

**Minutes of the Howick College Board Meeting
Wednesday 2 August 2023 - 6.00pm
Community Development Office**

PRESENT	M Stratford (Presiding Member), Michele Heywood (Deputy Presiding Member), D Burden (Principal), C Newbould, B Barrett, Richard Tosh, S King (Staff rep), Rebecca Rose, Sophie White (Student Rep), J Donaldson arrived at 6.13pm, Lorraine Mackereth (Minutes)
WELCOME	Miles Stratford welcomed Board members
OPENING	The meeting opened at 6.00pm with a karakia
APOLOGIES	None
QUORUM	The Presiding Member declared a quorum
IN ATTENDANCE	None
GOVERNANCE	Conflicts of Interest: – <ul style="list-style-type: none"> ○ None noted
BOARD SELF REVIEW	Training undertaken/booked: <ul style="list-style-type: none"> ○ None noted
ADMINISTRATION	Minutes of the previous meeting 14 June 2023 as previously circulated Moved that these are a true and correct record M Stratford / R Tosh Carried
MATTERS ARISING	<ul style="list-style-type: none"> ● Any action list items not already closed or on meeting agenda <ul style="list-style-type: none"> ○ Letter for Donations to be sent by M Stratford ○ Email sent to parent community regarding the strike action of teachers and the board position. Staff appreciated the letter being sent in support. ○ CCTV signage has been placed around the school as reported in the property minutes ○ Feedback on trust funding applications provided in CDO Principal’s report ○ EOTC Procedure was updated with the word “should” in item 3 ○ Scholarship criteria for students – to be good all-round students and go through a thorough enrolment process. Carin Newbould asked for further information on the process and does it apply to all students, not just netballers. How many does Howick College allow for and what is the criteria and approval process. Further discussion will follow at the next CDO/International meeting.
CORRESPONDENCE	Non tabled at the meeting
PRINCIPAL’S REPORT	Dale tabled his report to the board for July including the following: <ul style="list-style-type: none"> ● Updates on the Arts highlights included as part of his report. Dale attended the Top Girls Production over a few days which was a very challenging production performed with great skill and the student director of Erin Masters. Dale also attended the Lord of the Flies performance also challenging but a very different production with a talented cast and student director Kellan talbot.

- The 3 vans leased for the school are in constant use by sports and other areas. The lease car is missed as it was a five-seater and was promised to be used for the smaller teams and a more cost-efficient option for the transport of individuals and smaller groups. The Board asked if this should be added as a finance action item for next year and will review at the next finance meeting.
- Social media is doing well including the sports pages which will be coordinated to align with the main Howick College page.
- Netball Academy will be introduced next year for a Year 9 netball academy class as a half year curriculum option for students. This academy will be trialled for 2 years and will be a positive point of difference to offer new enrolments.
- Wellbeing survey feedback will be presented in committee.
- Dale has been attending the universities for the Principal Days for teacher recruitment of new graduates.
- MOE property advisor had a tour of the college. The new 10YP starting next year, it is important that the advisor is on board to help with the process.
- Strategic direction of the school for 2024 – 2026 will be setting higher expectations as a theme. Dale is looking at a consultant/contractor to assist with the work. Miles asked for a date to be set as soon as possible for the strategic planning date.
- School start-up date for Term 1 2024 will be Wednesday 7 February for Y9 students and Thursday 8 February for the whole school.
- Progress report to the Annual Goals was tabled. Sound progress is being made. Carin asked about the library if there is an update. The library should be up and running by May next year. There is a small contingency and we needed to pull back in the interim as there is not enough working capital to complete the library this year.
- Kahui Ako Community of Learning Term 2 update report
- John queried sponsorships and how are these signed off. They have a criteria to go through via the Sports Department with specific requirements. The CDO have a sponsorship and package criteria.
- Query regarding the pou – they are at the school and waiting to be put in authentically before the end of the term. The third pou is ready with the carver. Discussion around the House names.
- EOTC Approvals for overnight Trips:
 1. Netball Premier Girls Tournament Week in Cambridge
 2. Football Boys 1st XI Tournament Week in Napier
 3. Football Girls 1st XI Tournament Week in Rotorua
 4. Hockey Boys 1st XI Tournament Week in Mount Maunganui
 5. Hockey Girls 1st XI Tournament Week in Mount Maunganui
 6. OED International Students, Tongariro Alpine Crossing 11 – 15 Sept
- OOZ Ballot recommend opening roll to 140 OOZ students.

Moved that the Principal’s report as tabled be accepted

D Burden / M Stratford **Carried**

Moved that the Board accept 140 out of zone places for the out of zone ballot

D Burden / C Newbould **Carried**

Moved that the EOTC overnight trips 1 -5 be accepted. The Tongariro trip number 6, the Board asked for clarification on the safety communication equipment to be listed on the RAMS and the experience of the guides being used to support the trip.

D Burden / M Stratford **Carried**

<p>SUB-COMMITTEE REPORTS:</p>	<p>Community Development/International Meeting</p> <p>The Community Development and International meeting scheduled for 25 July was cancelled owing to apologies received.</p> <ul style="list-style-type: none"> ○ 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. The Board will write to Nele to thank her for stepping up into the new Director role and doing a wonderful job. <p>Moved that the Community Development/International Principal's report be accepted D Burden / M Heywood Carried</p>
	<p>HR/Curriculum and student welfare Meeting</p> <p>The meeting of the HR/Curriculum and student welfare meeting scheduled for 25 July 2023 was cancelled owing to apologies received.</p> <ul style="list-style-type: none"> ○ The Principal's HR Report was previously circulated. Resignations have slowed down with only one received for a Dean effective 16 August. Technology position is still being advertised to replace a staff member on leave and a Social Sciences part time position to replace the dean hours. ○ Attendance report as tabled ○ Serious discipline data for Term 1 and Term 2 as tabled <p>Moved that the HR Principal's report together with tabled items be accepted M Heywood / S King Carried</p> <p>Moved that the HR/Curriculum sub committee meetings will be held as required prior to a full board meeting. If the meeting is not required, reports will be viewed as part of the full board meeting. M Heywood / B Barrett</p>
	<p>Finance Meeting held on 27 July 2023</p> <p>The Finance minutes for 27 July 2023 as tabled noting year to date surplus of \$157,132. Working capital surplus \$308,892.</p> <p>Moved that the June 2023 financial reports be accepted for approval including payments from 1/05/23 to 31/05/23 totalling \$1,056,680 and payments from 1/06/23 to 30/06/23 totalling \$952,412 be ratified. B Barrett / R Tosh Carried</p> <p>The following Trust Funding Applications are recommended as follows:</p> <p>Move that an application to The Howick Club be approved For accommodation for the Premier Mixed Touch Rugby 7 December 2023 – 10 December 2023 Vendor: Rotorua Keswick Convention Incorporated \$3,913.04 exc. GST B Barrett / R Tosh Carried</p> <p>Move that an application to Grassroots Trust be approved For accommodation for the Premier Girls Rugby 7's Team 30 November 2023 – 4 December 2023 Vendor: Seagulls Guesthouse, Mount Maunganui \$4,695.65 exc. GST B Barrett / R Tosh Carried</p>

	<p>Move that an application to Trillian Trust Limited be approved For accommodation for the Premier Netball Team NZSS Netball Champs 2 October 2023 – 6 October 2023 Vendor: YHA Auckland International Hostel in Waitakere \$3,014.60 exc. GST B Barrett / R Tosh Carried</p> <p>Moved that the minutes of the finance meeting 27 July 2023 be accepted B Barrett / R Tosh Carried</p>
	<p>Property and Health and Safety Meeting held on 27 July 2023 The Property and Health and Safety minutes of the meeting 27 July 2023 as tabled and previously circulated.</p> <p>CCTV signage has been installed around the school.</p> <p>The Board has asked for historic data on injuries around the school to allow comparison and identification of trends.</p> <p>Moved that the Property and Health and Safety Minutes and Health and Safety Report 27 July 2023 be accepted with an update to the seconder being M Stratford (not R Tosh as he was absent). Update the local Government Official Information and Meetings Act (1987). B Barrett / J Donaldson Carried</p>
GENERAL BUSINESS	<p>The Student Trustee elections are coming up in September.</p> <p>Moved that the Board appoints Lorraine Mackereth as the Returning Officer for the student Trustee Elections for 2023. M Stratford / R Tosh Carried</p> <p>The mid-term elections are coming up in November (date to be confirmed).</p> <p>Moved that CES are appointed as Returning Officer for the Mid-Term Elections subject to final confirmation of the date. M Stratford / R Rose</p>
	<p>At 7.52pm M Stratford moved the Board into Committee under Section 47 of the Local Government Official Information and Meetings Act (1987) to discuss staffing items of a sensitive nature. 8.52pm moved out of committee</p>
MEETING CLOSED	8.53pm with a closing karakia
NEXT MEETING	6 September 2023

Signed: _____



Presiding Member

Date: 2 August 2023

To Action	By Whom
Scholarship criteria for International students	Dale at the next CDO/International meeting
Date for Strategic Planning Day for Board and SLT	Dale/Miles
Tongariro Trip updates for the board before being approved around communication equipment and guides experience	Mark to follow up
Letter to Nele to thank her for all her work in stepping up into the new position	Miles Stratford
Community Survey from the Board	CDO sub-committee
Historic data on injuries	Mike Stanghan
Vehicle Lease	Finance Sub Committee