve at their full potential</li> <li>○ 8.1 change complete to completed</li> <li>○ Discussion around the financial targets being added to the Strategic Plan and Annual Plan. Discussion ensued around the Teaching and Learning and financial future for the running of the school. Further work needs to be completed to determine how best to ensure all members of the community are aware of the need for the College to increase its ability to make investments into Strategic Initiatives.</li> <li>○ Consideration will be given to adding a Strategic Goal around financial management. The Board will come back with a Goal to reflect this additional Strategic Goal.</li> </ul> </li> <li>● <b>Annual Plan 2024</b> <ul style="list-style-type: none"> <li>○ The Annual Plan actions will be reported back to the Board in the Principal’s Report at every meeting</li> <li>○ Goal 10 – Review if to add a further action</li> </ul> </li> </ul> <p>P Cunningham will investigate further regarding the financial clause and report back to M Stratford and D Burden before the Board completes the sign off on the Strategic and Annual Plan.</p>
<b>BOARD SELF REVIEW</b>	Training undertaken/booked: <ul style="list-style-type: none"> <li>○ Peter Cunningham has viewed the MOE resource material on finance</li> </ul>
<b>ADMINISTRATION</b>	Minutes of the previous meeting 29 November 2023 as previously circulated  <b>Moved that these are a true and correct record</b>  <b>M Stratford / M Heywood</b> <span style="float: right;"><b>Carried</b></span>
<b>MATTERS ARISING</b>	Any action list items not already closed or on meeting agenda <ul style="list-style-type: none"> <li>○ Election Cycle Review – Midterm elections had a poor turnout and substantial cost and workload. Further investigation and discussion to make an informed decision as to whether the Board moves to a 3-year cycle.</li> </ul>
<b>CORRESPONDENCE</b>	None noted
<b>PRINCIPAL’S REPORT</b>	<b>Principal’s February report to the board</b> <ul style="list-style-type: none"> <li>● The Principal’s report was tabled as read including the following:               <ul style="list-style-type: none"> <li>○ Future reports will continue to cover the Annual Plan when finalised.</li> </ul> </li> </ul>

- HR Staffing update – we are currently fully staffed, full report tabled as read. M Stratford acknowledged the work done to ensure a full complement of staff.
  - A behaviour/tone reset has been updated including the uniform. A promotional video on the uniform has been uploaded to the website. Clear expectations on behaviour are being communicated. Supervised Y13 study periods have been put in place. Attendance structure has been tidied up. Senior Leaders are in charge of a House with more regular assemblies and a consistent foci across all Houses.
  - Mobile phones - expectations are being enforced.
  - School roll shows a growth with in-zone students. Further data on student leavers at year 13 to be analysed. Discussion around the school zones, application to the ministry will need to be made if looking to change the zone.
  - NCEA final results will be presented by Luke Doubleday at the next Board meeting.
  - Student Leadership camp went very well, Kaide attended as the Student Representative.
  - HoLA reports will be presented by the Principal starting with the next Board meeting. Query regarding HOLAs attending the Board HOLA report evenings. The previous reports were too detailed and long. The Principal will be having meetings with all HoLAs when collecting their reports. The Board would like to meet the HOLAs to present their reports, where this works for HOLAs to do so. Reports to be provided prior to the Board meeting, 2 reports per meeting.
  - A new Director of International has replaced N Meers who resigned at the end of the year. A credit card for L Crossley the new Director of International with a limit of \$5,000 will be applied for through the ASB.
  - Distinguished Alumni reviewed by Dale, the event is very costly. Dale proposes special assembly events which will involve a selected group of students and Distinguished Alumni invitees. The Board unanimously agree to change the event.
  - Jubilee Event – Dale is looking to employ an event planner for a fixed term to run this event.
  - Uniform review – Dale proposes a uniform update. Consultation with the community will be carried out around possible future changes.
  - Health and Safety report as tabled. Safe365 will be rolled out to all staff for reporting to the Board. The Board asked that benchmarking data be obtained from secondary schools so there is an understanding of what effective reporting and use of the tool looks like. This data and understanding will support ongoing training and professional development in this area.
  - Property update report tabled as read.
  - EOTC Approvals for overnight Trips:
    1. Maadi SS Champs Regatta, Twizel 15 – 24 March
    2. 1<sup>st</sup> XV Rugby Camp Adair 22 – 24 March
    3. 12OED Karangahake Gorge 8 – 10 April
- Query from the Board, if a student does not pay their OED costs, are they permitted to go on the scheduled trip.

	<p><b>Moved that an ASB Visa Credit Card be applied for Lisa Crossley, Director of International with a limit of \$5,000 be applied for.</b>  <b>D Burden / M Stratford</b> <span style="float: right;"><b>Carried</b></span></p> <p><b>Moved that the Principal's report as tabled be accepted</b>  <b>D Burden / R Tosh</b> <span style="float: right;"><b>Carried</b></span></p> <p><b>Moved that the EOTC overnight trips be approved</b>  <b>D Burden / R Tosh</b> <span style="float: right;"><b>Carried</b></span></p> <p><b>Moved that the property sub-committee with delegated authority, investigate the contract management process to ensure best practice is being followed and report back to full Board.</b>  <b>M Stratford / P Cunningham</b> <span style="float: right;"><b>Carried</b></span></p>
<b>NO SUB-COMMITTEE REPORTS – FIRST MEETINGS 21 MARCH 2024</b>	
<b>PUBLIC EXCLUDED BUSINESS</b>	<p>At 8.54pm M Stratford moved the Board into Committee under Section 47 of the Local Government Act, Official Information and Meetings Act (1987) to discuss staffing items of a sensitive nature.          9.16pm moved out of committee</p>
<b>MEETING CLOSED</b>	9.16pm with a closing karakia
<b>NEXT MEETING</b>	27 March 2024

**Signed:** \_\_\_\_\_ **Date:** 23 February 2024

**Presiding Member**

ACTION ITEMS	TO ACTION	DUE DATE	COMPLETED
School Docs review process to be confirmed with Mark Thomas	R Rose		
Check MoE Principal delegations to ensure alignment	D Burden		
Review and share thinking with Board Members regarding inclusion of a goal focused on financial stability to support and promote teaching and learning in the Strategic Plan.	M Stratford / P Cunningham		
HOLA Board reports will be presented from the next meeting starting at 5.30pm (schedule 2 per meeting)	D Burden		
NCEA final results – report at next meeting	L Doubleday		
Event for Alumni to be confirmed and invite Board	L Mackereth		
Students in OED, if they don't pay their fee what happens. Do they still go on the trip	D Burden		