

## MINUTES OF THE HOWICK COLLEGE BOARD MEETING

Wednesday 26 May 2021 held in the Community Development Office

### PRESENT

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

### IN ATTENDANCE

A Bannister – Left at 6.50pm

### OPENING

The meeting opened at 6.00pm

### APOLOGIES

The chair declared a quorum.

### WELCOME

The Chair welcomed board members and Adam Bannister, Deputy Principal.

### STRATEGY

- **Role and Function of Student Leadership – presented by Adam Bannister**
  - Adam Bannister presented his inquiry on the Role and Function of Student Leadership at Howick College
  - Our student leadership programme and structure continues to be tweaked and be further enhanced. We are in the fourth year of their current structure
  - Formal leadership opportunities need to be expanded beyond Year 12 students going into Year 13. Our student leaders are proud of their school and want to support their peers
  - Students begin to take responsibility for their school, helps build a positive culture.
  - How can they be more visible and develop skills to take beyond Howick College
  - The Year 9 survey in W4 of Term 1 reflected that the leaders need more visibility, however anecdotal evidence since then that they are becoming more recognizable lately.
  - Capabilities – ideally our student leaders would be confident to speak in public, lead their councils and houses effectively including leading teams and projects
  - Begin to implement a mentoring programme, building on the student leader camp
  - Implement changes to ensure student leaders are more visible. Offer more opportunities to speak and lead at assemblies
  - Begin developing potential young leaders at our school from Year 9 to formalise junior leaders to support senior student leaders
  - Looking at further developing our young Maori and Pasifika student leaders beyond the current structure. Run specific leadership workshops structured to build on increasing inclusiveness and leadership identification
  - Collaborate with other schools to investigate and consider other student leadership structure and programmes
  - The process is being reconsidered this year to encourage diversity and look at removing gender based i.e. Head Student

### GOVERNANCE

**Conflicts of Interest:** Add Paul Bennett's conflicts as Acting Principal, no other changes were noted.

**Code of Conduct** - The Board recommend that paragraph number 11 is changed to read: "Individual Board members and sub-groups, shall only interact with the Principal and staff to the extent as required by the role and the authority delegated to them".

Moved that the above be updated and ready for signing at the next Board meeting.

R Gribble / unanimously agreed

**BOARD SELF REVIEW**

- Training undertaken/booked: Carin Newbould attended the NZSTA Conference held in Rotorua and will present at the next meeting.

**ADMINISTRATION**

Minutes of the previous meeting 31 March 2021 as previously circulated.

Moved that these are a true and correct record

R Gribble / M Heywood                      Carried

**MATTERS ARISING**

- Roger Gribble sent an email to the full board with the process that took place with the Timetable Procedure Review. A further email to non PPTA members went out by Paul Bennett with an invitation to attend a meeting on the timetable process. The SLT have noted that all draft procedures must be available to all staff prior to signing off.
- EOTC documentation has been updated with the wording "costs" in place of fees.
- Roger Gribble sent an email of congratulations on behalf of the board to the rowing team for their participation at the Maadi Cup.

**CORRESPONDENCE**

No correspondence noted

**PRINCIPAL'S REPORT**

- **Summary of Principals' report**

The Principals' report was tabled by Acting Principal Paul Bennett as read and accepted

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

The Principal's "On the Road" for March by Acting Principal Paul Bennett Highlighting the following:

- Summer Festival – a student leadership run event with lots of stalls and games
- Start of the winter sports season of events
- Market Days – Senior business classes
- HoLA board report presentations – what is working and what can be improved
- Pink Ribbon Breakfast on TOD for staff to contribute as a fundraiser for breast cancer
- TOD – upskilling on rolling out the new NCEA standards
- Pink Shirt Day – the staff and students participated for the "Anti bullying" campaign

**EOTC Overnight Trips for approval**

<b>Date of Trip</b>	<b>Trip</b>	<b>Course</b>	<b>Teacher in Charge</b>
3 – 7 June	SGCNZ 2021 National Festival Wellington	Y12/13 Drama	Jillian Dryden
25 – 27 June	Northern Zone Champs – Snr UWH	Sport Snr. Hockey	Rachael Jeffs
11 – 12 Aug	Wellington trip	12 History	Katherine Mitchell
16 – 20 Aug	Waikaremoana Great Walk	13OED	John Wright
31 Aug – 2 Sep	Kaimai's Tramp	12OED	John Wright

The Board questioned what would happen if there was a covid lockdown whilst the trips are in Wellington and the suitability of earthquake safe buildings.

Moved that the Principal's report including the student representative report be accepted and the overnight trips as tabled are approved subject to earthquake safe buildings in Wellington and Covid plan added to RAMs.

P Bennett / M Stratford                      Carried

- **Student Representative Report**

Leila presented her student trustee report with some pictures and videos from a student perspective highlighting the following:

- Summer Festival with photos taken by a drone, showing the extent of the event. All the leaders were involved and raised a significant amount of money for the house fundraising. It was a student led event and a massive amount of work.
- Music performance for an internal exam was a wonderful showcase attended by many of the student leaders
- Student Leadership Team were all involved in the pink shirt day and showing their support for anti-bullying. A drone took a photo of a large heart on the field created by the students.

## **SUB COMMITTEE REPORTS**

- **FINANCE- Meeting held on Tuesday 20 May 2021**

- Audit is complete and has been signed off and sent to the MoE – Auditor's management letter and responses will be brought to the next meeting
- Draft balance sheet budget tabled
- A review of the budget will be completed and presented at next meeting
- Terms of Reference reviewed with changes recommended

### **April 2021 Management accounts**

- A surplus of \$368,000 is recorded. Working capital surplus is in \$379,789.
- Learner Support Training has been increased and budget will be amended to reflect this
- Income is slightly up on this time last year
- Travel claim rates were discussed and are in line with PPTA collective agreement which are less than the IRD rates

Moved that the minutes of the Finance sub-committee 20 May 2021 including the financial reports for April be accepted

R Gribble / S King                              Carried

Moved that payments listed on the transaction reports dated 1 March 2021 to 31 March 2021 totalling \$842,273 and payments listed on the transaction report dated 1 April 2021 to 30 April 2021 totalling \$2,395.947 be ratified.

R Gribble / S King                              Carried

Moved that the draft Balance Sheet Budget which is an audit requirement be recommended to the Board.

R Gribble / R Tosh                              Carried

- **PROPERTY HEALTH & SAFETY – Meeting held on 20 May 2021**

- 10YPP project procurement and design work is underway
- Community Development building had it's Blessing and official opening today
- Somerville Satellite School feasibility study is continuing
- Field renovations completed
- Redesign of the bus bay is underway
- Smoke detector in Careers went off due to a faulty light and has been replaced
- Safe365 has been purchased as a Health and Safety assessment and reporting system
- School House – The Moe guidelines for the sale of school property were discussed and the implications if the school sold the school house.
- A review of the Property Terms of Reference was completed with several amendments recommended. A revised document is attached to the Property Health and Safety minutes.

Moved that the minutes of the Property/Health & Safety sub-committee 20 May 2021 be accepted

R Tosh / R Burge                              Carried

- **HR/CURRICULUM – Meeting held on 18 May 2021**
  - Career systems and structure Inquiry was presented by Janice Wright and Tina Filipo.
  - Currently advertising for 3 English Teachers and a Maths Teacher
  - NCEA comparisons against other schools are tracking well
  - Leavers Data and Retention rates presented

Moved that the minutes of the HR/Curriculum and Student Welfare report sub-committee 18 May 2021 is accepted as tabled.


M Heywood / L Alsabak                      Carried

**Moved into Committee at 8.04 pm**

**Moved out of Committee at 8.13 pm**

**Meeting closed at 8.13 pm**

**NEXT MEETING: 23 June 2021**

CHAIRPERSON:                       DATE: 28/5/2021

ACTION ITEMS	TO ACTION	DUE DATE	COMPLETED
Update paragraph 11 for the Board Code of Conduct ready for signing at the next meeting	Lorraine	23 June 2021	