



MINUTES OF THE HOWICK COLLEGE BOARD OF TRUSTEES MEETING

Wednesday 24 February 2021 Howick College Boardroom

PRESENT

I Ropati (Principal), R Gribble (Chair), M Heywood, M Stratford, R Gray, S King (Staff Rep), R Tosh, L Alsabak (Student Trustee), L Mackereth (Board Secretary)

IN ATTENDANCE

A Bannister joined meeting at 6.00pm left the meeting at 6.45pm
M Stanghan joined meeting at 6.50pm left the meeting at 7.05pm

OPENING

The meeting opened at 6.00pm

APOLOGIES

C Newbould
R Burge

The chair declared a quorum.

WELCOME

The Chair welcomed Board members

STRATEGY

- **Merit and Excellence Acceleration – Leadership Inquiry presented by A Bannister at the beginning of the meeting:**
 - This inquiry is linked to the Annual Plan Goal – Enable highly effective teaching and learning. The key inquiry foci is “Teacher PLD that is focused on acceleration will increase Merit and Excellence” and focused on students with the potential to gain Merit and Excellence
 - Key evidence and hunches underpinning this plan are: Percentage of students achieving Merit and Excellence below decile national average, focus has been on supporting students to gain their respective level and getting them across the line, Excellence assessment criteria not necessarily a focus in teaching and learning, early indications show innovation stream students gain more Excellence than those in mainstream, “it’s not cool to be a try hard” (student voice)
 - There is a need to create an “Excellence Culture”
 - Investigating and scanning is happening to those identified academically strong students who entered our school at junior level
 - Prioritising to take action with a newly created position “Merit and Excellence Tracking and Support Co-Ordinator” identifying students and getting support programmes up and running
 - Offer PLD to help teachers unpack Excellence criteria
 - Survey Year 12s regarding their UE intentions
 - SLT to review subject Board reports and Annual Plans 2021 with a focus on Merit and Excellence and University Entrance

GOVERNANCE

Conflicts of Interest: Updated with details for new trustees Carin Newbould and Richie Gray

Finance Statements for December 2020 presented by the Business Manager was discussed and tabled. Iva acknowledged Mike for his work on the budget.

10 Year Property Plan for 2020/21 was presented by the Business Manager for approval and submission to the Ministry of Education.

Moved that the 10 Year Property Plan for 2020/21 be approved for submission to the Ministry of Education
R Gribble / M Stratford Carried



Election of Officers:

- **Chair of the Board**

The Principal I Ropati assumed the role of Board Chair temporarily for the purpose of the election of the Board Chairperson.

- I Ropati called for nominations.
- R Gribble was nominated by M Heywood seconded M Stratford
- R Gribble accepted and there were no other nominations.

Carried: unanimously

I Ropati handed the chair back to R Gribble for the election of the remaining officers.

- **Deputy Chair of the Board**

- M Stratford nominated by L Alsabak seconded R Gray
- There were no other nominations.
- M Stratford accepted

Carried: unanimously

- **Finance Committee Chair**

- R Gribble nominated by S King seconded R Gray
- There were no other nominations.
- R Gribble accepted

Carried: unanimously

Members of this committee:

I Ropati, R Gribble, R Tosh (Deputy), S King, L Alsabak

- **Property & Health & Safety Committee Chair**

- R Tosh nominated by R Gribble seconded M Heywood
- There were no other nominations.
- R Tosh accepted

Carried: unanimously

Members of this committee:

I Ropati, R Gribble, R Tosh, S King, R Burge, R Gray (Deputy)

- **HR/Curriculum & Student Welfare Committee Chair**

- M Heywood nominated by S King seconded L Alsabak
- There were no other nominations.
- M Heywood accepted

Carried: unanimously

Members of this committee:

I Ropati, M Stratford (Deputy), C Newbould, M Heywood, S King, L Alsabak

- **Community Development/International Committee Chair**

- R Gray nominated by M Stratford seconded R Gribble
- There were no other nominations.
- R Gray accepted

Carried: unanimously

Members of this committee:

I Ropati, M Stratford (Deputy), C Newbould, R Burge, R Gribble, M Heywood, R Gray, L Alsabak

It was noted that the Terms of Reference needs to be updated to reflect committee numbers

**BOARD SELF REVIEW**

- Training undertaken/booked: None noted

ADMINISTRATION

Minutes of the previous meeting 2 December 2020 – previously circulated.

Moved that these are a true and correct record

R Gribble / L Alsabak Carried

MATTERS ARISING

None noted

CORRESPONDENCE

Email from NZSTA re: AGM

Moved that the correspondence be approved

R Gribble / L Alsabak Carried

PRINCIPAL'S REPORT

- **Principal's summary 2021 report**
The Principals' report was tabled as read and accepted
- **NCEA 2020 Analysis** was tabled as read
- **Staffing Profile 2021 for approval**
Final staffing report was tabled for all new staff including staff on fixed MUs and MMAs. School roll as at 12 February excluding internationals 1994
- **Draft Charter 2021 – 2023** was discussed and approved with a couple of minor changes
- **Analysis of Variance** tabled as read
- **Principal's Delegations for approval**
The Principal's Delegations Summary was tabled with no changes from the previous year
- **Student Trustee Report**
Leila presented her verbal trustee report to the Board. Notable activities and events included:
 - Year 9 first day was a fun time for all the new students with a good vibe. An important day for them. Leila was a Peer Support Leader
 - Leadership camp went well with interesting seminars. Christopher Luxon attended as a speaker which was very inspiring.
 - Lockdown during covid needs a plan to keep students motivated
- **EOTC Approvals for overnight trips:**
 - Consistent language to be used on trip forms using the word costs rather than fees

Date of Trip	Trip	Course	Teacher in Charge
2 – 3 March	Pinnacles, Coromandel Forest Park tramp	11OPES	Rob Stretch
24 – 26 March	Tongariro National Park Field Trip	12GEO	Nathan Kerr
29 – 31 March	Tongariro Northern Circuit	12OED	John Wright
12 – 14 April 4 May – 6 May	Tongariro Northern Circuit	11OPES	Rob Stretch Shae Muirson
19 – 23 April	North Egmont Visitor Centre, Taranaki	12OED	John Wright
25 – 30 April	Taumararui Pipiriki Whanganui River	13OED	John Wright



Moved that the Principal's report be accepted including:

- Final staffing profile and allocation of Management Units and Allowances
- Charter 2021 – 2023 and updated Annual Plan 2021
- Analysis of Variance for 2020
- Principal's Delegations
- 7 x EOTC Trips as listed above
- Long term leave applications for two staff members for family leave without pay

I Ropati / L Alsabak Carried

GENERAL BUSINESS

- Discussion on donations letter from BOT to go out later in the term from the Board Chairperson. The first statements for donations went out with a note of explanation at the start of term one.

Moved into Committee at 8.25pm

Moved out of Committee at 8.48pm

Meeting closed at 8.48 pm

NEXT MEETING: 31 March 2021

CHAIRPERSON: _____

DATE: 24 February 2021

ACTION ITEMS	TO ACTION	DUE DATE	COMPLETED