

**Minutes of the Howick College Board Meeting  
Wednesday 29 November 2023 – 6.00 pm  
Community Development Office**

<b>PRESENT</b>	Miles Stratford (Presiding Member), Dale Burden (Principal) Dale left the meeting at 6.01pm returned 6.13pm, Carin Newbould, Richard Tosh, Sharon King (Staff rep), Rebecca Rose, Bruce Barrett, Michele Heywood (Deputy Presiding Member), Peter Cunningham, Lorraine Mackereth (Minutes)
<b>WELCOME</b>	Miles Stratford welcomed the new Board member Peter Cunningham and welcomed re-elected members back to the Board, Richard Tosh and Carin Newbould
<b>OPENING</b>	The meeting opened at 5.57pm with a karakia
<b>APOLOGIES</b>	Kaide Toia (Student Rep)
<b>QUORUM</b>	The Presiding Member declared a quorum
<b>IN ATTENDANCE</b>	None
<b>GOVERNANCE</b>	<p><b>Conflicts of Interest:</b> –</p> <ul style="list-style-type: none"> <li>○ Updated with new member Peter Cuningham details</li> <li>○ Bruce Barrett now works at Anihana</li> <li>○ Michele Heywood will be working as a Deputy Principal at Macleans College</li> </ul> <ul style="list-style-type: none"> <li>● Board dates for 2024 was circulated. The Board recommends that the CDO and HR/Curriculum meetings become part of the full board meetings. Health and Safety report will be presented at the full Board meetings instead of at the Property meetings. The full board meetings will be held 3 times during term 2 (a total of 9 meetings per year). The full board meetings will start at 5.30pm for term 1 and term 2 for the HOLA Department presentations.</li> </ul>
<b>BOARD SELF REVIEW</b>	<p><b>Training undertaken/booked:</b></p> <ul style="list-style-type: none"> <li>○ None noted</li> </ul>
<b>ADMINISTRATION</b>	<p>Minutes of the previous meeting 25 October 2023 as previously circulated</p> <p><b>Moved that these are a true and correct record</b> <b>M Stratford / R Rose</b> <span style="float: right;"><b>Carried</b></span></p> <p><b>Moved that the In the Committee Minutes are a true and correct record</b> <b>M Stratford / M Heywood</b></p>
<b>MATTERS ARISING</b>	<ul style="list-style-type: none"> <li>● Any action list items not already closed or on meeting agenda <ul style="list-style-type: none"> <li>○ The Board recommends that the Health Centre remain open at intervals and lunchtimes, Dale followed up the reasons behind the locked doors. Rationale was provided and will be reviewed further.</li> <li>○ Uniform survey will be undertaken with the community and come back to the Board. The website around uniforms has been updated.</li> </ul> </li> </ul>
<b>CORRESPONDENCE</b>	<ul style="list-style-type: none"> <li>● <b>Incoming:</b> <ul style="list-style-type: none"> <li>○ New appointments National Panel – ASL Helen Henkin</li> <li>○ MOE direction to take a student from Pakuranga College 14 November</li> <li>○ NZQA Managing NAR copy of report (no significant issues) 26 October</li> </ul> </li> </ul> <p><b>Moved that the incoming and outgoing correspondence be accepted</b> <b>M Stratford / R Tosh</b></p>

<b>PRINCIPAL'S REPORT</b>	<p>Dale tabled his report to the board for November including the following:</p> <ul style="list-style-type: none"> <li>● Progress towards the annual goals – <ul style="list-style-type: none"> <li>○ These will be modified from next year</li> <li>○ Academic monitoring is going well. The learning hub/library is going well but subject to 5YA funding</li> <li>○ Pastoral system around the student management of discipline is being reviewed. Looking closely at the role of the Dean. Each senior leader will lead a House from next year rather than a year level. There will be a counsellor/LSC assigned to each house. The 4 new Deans have been appointed on a fixed term and the time allowance has been reduced</li> <li>○ The Tutor programme is currently being reviewed by teachers and students</li> <li>○ Pasifika tutor class is being reorganised to be a vertical structure for 2024</li> <li>○ Arts and sports are going well and it has been a very busy time. 12% of staff are involved with sport – the average in schools is 19%</li> <li>○ Senior prize givings are being reviewed and looking at venues for a return to a single prizegiving event next year to hold the Senior Honours</li> <li>○ Attendance data for Term 3 was tabled and attached and will be a big focus for next year to improve and will be followed up more closely</li> <li>○ Howick Coast Kāhui Ako refreshed Achievement Plan attached. Dale is attending both the Kahui Ako area meetings</li> </ul> </li> <li>● Annual Endorsement for D Burden Professional Growth Cycle (PGC) 2023 attached</li> <li>● Principal's wellbeing and coaching budget expenses attached</li> <li>● Dale presented feedback on his conference he attended in Brisbane during the last holidays</li> <li>● Ngāi Tai ki Tāmaki engagement – Dale, Michele and Eleanor will be attending a meeting in Clevedon on 13 December</li> <li>● Staffing HR report was tabled and attached</li> <li>● Staff wellbeing committee are working with groups and have put through some initial feedback and suggestions</li> <li>● Discipline Data Term 3 &amp; Term 4 attached</li> <li>● Draft Strategic Plan attached and is work in progress. The strategic goals are what resulted from the Board strategic meeting and will be driven by the Board</li> <li>● Sensitive expenditure policy attached and tabled</li> <li>● EOTC Approvals for overnight Trips: <ul style="list-style-type: none"> <li>○ Rowing Aon Junior Regatta Lake Karapiro 23 – 25 February</li> <li>○ Rowing Aon NISS Champs Regatta, Lake Karapiro 29 Feb – 3 March</li> </ul> </li> </ul> <p>Trust Funding Application to Pub Charity  For accommodation for Senior Volleyball Nationals  16 March 2024 – 22 March 2024  Foxton Bible Camp Inc. Palmerston North  \$4,085.22</p> <p><b>Moved that an application to Pub Charity be approved</b>  <b>D Burden / M Stratford</b> <span style="float: right;"><b>Carried</b></span></p> <p><b>Moved that the Principal's report as tabled be accepted</b>  <b>D Burden / M Stratford</b> <span style="float: right;"><b>Carried</b></span></p> <p><b>Moved that the EOTC overnight trips be accepted.</b>  <b>D Burden / M Heywood</b> <span style="float: right;"><b>Carried</b></span></p>
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<p><b>SUB-COMMITTEE REPORTS:</b></p>	<p><b>Community Development/International meeting held on 21 November 2023</b></p> <p>The Community Development and International minutes of the meeting 21 November as tabled and previously circulated.</p> <ul style="list-style-type: none"> <li>○ The Principal's report update on the Community Development Office and International Department was previously circulated and tabled as read at this full board meeting</li> <li>○ Newsletters and communications have been improved</li> <li>○ Trust funding applications should involve other areas and not just to subsidise sporting accommodation</li> <li>○ The international assistant has resigned</li> <li>○ Student numbers need to grow currently sitting at FTE 30, next year FTE 35</li> <li>○ Dale thanked Carin for her work on the sub-committee, next year they will form part of the full board meeting</li> </ul> <p><b>Moved that the Community Development/International minutes be accepted</b>  <b>C Newbould / M Heywood</b> <span style="float: right;"><b>Carried</b></span></p>
	<p><b>HR/Curriculum subcommittee moved in committee on 21 November 2023 at 6.15pm</b> under Section 47 of the Local Government Official Information and Meetings Act (1987) to discuss staffing items of a sensitive nature.</p>
	<p><b>Finance Meeting</b></p> <p>The Finance meeting minutes of the meeting 22 November as tabled and previously circulated.</p> <p>Year to date surplus is \$146,006. Working Capital surplus \$130,017</p> <p>Discussion was held regarding the voluntary donations and amounts charged for trips.</p> <p><b>Moved that the school opens an additional bank account for MoE Project Retentions</b>  <b>B Barrett / M Stratford</b></p> <p><b>Moved that the Draft 2024 Budget be accepted.</b>  <b>B Barrett / M Stratford</b></p> <p><b>Moved that the September and October 2023 financial reports be accepted for approval including payments listed on the transaction report from 1/09/23 to 30/09/23 totalling \$861,645 be ratified and the payments listed on the transaction report dated 1/10/23 to 31/10/2023 totalling \$977,963 be ratified.</b>  <b>B Barrett / M Stratford</b> <span style="float: right;"><b>Carried</b></span></p>
	<p><b>Property and Health and Safety</b></p> <p>The Property and Health and Safety minutes of the meeting 22 November as tabled and previously circulated.</p> <p>An update of 5YA projects was noted.</p> <p>Bledisloe traffic report was tabled.</p> <p><b>Moved that the Property and Health and Safety Report 23 November 2023 be accepted as a true and accurate record.</b>  <b>R Tosh / B Barrett</b> <span style="float: right;"><b>Carried</b></span></p>

<b>GENERAL BUSINESS</b>	<ul style="list-style-type: none"> <li>• Co-opting members to the Board – This was discussed and it was determined that at this time, the Board was appropriately resourced. Dale identified the developing relationship with Ngāi Tai may open up opportunities for additional support at Board level.</li> <li>• Dale asked why the Board are on a mid-term cycle and not a triennial cycle. While members of the community put their hands up to be involved, costs associated with the election were not supported by strong voting by the Community. Miles to follow up with the NZSTA and discuss at the next meeting</li> </ul>
	<p>At 8.32pm 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>8.51pm moved out of committee</p>
<b>MEETING CLOSED</b>	8.52pm with a closing karakia
<b>NEXT MEETING</b>	21 February 2023

Signed: \_\_\_\_\_ Date:  
**Presiding Member**

<b>To Action</b>	<b>By Whom</b>
Update conflicts register	L Mackereth
Calendar of policies for review and Board to sign in to School Docs	M Thomas
Research the mid-term to triennial cycle	M Stratford