

**MINUTES OF THE HOWICK COLLEGE BOARD MEETING**  
**Wednesday 18 August 2021 held via Zoom (Level 4 Lockdown Covid-19)**

**PRESENT**

R Gribble (Presiding Member), P Bennett (Acting Principal), S King (Staff Representative), M Stratford, M Heywood, R Burge, R Gray, L Alsabak (Student Representative), R Tosh, C Newbould (arrived 6.06pm), L Mackereth (Board Secretary)

**IN ATTENDANCE**

J Roshan: Arrived at 6.03pm - Left at 6.52pm  
L Doubleday: Arrived at 6.50pm – Left at 7.20pm  
E Jones: Arrived at 6.03pm - Left at 7.45pm

**OPENING**

The meeting opened at 6.03pm

**APOLOGIES**

The chair declared a quorum

**WELCOME**

The Chair welcomed board members and Jennifer Roshan, Emma Jones and Luke Doubleday from the Senior Leadership Team.

**GOVERNANCE**

**Conflicts of Interest:** None noted

- **Howick College Foundation Trust Deed** – Jennifer Roshan presented the Draft Trust Deed for approval
  - Jennifer has reached out to various people as trustees of the Deed to form the first four (no fewer than four and no more than 8). Tenure will be a term of 3 years, trustees can serve up to two terms. The current trustees can approach other people to join the foundation board, they are independent of the school board.
  - The Howick College school board will give the Trust Deed \$100 to form the basis of the fund, this is a nominal sum
  - The following needs clarification:
    - Clause 7.4 needs a tidy up
    - Advice on the wind up of the trust needs to be sought to ensure any funds are returned to Howick College and no other charity
    - Clause 12D regarding payment to Trustees, question whether this is a conflict of interest
    - The Howick College Board would like to see the bios of the selected foundation trustees and their skill set
    - Ensure the Howick College Principal is noted as a Trustee with a right to renewal
  - The questions raised to Jennifer will be brought back to the board by Wednesday 25 August and to the next board meeting.

**STRATEGY**

- **Growth of INNS Expansion Plan – presented by Luke Doubleday**
  - Luke Doubleday presented his inquiry on the Innovation Stream Expansion Plan since it commenced in 2017.
  - Covering the four areas of Mathematics, Science, English and Social Sciences. Research looking into students' motivations and connections and challenging them by bringing the subjects together.
  - Pods of 60 require flexible working spaces and has had a positive impact on the pedagogy. Core philosophy of INNs and SiE Pedagogy is cross-curricular, capabilities focused, student-centred and SiE specific.

- Future leadership of Innovation Stream and SiE will involve pastoral needs. The students will be in the same PODs and House to ensure it is more effective for the Deans and Tutors. Teacher coaching groups will be within the PODs.
- **Pathways Tracking / Careers Inquiry – presented by Emma Jones**
  - Emma Jones presented her shared inquiry which was started by Janice Wright on Pathways Tracking from the strategic plan, making links to their inquiry to enable highly effective teaching and learning
  - The hunch was the current career system does not provide appropriate career education and guidance for all students from year 7 and above as required by the MoE.
  - Looking at the 2020 community survey results to find the “threads” and surveying students at all year levels, surveying parents and staff together with interviewing and investigating the current practice for careers systems and processes.
  - Career education is important for all students and not just Year 12 and Year 13
  - Identified four core development priorities.
  - Further investigation and review of student data needs to be completed including surveying Māori and Pasifika students as to their needs.
  - What would be the Careers Advisors future perfect careers education plan.
  - Current system/structure is not a whole school approach to career education

### **BOARD SELF REVIEW**

- Training undertaken/booked - NZSTA Te Tiriti o Waitangi Workshop Part 1 was attended by: Sharon King, Miles Stratford and Michele Heywood
  - As a board the reliance is on staff to maintain relationships with Iwi. Sustainability for the future and having a clear view of what the SLT are doing. There is an obligation that sits with the board. Recommend that board members attend this training next time.

### **ADMINISTRATION**

Minutes of the previous meeting 23 June 2021 as previously circulated.

The in-committee comments will be removed to only state the time in and out only.

Moved that these are a true and correct record

R Gribble / Sharon King                      Carried

### **MATTERS ARISING**

- Ray Burge to sign the updated Code of Conduct as he was absent from the last meeting

### **CORRESPONDENCE**

- Inwards – Letter from Associate Minister of Education to school boards re the findings of the Christchurch Girls' High School sexual harassment survey

Moved that the inwards correspondence be accepted

R Gribble / R Gray                              Carried

### **PRINCIPAL'S REPORT**

- **Summary of Principals' report**

The Principals' report including reports on the following was tabled as read and accepted

- Students at Risk
- Māori and PI progress
- Deans update
- Student Leader Progress

- **Year 9 Ooz numbers for 2022** – A report of projected year 9 numbers was tabled. From this data the number of out of zone places recommended for approval from the board to be opened for Year 9 students in 2022 will be 130 for the ballot on 8 September 2021.
- **Student Representative Report**  
Leila presented her student representative report with some pictures and videos from a student perspective of student led events highlighting the following:
  - the International Food Festival
  - Mrs Wrights farewell by students in the Gym,
  - Various sporting events
  - Year 12 History Trip to Wellington and the visit to parliament building

### EOTC Overnight Trips for approval

Date of Trip	Trip	Course	Person in Charge
5 – 8 August	Squash Nationals, Tauranga	Winter Tournament	Mr J Wing
27 – 31 August	Senior Underwater Hockey, Tauranga	Winter Tournament	Mr C Marshall
29 Aug – 3 Sep	Girls 1 <sup>st</sup> XI Football, Rotorua	Winter Tournament	Ms B Kingston
29 Aug – 3 Sep	Boys 1 <sup>st</sup> XI Hockey, Whakatane	Winter Tournament	Ms J MacCallum
29 Aug – 3 Sep	Premier Netball Team, Auckland	Winter Tournament	Ms A Sotutu
28 August	Boys 1 <sup>st</sup> XI Football, Whanganui	Winter Tournament	Mr A Bannister
29 Aug – 4 Sep	Girls 1 <sup>st</sup> XI Hockey, Nelson	Winter Tournament	Ms K Hayter
28 – 30 Sep	Minimalist equipment tramp, Waikino	11OPES	Mr R Stretch
29 Sep – 1 Oct	Music performance tour, Whatawhata	Music	Mr M O’Ryan
23 Nov – 5 Dec	Waharau Outdoor Centre	Year 9 Camp	Mr J Wright
9 – 12 Dec	NZSS Touch Nationals, Rotorua	Sport	Ms C Hargreaves

Moved that the Principal’s report as tabled, the out of zone Year 9 places for 2022 of **130** be approved for the ballot.

P Bennett / L Alsabak                      Carried

Moved the EOTC trips (excluding Winter Tournament which were previously circulated and approved by email on 30 July) and the student representative report be accepted.

P Bennett / L Alsabak                      Carried

### SUB COMMITTEE REPORTS

- **HR/CURRICULUM – Meeting held on 10 August 2021**
  - Mark Thomas presented his uniform inquiry
  - Survey results from students regarding any impact from the staff changes
  - Staffing updates including resignations and new staff were tabled

Moved that the minutes of the HR/Curriculum and Student Welfare report sub-committee 10 August 2021 is accepted as tabled.

M Heywood / C Newbould                      Carried

- **FINANCE - Meeting held on 12 August 2021**
  - The budgeted asset expenditure was amended to \$324,000 on the Board Report
  - Year to date surplus is \$132,342. Working Capital surplus is \$112,742. Relief expenditure is high at \$230,000.
  - Donation income is up on this time last year but still behind 2019

Moved that the minutes of the Finance sub-committee 12 August 2021 including the financial reports for June be accepted

R Gribble / R Tosh Carried

Moved that payments listed on the transaction reports dated 1 June 2021 to 30 June 2021 totalling \$1,059,390

R Gribble / R Tosh Carried

- **PROPERTY HEALTH & SAFETY – Meeting held on 12 August 2021**
  - Update on the 5YA project was tabled
  - Somerville Satellite School update
  - The premier teams have been helping around the school with rubbish collection installing pride and leadership
  - A pedestrian crossing has been painted across vehicle entrances and the bus bay yellow line has been repainted

Moved that the minutes of the Property/Health & Safety sub-committee 12 August 2021 be accepted

R Tosh / S King Carried

**GENERAL BUSINESS**

- A special subcommittee will be formed to address a parent concern. Miles (Chair) Sharon, Michele and Richard are the noted members of this committee. The committee will report back to the full board.
- Diligent – review use of programme and to investigate other platforms that may be more cost effective, but to ensure it will still be user friendly. Diligent are coming back with a revised contract price. Lorraine will report back with other options.
- Somerville Satellite School proposal – has been approved in principle by the board. Negotiations with the Ministry of Education are ongoing.

Moved that the next stage of the Somerville Satellite School proposal plan is approved by the board

R Gribble Carried unanimously

**Meeting closed at 9.06pm**

**NEXT MEETING: 15 September 2021**

**CHAIRPERSON:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

ACTION ITEMS	TO ACTION	DUE DATE	COMPLETED
Draft Howick College Trust Deed questions to be answered	Jennifer Roshan	25 August and then brought to next board meeting	