

MINUTES OF THE HOWICK COLLEGE BOARD MEETING

Wednesday 31 March 2021

PRESENT

R Gribble (Presiding Member), I Ropati (Principal), S King (Staff Representative), M Heywood, R Burge, C Newbould, R Tosh, R Gray, L Alsabak (Student Representative), M Stratford - left at 6.15pm / returned 7.35pm, L Mackereth (Board Secretary)

IN ATTENDANCE

T Filipo – Left at 6.40pm

J Roshan – Arrived 6.20pm / Left at 7.05pm

OPENING

The meeting opened at 6.00pm

APOLOGIES

The chair declared a quorum.

WELCOME

The Chair welcomed board members, T Filipo, Deputy Principal and J Roshan, Director of CDO

GOVERNANCE

Conflicts of Interest: Update to reflect changes to Presiding Member (not Chairperson) and change to Howick College Board (Not Board of Trustees).

Sharon King is Treasurer of the PPTA.

Trustees Code of Conduct will be updated to reflect new changes to board and signed at the next meeting.

BOARD SELF REVIEW

- Training undertaken/booked: None noted
- The new Education and Training Act 2020 came into effect in August 2020. The NZSTA released an overview of the changes and how the Act will affect school boards. This document was tabled by the Presiding Member for board members to read and understand the key changes. The school website and documents will be updated to reflect the new language changes. Some changes will come into effect immediately, others will be progressively implemented up until January 2023.

STRATEGY

- **Reflecting Te Ao Māori Inquiry – presented by Tina Filipo**
 - Tina Filipo presented her inquiry link to the Annual Plan Goal to strengthen school wide culture. To create change it is important to embed Ka Hikitia to ensure we are aligning vision, purpose and action with our education system to support Māori enjoying and achieving education success.
 - Reflecting Te Ao Māori visually throughout the school will provide an enhanced sense of belonging and identity for all students. Collaborative sensemaking for reflecting Te Ao Māori visually connects tangata whenua with our school.
 - Te Pou refers to posts or pillars and/or symbols of support towards a cause. Specially designed to show Howick College's connection to tangata whenua, our wider community, the land and our school values. Wiikuki King Tohunga Whakairo, Master Carver has been appointed to carve the 4 pou and a carved stone at the compass point at the front of the school.
 - This year more than any other year has seen more staff taking up Te Reo Māori language. There is lots of work going on within the community of learning. The Community Development Office are working towards applying for a grant for the cost of Te Pou at the front of the school.

- **Communication and Engagement Plan Inquiry – presented by Jennifer Roshan**
 - Relationships will be enhanced with the wider community when there is in place a clear communication and engagement plan
 - Purpose is to inform, inspire and influence, how we engage and communicate, when and how often, and who will the message come from
 - Student achievement should be celebrated as it happens, this came out of the community survey feedback
 - Outreach materials with community flyers, digital signs, prospectus are tailored to address gaps. In person face to face meetings and events, website and social media. Review newsletter content and message to ensure optimal engagement
 - Action plan:
 - to develop a communication and engagement activity schedule and review our current activities
 - Identify and address any gaps in our “touch points” to ensure consistency and regularity
 - Communication channels and delivery that allows benchmarking, tracking and analysis
 - Content and message that optimise engagement
 - To engage further with Year 8 student families, reach out early in Year 6
 - The aim is to ensure Howick College is a school of choice to In Zone students

ADMINISTRATION

Minutes of the previous meeting 24 February 2021 as previously circulated.

Moved that these are a true and correct record

R Gribble / L Alsabak 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

- **Principal's "On the Road"**

The Principal's "On the Road" for March Highlighting the following:

- Covid lockdown and continued zoom meetings with staff
- Māori students/parents Hui
- Junior School multi-sport events
- Whole school assembly held on the field was an impressive sight with excellence students being awarded certificates to take the place of the Excellence Evening cancelled due to Covid-19
- First of a series of 4 values presentations to staff
- Community Development office is progressing well with opening expected after official blessing in Week 1 / Term 2
- Year 9 Parent meet the Tutors evening and Parent Teacher evenings
- Community Council leadership hui
- Polynesian Panthers movement visit as part of Social Sciences class
- Maadi Cup at Lake Karapiro – Iva asked that the Board send an acknowledgement letter of congratulations to the rowing team

ACTION ITEMS	TO ACTION	DUE DATE	COMPLETED
Update conflict of interest, code of conduct, website for board and other documents to reflect new language for school boards as per The Education and Training Act 2020	Board Secretary	Term 2, next board meeting	
Email full board with the consultation process that took place with the Timetable procedure review	Roger Gribble		
EOTC Forms - Use the term "costs" not "fees" on documentation	Iva Ropati will update the SLT member in charge of EOTC		
Letter from the Board congratulating the rowing team at the Maadi Cup	Roger Gribble		