

**Minutes of the Howick College Board Meeting
Wednesday 26 March 2025 – 6.10pm - Boardroom**

PRESENT	Dale Burden (Principal), Miles Stratford (Presiding Member), Sharon King (Staff rep.), Michele Heywood, Bruce Barrett, Carin Newbould, Rebecca Rose, Sachi Siope Taniue (left meeting at 8.16pm) (Student rep.), Lorraine Mackereth (Minutes)
VISITOR	Brian White (left meeting at 7.53pm) Lucy Tomlinson, Deputy Principal (left meeting at 7.53pm)
WELCOME	M Stratford welcomed Board members.
OPENING	The meeting opened at 6.10pm with a karakia
APOLOGIES	Peter Cunningham
QUORUM	The Presiding Member declared a quorum
IN ATTENDANCE	None
GOVERNANCE	Conflicts of Interest: – <ul style="list-style-type: none"> • None noted
BOARD SELF REVIEW	Training undertaken/booked: <ul style="list-style-type: none"> ○ M Stratford regional presiding members meeting 27 March ○ Discussion with Board regarding future succession of Board members. Suggestion to add a monthly article to the newsletter from individual Board members. <ul style="list-style-type: none"> ▪ What do you get from being involved with the Board? Why should people put themselves forward as candidates? What is the biggest difference you feel you made by being on the Board? ▪ Student representative would like to speak at assemblies with information about the position. ▪ Miles to draft letter to go to parents of students on House and other Student Councils
ADMINISTRATION	Minutes of the previous meeting 19 February 2025 including the “public excluded” minutes as previously circulated Moved that these are a true and correct record M Stratford / M Heywood Carried
MATTERS ARISING	Any action list items not already closed or on meeting agenda <ul style="list-style-type: none"> ○ Hardship Plan – D Burden updated the board on the hardship plan, final approval by D Burden. Criteria will be on an individual basis. ○ Contracts Register was covered at the Finance meeting ○ NZQA results will be covered in the next meeting
CORRESPONDENCE	<ul style="list-style-type: none"> • Email received by a parent to the Presiding Member regarding traffic management. M Stratford will forward to Board members.
PRINCIPAL’S REPORT	D Burden tabled his report to the board for March including the following: <ul style="list-style-type: none"> • Progress towards the Annual Goals as read highlighting the following:

- 1.3 Complete a junior timetable structure review is currently being investigated by a team of the HOLAs
 - 4.1 Establish a framework and an engagement plan with Ngāi Tai ki Tamaki – a visit took place on Tuesday 25 March at Howick College. Staff PL is planned at the Umupuia Marae.
 - 5.2 International Department is making very good progress and financially stable. There are some marketing plans in place for this year. A Fee proposal for an increase has been put forward.
 - 7.1 The establishment of a “Musical Theatre Academy” is investigated – D Burden has commenced investigation with his recent PL trip in Melbourne and visited examples of this type of programme. Initial discussions have been held between the 3 key HODs about how this may work. The rationale is that this approach will allow all people within the expressive and visual arts to make a contribution
 - 7.3 Annual plan for sport is developed and actioned – Foci for 2025 has been developed and goals are being established. The foci are boys sport in particular rugby, football and cricket as these are areas of under performance in terms of numbers participating and result. Better communication, coach recruitment, bedding in of academy programmes.
 - 9.1 Attendance – currently the average for Auckland is 70% - Howick College is sitting at 64%. The biggest single factor impacting on attendance figures is holidays taken during term time. Howick College has received some MoE money to put towards an Attendance Liaison person to work on improving the attendance.
 - Enrolment numbers as at 18 March was tabled which shows a significant increase for in zone students.
 - Health Centre statistics 2024 and Term 1 2025 as tabled
 - Health and Safety Report tabled. The board sought clarification that the courts being used for evacuation will meet health and safety requirements..
 - HR staffing update as tabled
 - Discipline Data 2024 as tabled
 - EOTC trips for approval:
 1. Palmerston North Premier Volleyball 23 – 28 March
 2. Tongariro Northern Circuit 11OPES 12 – 15 May
 3. Karakariki Whatawhata Orchestra and Jazz Band 22 – 24 June
 4. Wellington Sociology Trip 13SOC 25 – 27 June
- The Board asked that if there is a likelihood of a team qualifying for next stage competitions which will involve travel, that early approval be sought rather than a last-minute email to the Board for approval.
- The Board asked what is the best practice to assess staff health and fitness before going on a trip.
- Moved that the Principal’s Report as tabled be accepted including the Health and Safety report.**
- D Burden / M Heywood** **Carried**
- Moved that the proposal to increase international student fees and homestay fees be approved.**
- D Burden / M Heywood**
- Moved that the EOTC overnight trips be approved**
- D Burden / M Heywood** **Carried**

SUB-COMMITTEE REPORTS	<p>Finance Meeting</p> <p>The Finance minutes of the meeting held on 20 March 2025 previously circulated, tabled as read, noting the following:</p> <ul style="list-style-type: none"> ○ December accounts showing a surplus of \$60,877. The revised December accounts for 2024 show a reduction in amounts of \$231,575 which is being investigated by M Stanghan. ○ Donations are showing an early sign of being an improvement of this time last year. M Stanghan acknowledged the work of T Bellingham and M Anderson for all their work with the Kindo implementation. ○ Audit visit is due 2 April. ○ Bank account changes were presented for November 2024. A request was made for Bank Account Changes associated with the payment period being presented for approval to be part of future Board papers. <p>Moved January and February payments from 01/01/24 to 28/02/25 totalling \$1,221,922.04 be ratified. B Barrett / M Stratford Carried</p> <hr/> <p>Property</p> <p>The Property minutes of the meeting 20 March 2025 previously circulated, tabled as read.</p> <ul style="list-style-type: none"> ○ Contracts were discussed and copies are held in Xero and a list of contracts and expiry dates has been compiled. This will be added to the Xero files. ○ 10YA/5YA MoE based their assessment have identified some project priorities. We have our own project priorities, we are now working with them to identify these areas. Management will bring to the property committee. <p>Moved that the Property report as tabled be accepted. S King / M Stratford Carried</p>
GENERAL BUSINESS	None noted
PUBLIC EXCLUDED BUSINESS	<p>At 7.53pm M Stratford moved the Board into Committee under Section 47 of the Local Government Official Information and Meetings Act (1987) to discuss staffing and student items of a sensitive nature.</p> <p>8.38pm moved out of committee</p>
MEETING CLOSED	8.38pm with a closing karakia
NEXT MEETING	14 May at 5.00pm (for HoLA presentations) followed by meeting at 5.30pm

Signed: _____ Date: _____
 Presiding Member