

MINUTES OF THE HOWICK COLLEGE BOARD OF TRUSTEES MEETING

Wednesday 2 December 2020

Howick College Boardroom

PRESENT

R Gribble (Chair), M Stratford, S King (Staff Trustee), K Buchan, J Verry, L Alsabak (Student Trustee), R Tosh, M Heywood, I Ropati (Principal), L Mackereth (Board Secretary)

IN ATTENDANCE

None

APOLOGIES

R Burge

The Chair declared a quorum.

OPENING

The meeting opened at 6.06pm

WELCOME

The Chair welcomed all board members and acknowledged Joanne Verry and Keith Buchan's last meeting.

GOVERNANCE

Conflicts of Interest: None noted

BOARD SELF REVIEW

- Training undertaken/booked: none noted
- BOT Governance self-review survey results were tabled. Areas to work on to be collated for early next year; in general results in line with last survey, some better but a couple slightly lower which provide areas to further analyse.

STRATEGY

- **Annual Plan 2021**
 - NCEA achievement targets have been listed for 2021 to give a target to aim for
 - Goals and strategic intent remain the same
 - Changes in leadership inquiries with new ones added as a result of the BoT/SLT strategic planning day consistent with goals and intent moving the school forward.
 - Communication will go out to the community with community survey feedback
 - Annual plan will go on the school website and the "Plan on a Page" to go in in the High Five by the end of Term

ADMINISTRATION

Minutes of the previous meeting 11 November 2020 as circulated.

Richard Tosh was omitted from the minutes but did attend the meeting. Leila Alsabak will be part of the Community Development, HR/Curriculum and Finance sub-committees.

Moved that these are a true and correct record

R Gribble / L Alsabak Carried

MATTERS ARISING

Correspondence as noted from 11 November meeting from the Howick College Social Sciences class on gender neutral uniform has been added to Diligent.

CORRESPONDENCE

Inwards Correspondence received from Howick College Social Sciences class on gender neutral uniform and response from Principal on behalf of BOT.

Moved that the Inwards and Outwards correspondence tabled as read be accepted.

R Gribble / J Verry Carried

PRINCIPAL'S REPORT

- **Summary of the Principals' report**

The Principals' report was tabled by Iva Ropati as read and accepted.

- Charter review being updated and due to the MoE on 1 March
- Paihere Maori Leadership and Achievement
- Literacy & Numeracy
- PLD Plan 2021
- Grounds Proposal – The recommendation is to accept the Turftech proposal to cover ground and gardens.

Moved that Turftech is approved in principle to negotiate and finalise a contract.

R Gribble / Unanimous Carried

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

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

- Student House Honours all done separately
- Expressive Arts Awards was a wonderful dazzling evening
- Annual strategic planning day for the BOT and SLT
- Senior Honours at Howick College had a great "at home" atmosphere
- Diwali celebration of food with staff
- Graduation dinner was an amazing evening
- House Year 9 camps over 2 weeks with the student leaders and ex students returning to lead showing outstanding leadership
- Year 8 contributing schools induction welcoming new enrolments
- Parent focus group meetings with BOT

- **Student Trustee Report**

Leila Alsabak delivered her first report highlighting the following:

- The Year 13 Graduation dinner, students were huge fans and interacted with staff which will have some great memories
- NCEA Exams started with a week of study leave which some students found ineffective, others felt more prepared during the practice exams. The library and theatre were used to maintain social distancing. Online exams for English were a first this year and seemed to go well
- Leila attended the rowing regatta @ Lake Pupuke which was a great event.
- Year 9 camps had good attendance and the students really enjoyed these camps which were unaffected by Covid. They were a great bonding time. Leila suggested next year 10s should talk to the year 9 students about their experience at camp

Moved that the Principal's report be accepted

I Ropati / M Heywood Carried

EOTC approvals for overnight Trips

Date of Trip	Trip	Course	Teacher in Charge
11 – 12 February 2021	Leadership Camp Willow Park	Year 13	Adam Bannister
26 – 28 February 2021	Paihere Leadership Camp Papakura Marae	Y11 – Y13 Paihere Group	Elenor Biddle- Robinson

Moved that the overnight trips as tabled are approved

I Ropati / K Buchan Carried

SUB COMMITTEE REPORTS

• FINANCE

- Copier contract being renewed, recommendation is to accept the Fuji Xerox for a 5 year print contract pending a review of current equipment.
- Draft budget was reviewed in depth and a surplus of \$32,581 is forecast.
- Preliminary audit visit has been completed.
- Keith Buchan's last finance meeting and the committee thanked him for his service and support over the past three years.

October 2020 Management accounts

- A surplus of \$406,618 is recorded. Working Capital is in surplus at \$121,529. Income from MoE for International \$160k and Covid expenses \$20k were received with our operations grant in October. Large expenses to pay include the Teacher Aide pay settlement \$60k, Grad Dinner \$25k and Year 9 camp \$60k. Likely year end position given the impacts of the year are estimated to be about breakeven, a good result considering

Moved that the finance reports for October be accepted

K Buchan / R Gribble Carried

Moved that payments listed on the transaction reports dated 1 October 2020 to 30 November 2020 totalling \$2,076,097 which includes \$1,500,000 transferred to Term Deposit be ratified.

K Buchan / R Gribble Carried

Moved that the draft budget for 2021 of circa \$30k surplus be approved by the board subject to finalization of contracts.

K Buchan / R Gribble Carried

Moved that the contract with Fuji Xerox for a five year print contract pending a review of equipment be accepted.

K Buchan / R Gribble Carried

Moved that a request to apply to **Fourwinds Foundation for \$2,690.32 exc GST** for the Howick College Rowing Team's accommodation at Lake Karapiro for the NISS Rowing Champs 4 – 7 March 2020

K Buchan / R Tosh Carried

Moved that a request to apply to **Grassroots Trust Limited for \$2,413.05 exc GST** for the Howick College Rowing Team's accommodation at Lake Karapiro for Maadi Cup 20 – 28 March 2021.

K Buchan / R Tosh Carried

Moved that a request to apply to **Harcourts Foundation for \$3,000.00 exc. GST** for the Howick College Kapa Haka Tutor as part of Howick College Maori Strategic Plan 2021 for Po Fiafia, Koanga Festival and Honours Ceremonies in 2021.

K Buchan / R Tosh Carried

Moved that a request to apply to **Lion Foundation for \$3,000.00 exc. GST** for the Howick College Kapa Haka Tutor as part of Howick College Maori Strategic Plan 2021 for Po Fiafia, Koanga Festival and Honours Ceremonies in 2021.

K Buchan / R Tosh Carried

• PROPERTY HEALTH & SAFETY

- The T Block toilets are approved for rebuild after the fire and covered by insurance.
- Community Development and International building drawings are lodged for consent.
- The MOE have lodged a submission re traffic concerns over the apartment block proposal.
- Gym window frames have been inspected after a panel blew out in high wind. The rest of the frames are sound but will need attention and has been added to the 5YA.
- Keith Buchan's last meeting, the committee thanked him for his 3 years of great work and service to the school.

Moved that the minutes of the Property/Health & Safety sub-committee 25 November 2020 be accepted

R Gribble / R Tosh Carried

- **HR/CURRICULUM**

- Greg Hawkins is retiring for the second time after 46 years with Howick College.
- Staff banking on track for nil balance by end of the year.
- Serious discipline data was presented by Iva Ropati. Suspensions and stand downs are tracking well and much improved from 2019.
- International students have 19 students learning NCEA online. New structure of community development was tabled.
- Provisional staffing Allocation for 2021 was tabled.
- ERO evaluations - new process for 2021 with a more participatory and collaborative approach. ERO is no longer a one-off event but evaluators will have ongoing relationships with schools with at least one visit per year.

Moved that the procedures above and minutes of the HR/Curriculum and Student Welfare report sub-committee 24 November 2020 is accepted as tabled.

J Verry / M Heywood Carried

- **Community Development/International**

- The Community Development Office and International Department are now combined.
- 2021 updated to 43 confirmed students.
- Political strategy on Internationals uncertain. Build connections between our school and overseas.
- Community focus groups – providers of deeper insights, ambassadors in the community, potential future trustees/contributors to the school.
- Operational cost model and revenue streams have been developed. Will cover cost of operation including maintenance, power, water and people.
- Communications around student progress/success being worked on.
- Meeting with Southern Cross to finalise details of the student scholarship.

Moved that the minutes of the Community Development/International sub-committee 18 November 2020 is accepted as tabled.

M Stratford / L Alsabak Carried

GENERAL BUSINESS

- **BOT Meeting Programme 2021**

- BoT meetings will be twice per term plus sub-committees and CDO once per term, programme distributed and will be added to BOT calendars.
- Parent Focus Groups, whilst a small number some good information and feedback gained. Thank you to board member for their input.

Moved into Committee at 8.14pm

Moved out of Committee at 8.19pm

Meeting closed at 8.20pm

NEXT MEETING: 24 February 2021 6.00pm

CHAIRPERSON: _____ **DATE:** _____

ACTION ITEMS	TO ACTION	DUE DATE	COMPLETED