

**Minutes of the Howick College Board Meeting
Wednesday 7 December 2022 - 6.00pm**

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| PRESENT | M Stratford (Presiding Member), Michele Heywood (Deputy), P Bennett (Acting Principal), C Newbould, R Tosh, J Donaldson, R Rose, B Barrett, S King (Staff rep), Sophie White (Student Rep), Lorraine Mackereth (Minutes) |
| WELCOME | Miles Stratford welcomed Board members |
| OPENING | The meeting opened at 6.01pm with a karakia |
| APOLOGIES | None noted |
| QUORUM | The Presiding Member declared a quorum |
| IN ATTENDANCE | |
| GOVERNANCE | <p>Conflicts of Interest: –</p> <ul style="list-style-type: none"> ○ S King Secretary of PPTA Branch Howick College ● Discussion with NZSTA regarding conflict of interest, once a party has a conflict that person must leave until decision is made. |
| BOARD SELF REVIEW | <p>Training undertaken/booked:</p> <ul style="list-style-type: none"> ○ None noted ● Miles asked the board who is interested in conference for 2023 to allow a costing of approximately \$1,000 per head. The board will allow for 3 board members to attend conference and budget for \$5000 for board professional development. ● Communications via board must be done through the correct channels, i.e. communication as a parent or a board member. |
| ADMINISTRATION | <p>Minutes of the previous meeting 9 November 2022 as previously circulated</p> <p>Moved that these are a true and correct record M Stratford / M Heywood Carried</p> |
| MATTERS ARISING | <ul style="list-style-type: none"> ● Any action list items not already closed or on meeting agenda <ul style="list-style-type: none"> ○ Discussion regarding School Docs for procedures. M Stratford followed up with NZSTA. School Docs is another platform for these procedures. The Board will look at this further in 2023 as part of the work programme. ○ A Board Governance Manual will be developed for 2023 ○ Annual Plan and Charter to be put on the Howick College website |
| CORRESPONDENCE | None noted |
| PRINCIPAL'S REPORT | <p>Principal's November report to the board</p> <ul style="list-style-type: none"> ● Paul discussed and answered the questions coming in from the board pre meeting. <ul style="list-style-type: none"> ○ The tutor group pilot feedback has been shared with the board. Barriers to the new tutor group pilot was mainly around times to fit in with buses. Staff are more positive about the morning meetings. Students prefer the new tutor times as they felt the old tutor times were a wasted time. Discussion has been held with the PPTA around the staffing of tutor groups. SLT will be attached to the tutor groups and will take a tutor when tutor time falls on a staff member's non-contact time. There will be a couple of MMAs issued to a couple of staff members to collate tutor information. ○ UE support programme is an ongoing inquiry |

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| | <ul style="list-style-type: none"> ○ Te Pou design word cloud and design will be circulated to board meetings ○ Principals’ report – discussion document to add page number from diligent ○ SLT / Board working together next year ○ Culture of extra ordinary care – survey of new entrants. The induction day of new entrants was positive. The theme is to find “your connection” ○ Sharing highlights with the community – CDO are updating website, prospectus and communication ○ How to be more visible amongst the school and community – feeder schools have a big influence. The in zone students from local schools showed a positive 80% of students attending Howick College ○ INNs and SiE data have been tracked for the past 7 years, juniors through to seniors. Further themes of tracking are being investigated for different programmes, courses, ethnicities ○ Stocktake data is broken down by year levels, gender, ethnicity. There are some good support programmes in place for students. Further work is required for excellence endorsements and UE level ○ International marketing trips are being reviewed for value. The data is difficult at this point owing to covid for the past two years ○ The reports from Mike’s international trips have been beneficial for the board ○ The Junior Integrated Curriculum programme will be presented at the start of next year with the new principal <ul style="list-style-type: none"> ● Paul presented the principals’ report and following items to be tabled as read: <ul style="list-style-type: none"> ○ Draft Annual Plan was discussed in full and will be reviewed early in term 1. ○ MoUs International Department ○ Tutor Programme feedback ○ Student Achievement Stocktake ○ Effective Practice INNs/SiE ○ PI Achievement ● Student Representative Report Sophie White presented her report to the board noting the following: <ul style="list-style-type: none"> ○ The wellbeing of students was anxious after coming out of covid lockdowns. Wellbeing has improved with connections returning and activities. Sickness has been less, and attendance has improved. Students preferred the masks being removed. Academics improved with students’ motivation being improved since returning in person. ○ Values assemblies that were in place with Mr Ropati were a really good reminder of the school values and students would like these to return ○ Senior Honours were great to be back as face to face <p>Moved that the Principal’s report as tabled including the student representative report be accepted. The draft Annual Plan is still in draft format. P Bennett / M Stratford Carried</p> |
| <p>SUB-COMMITTEE REPORTS:</p> | <p>HR/Curriculum – 29 November 2022</p> <p>The meeting of the HR/Curriculum held on 29 November with the following items tabled and recommended for approval:</p> <ul style="list-style-type: none"> ● Principal’s staffing report summary ● Banking staffing report summary ● Discipline data presented ● Leave applications for: <ul style="list-style-type: none"> ○ Artika Devi Teacher Aide - Maternity Leave 2023 <p>Moved that the minutes of HR Curriculum meeting including the Principal’s report, tabled items and leave application be accepted M Heywood / R Tosh Carried</p> |

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| | <p>Community Development Office and International held on 29 November 2022</p> <p>The CDO and International Strategic Plans were presented. The procedures will be followed in full for future trips. There were no updates to sponsorship packages or fundraising updates for the foundation.</p> <p>The board suggested that targets be set for each term for the fundraising expectations. The Golden Jubilee is a good target for 2024.</p> <p>The board asked for the South American marketing trip to be reviewed.</p> <p>The International marketing emblem being used by the CDO to be reviewed.</p> <p>Moved that the Community Development and International Minutes previously circulated be accepted noting an update to the Facebook analytics to be updated for each meeting and amend Michele’s name.</p> <p>C Newbould / S King Carried</p> <hr/> <p>Finance Meeting held on 1 December 2022</p> <p>The Finance minutes for 1 December 2022 as tabled noting as at October 2022 year to date surplus is \$358,333. Working capital surplus \$506,222.</p> <p>Draft budget discussion around the PL budget for the Principal’s and SLT Budget being too high. Recommendation to reduce these budgets and move over to the staff master’s qualifications budget.</p> <p>Discussion on the Board General budget and what this is used for.</p> <p>M Stratford moved that a sensitive payments policy and procedure be presented for the first finance meeting in 2023.</p> <p>Moved that the minutes of the finance meeting, the payments listed on the transaction report dated 1/10/22 to 31/10/22 totalling \$696,192 be ratified and that the 2023 draft budget be recommended to the Board subject to review of the annual plan.</p> <p>R Tosh / S King Carried</p> <hr/> <p>Property and Health and Safety Meeting held on 1 December 2022</p> <p>The Property and Health and Safety minutes of the meeting 1 December as tabled and previously circulated.</p> <p>Moved that the Property and Health and Safety Minutes be accepted including the Health and Safety Report for December 2022 be accepted.</p> <p>R Tosh / J Donaldson Carried</p> |
| <p>GENERAL BUSINESS</p> | <ul style="list-style-type: none"> ● 2023 Dates for Board meeting were discussed and approved |
| <p>PUBLIC EXCLUDED BUSINESS</p> | <p>At 9.03pm 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.</p> <p>9.55pm moved out of committee</p> |

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| MEETING CLOSED | 9.57 pm with a closing karakia |
| NEXT MEETING | 15 February 2023 |

Signed: _____ Date:

Presiding Member

| ACTION ITEMS | TO ACTION | DUE DATE | COMPLETED |
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