

## **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



**February 2021 Management accounts**

- o A surplus of \$254,975 is recorded. Working capital is in \$266,812.

Moved that the minutes of the Finance sub-committee 25 March 2021 including the financial reports for February be accepted

R Gribble / R Tosh Carried

Moved that payments listed on the transaction reports dated 1 January 2021 to 28 February 2021 totalling \$2,709,162 be ratified.

R Gribble / R Tosh Carried

**• PROPERTY HEALTH & SAFETY – Meeting held on 25 March 2021**

- o 10YPP has been approved by the MoE and procurement of the projects has started
- o Community Development building due for completion on April 2021
- o Somerville Satellite School – MoE is conducting a feasibility study on the preferred site
- o Field renovations are set for last week of term
- o Health Centre is continuing to operate under Level 2 Covid-19 protocols
- o The Health and Safety committee recommended staff reverse into car park spaces to improve visibility when driving out
- o Fire evacuation planned for 26 March 2021

Moved that the minutes of the Property/Health & Safety sub-committee 25 March 2021 be accepted subject to updating the date of meeting to 25 March 2021, the end time to 5.55pm and remove Richard Tosh's name added twice

R Tosh / R Gribble Carried

**• HR/CURRICULUM – Meeting held on 23 March 2021**

- o Leadership Inquiry was presented by Paul Bennett on A learner focused evaluation process linked to the Annual Plan Goal on connecting positively with the community.
- o The Professional Growth Cycle and Annual Renewal of Teacher Practising Certificates Teacher Booklet for 2021 was tabled.
- o Resignations from the International Administrator and Teacher of Drums
- o New position advertised for Teacher of Online Learning for the International overseas students

Moved that the minutes of the HR/Curriculum and Student Welfare report sub-committee 23 March 2021 is accepted as tabled.

M Stratford / L Alsabak Carried

**• COMMUNITY DEVELOPMENT OFFICE & INTERNATIONAL – Meeting held on 17 March 2021**

- o Miles and Richie will look at the terms of reference combining both Community Development and International and bring to the next Community Development/International meeting next term
- o Looking into why the In Zone roll has dropped this year.
- o The committee are keen to help and assist the school
- o Jennifer is leading the team of Community Development and International. Continued work with connecting parents and alumni
- o Student leader of community council will be invited to future meetings

Moved that the minutes of Community Development Office sub-committee 17 March 2021 be accepted

R Gray / C Newbould Carried

**Moved into Committee at 8.55pm**

**Moved out of Committee at 9.02pm**

**Meeting closed at 9.02pm**

**NEXT MEETING: 26 May 2021**

**CHAIRPERSON:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

ACTION ITEMS	TO ACTION	DUE DATE	COMPLETED
<p>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</p> <p>Email full board with the consultation process that took place with the Timetable procedure review</p> <p>EOTC Forms - Use the term "costs" not "fees" on documentation</p> <p>Letter from the Board congratulating the rowing team at the Maadi Cup</p>	<p>Board Secretary</p> <p>Roger Gribble</p> <p>Iva Ropati will update the SLT member in charge of EOTC</p> <p>Roger Gribble</p>	<p>Term 2, next board meeting</p>	