

MINUTES OF THE HOWICK COLLEGE BOARD MEETING

Wednesday 8 December 2021 via Zoom

PRESENT

R Gribble (Presiding Member), I Ropati (Principal), S King (Staff Representative), M Heywood, C Newbould, R Tosh, R Gray, M Stratford, L Mackereth (Board Secretary)

IN ATTENDANCE

Mike Stanghan, Business Manager (left at 6.35pm)

OPENING

The meeting opened at 6.03pm

APOLOGIES

L Alsabak (Student Representative), R Burge

The presiding member declared a quorum.

WELCOME

The Chair welcomed Mike Stanghan, Business Manager and thanked Mike for all his efforts during this difficult year.

GOVERNANCE

Conflicts of Interest: None noted

BOARD SELF REVIEW

Training undertaken/booked: None noted

STRATEGY

- **Budget 2022**
 - A summary of the 2022 budget was presented by Mike Stanghan

Moved that the 2022 draft budget with a surplus of \$56,620 and the Useful life of assets resolution for 2022 be accepted

R Gribble / Unanimous

ADMINISTRATION

Minutes of the previous meeting 10 November 2021 as previously circulated.

Moved that these are a true and correct record

R Gribble / M Heywood Carried

MATTERS ARISING

None noted

CORRESPONDENCE

No correspondence noted

PRINCIPAL'S REPORT

- **Summary of principals' report**

The principals' report was tabled by Iva Ropati as read and accepted
Highlighting the following:

- New student leadership team appointed
 - A new junior leadership programme is in development
 - Tutor group structure changes for 2022 – will trial for the year 9s
 - Careers plan has been developed
 - Involved in an MoE subject review allowing staff to receive more PLD before in place
 - Senior tracking programme and intervention has been going well
 - Work is being undertaken to improve merit and excellence
 - Yearbook has been completed and available online which shows how busy the school has been
 - Honours virtual awards production online has been a success and received very positive feedback
 - Alumni Distinguished Awards ongoing and planned for March next year
 - Gym council funding is on track to progress; will find out in Feb 2022 whether we are through to next stage.
 - Property development is ongoing and making good progress
 - Co-curricular – working on a revised programme and increased the budget to offer more incentives for staff
 - Cultural audit – reflections and sharing across departments
 - Student wellbeing week has worked really well with the return of junior students has been very positive to reintegrate, reconnecting with staff and friends and closure to the year.
- **Staff Wellbeing**
 - The staff wellbeing survey showed positive feedback. Staff are upbeat and positive and feel well supported. Whilst the resignations this year are higher than other years, there is no cause for concern. Concern raised over the number of respondents that replied was only half. The board would like to see the survey in full, it will be added to Diligent.
 - Staff exit interviews – 5 retiring this year. Exit interviews are offered to all staff leaving to gain feedback on what went well and what can we do better.
 - Staff morning tea in learning areas and farewells on Friday. Thank you on behalf of the Board to the staff for providing a voucher in lieu of cancelling the Christmas function. Every staff member will receive a personal card handwritten from the Presiding Member and Principal.
 - **Draft Annual Plan 2022**
 - Was tabled with vision, goals, values and leadership inquiries in final stages

EOTC Overnight Trips for approval

Date of Trip	Trip	Course	Teacher in Charge
27 – 30 Jan	Karapiro NICC Regatta	Rowing	Tanya Parsons
17 – 18 Feb	Willow Park Christian Camp	Y13 Leaders	Adam Bannister
25 – 27 Feb	Karapiro Junior Regatta	Rowing	Tanya Parsons
3 – 4 Mar	Pinnacles Overnight Tramp	11OPES	Rob Stretch
6 – 8 Mar	Steinlager Sailing	12OED	John Wright
10 – 13 Mar	Karapiro North Island Championship Regatta	Rowing	Tanya Parsons
16 – 18 Mar	Tongariro Trip	12GEO	Pat Urwin
17 – 20 Mar	White Water Kayaking	13OED	John Wright
21 – 23 Mar	Bay of Islands Trip	13HIS	Katherine Mitchell
23 – 25 Mar 5 Apr – 7 Apr	Tongariro Tramps	11OPES	Rob Stretch Shae Muirson
26 Mar – 3 Apr	MAADI Championship Regatta	Rowing	Tanya Parsons

The board asked if the risks can be prioritised and how is this communicated to staff and students. Iva will ask the DP in charge of EOTC to report back to the board.

Moved that the Principal's report including the overnight trips as tabled are approved

I Ropati / M Stratford Carried

SUB COMMITTEE REPORTS

- **COMMUNITY DEVELOPMENT OFFICE AND INTERNATIONAL – Meeting held on 24 November 2021**

- Director of CDO will be going on maternity leave for 2 terms and will be missed
- Yearbook is running behind schedule for print but is on the website for download
- Online Honours Awards have had wonderful feedback
- Fundraising is ongoing
- International students 23 onsite and 13 online for 2022
- Sponsorship is work in progress

Moved that the minutes of Community Development Office sub-committee 24 November 2021 be accepted

R Gray / C Newbould Carried

- **HR/CURRICULUM – Meeting held on 30 November 2021**

- Adelita and Mark presented on the co-curricular
- Serious discipline data to compare against comparable local schools for next year
- Procedures were presented with a couple to be further reviewed

Moved that the minutes of the HR/Curriculum and Student Welfare report sub-committee 30 November 2021 is accepted as tabled.

M Heywood / M Stratford Carried

- **FINANCE- Meeting held on Thursday 2 December 2021**

- Mike presented an indicative budget to the end of year (detail provided in earlier part of meeting).

- **October 2021 Management accounts**

- A surplus of \$371,538 is recorded. Working capital surplus is in \$459,702.

Moved that the minutes of the Finance sub-committee 2 December 2021 including the financial reports for October be accepted

R Gribble / R Tosh Carried

Moved that payments listed on the transaction reports dated 1 October 2021 to 31 October 2021 totalling \$431,625 be ratified.

R Gribble / R Tosh Carried

- **PROPERTY HEALTH & SAFETY – Meeting held on 2 December 2021**

- The Property Health and Safety minutes was tabled as read
- Procedure review for Food and Nutrition tabled

Moved that the minutes of the Property/Health & Safety sub-committee 2 December 2021 be accepted

R Tosh / S King Carried

GENERAL BUSINESS

- The community survey results shows a 50% increase on respondents from previous years. A question from the survey will be allocated to each board member to analyse, collate and bring back to the strategic planning day.

Moved into Committee at 8.03pm

Moved out of Committee at 8.28pm

Meeting closed at 8.28pm

PRESIDING MEMBER: _____

DATE:

ACTION ITEMS	TO ACTION	DUE DATE	COMPLETED
DP of EOTC to report back on prioritising the risks on the RAMs and how are these communicated to staff to follow	Iva		
Community survey questions to analyse and bring back to strategic planning day	Roger & Miles to form a template and send to board members		