

**Minutes of the Howick College Board Meeting
Wednesday 6 September 2023 - 6.00pm
Community Development Office**

PRESENT	Miles Stratford (Presiding Member), Michele Heywood (Deputy Presiding Member), Dale Burden (Principal), Carin Newbould, Richard Tosh, Sharon King (Staff rep), Rebecca Rose, Sophie White (Student Rep), John Donaldson arrived at 6.13pm, Lorraine Mackereth (Minutes)
WELCOME	Miles Stratford welcomed Board members
OPENING	The meeting opened at 6.02pm with a karakia
APOLOGIES	Bruce Barrett
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"> ○ Sharon King NZSTA Health and Safety, Wellbeing Workshop 4/9/23 ○ Miles, Michele, John, Richard and Sharon will be going to the Board Planning and Strategy session in Botany 17 Oct
ADMINISTRATION	Minutes of the previous meeting 2 August 2023 as previously circulated Finance meeting change from B Barrett to J Donaldson. Capitalise Local on the Local Government Official Information and Meetings Act (1987). Moved that these are a true and correct record M Stratford / M Heywood Carried Moved that the In the Committee Minutes are a true and correct record M Stratford / R Tosh
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"> ○ Scholarship criteria for international students – there is no set criteria and possibly a one off and not part of any plan for the future. ○ Tongariro Trip was updated to meet criteria ○ Letter to Nele to show appreciation was sent on behalf of the Board
CORRESPONDENCE	<ul style="list-style-type: none"> ● Incoming: <ul style="list-style-type: none"> ○ MOE re Direction to take student from Pakuranga College ○ MOE re Direction to take student from Macleans College ○ MOE consultation re possible direction to enrol student from Pakuranga College ● Outgoing: <ul style="list-style-type: none"> ○ Appreciation to Nele Meers from the Board ○ MOE consultation on possible direction from the Board, unable to accept another student <p>Carin queried the process of accepting a couple of excluded students from other schools. Dale explained the process around receiving a direction from the MoE.</p> <p>Moved that the incoming and outgoing correspondence be accepted M Stratford / M Heywood</p>

<p>PRINCIPAL'S REPORT</p>	<p>Dale tabled his report to the board for August including the following:</p> <ul style="list-style-type: none"> ● Progress towards the annual goals are coming along well with the school in good shape ● The Wellbeing Works professional empowering learning day with the SLT was an opportunity for the team to establish a clear and consistent way of working together. The expectations charter is a work in progress to be completed ● A review of the pastoral care will be undertaken by Peter Gall from Edsol. Discussion ensued around the role of the Dean ● Pasifika tutor class is an optional tutor class ● Updates on the Arts and Sports highlights included as part of the Principal's report. ● Attendance and engagement data statistics for term 3 tabled. We are tracking below the goal, especially the Year 13 students. Attendance will be a big focus for 2024 ● Wellbeing survey results and findings have been presented to the staff. A wellbeing lead team has been established. Clearhead (EAP counselling) will be launching soon as a result of this. ● Strategic planning updates. Dale has met with Mark Herring from Using Technology Better to discuss a planned way forward to produce a strategic plan for the college 2024 - 2026. Board will meet on 28 October, SLT will meet on another date and then the Board and SLT will come together for final planning ● Support staff review will take place by Peter Gall from Edsol to look at structures, reporting lines, communication, position descriptions and resourcing allocation ● EOTC Approvals for overnight Trips: <ol style="list-style-type: none"> 1. Basketball Boys Premiership Tournament 29 Aug – 2 Sept approved via email 9 August 2. OED International students to Tongariro 11 – 15 Sept approved via email 17 August 3. Year 9 Camps 21 Nov to 3 Dec 2023 <p>Moved that the Principal's report as tabled be accepted D Burden / C Newbould Carried</p> <p>Moved that the EOTC overnight trips be accepted. D Burden / C Newbould Carried</p>
<p>SUB-COMMITTEE REPORTS:</p>	<p>Community Development/International Meeting</p> <p>The Community Development and International meeting scheduled for 29 August 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 Jubilee date has been set for 18 and 19 October 2024 ○ International student groups have been reviewed as the short-term groups have been a huge amount of work. The International Assistant has been away for 7 weeks. The budget has been analysed in greater detail to ensure the revenue is within parameters. ○ An International Manager position is going to be advertised shortly to fill a gap <p>Moved that the Community Development/International Principal's report be accepted M Stratford / R Rose Carried</p>

	<p>HR/Curriculum and student welfare Meeting</p> <p>The meeting of the HR/Curriculum and student welfare meeting scheduled 29 August was cancelled owing to apologies received.</p> <ul style="list-style-type: none"> ○ The Principal's HR Report was previously circulated. ○ The HR/Curriculum report will form part of the Principal's report for future meetings <p>Moved that the HR Principal's report be accepted M Stratford / M Heywood Carried</p>
	<p>Finance Meeting held on 31 August 2023</p> <p>The Finance minutes for 31 August 2023 as tabled noting year to date surplus of \$159,594. Working capital surplus \$165,133.</p> <p>The Line Managers will be following up with curriculum budgets that have gone over budget.</p> <p>Relief teacher budget is over. Anything requiring relief such as PLD has been stopped. Term 4 should not be requiring any further relievers.</p> <p>Turftech contract is a 5 year contract which the Board does not recall signing off on. Significant contracts should have deeper discussions within the board. The process for major contracts should be followed.</p> <p>Moved that the August 2023 financial reports be accepted for approval including payments from 1/07/23 to 31/07/23 totalling \$1,091,871 be ratified. R Tosh / S King Carried</p> <p>The following Trust Funding Applications are recommended as follows:</p> <p>Move that an application to Tu-Manawa Sport Auckland be approved For girls' rugby development programme by girls' rugby deliverer and equipment Vendor: Waisake Sotutu (deliverer) and SPSS Group (equipment) \$8,398.10 exc. GST</p> <p>R Tosh / J Donaldson Carried</p> <p>Move that an application to NZCT be approved For Rowing and general sports for a marquee Vendor: Baytex \$13,652 exc. GST</p> <p>R Tosh / J Donaldson Carried</p> <p>Moved that the minutes of the finance meeting 31 August 2023 be accepted R Tosh / S King Carried</p>
	<p>Property and Health and Safety Meeting held on 31 August 2023</p> <p>The Property and Health and Safety minutes of the meeting 31 August 2023 as tabled and previously circulated.</p> <p>New contingency of \$80,000 due to external doors and library entrance deletion and library carpet tiles credit. The rationale is to make sure we have a contingency and not using Board funds.</p> <p>Health and Safety report itemises where the incidents are happening around the school by areas and where are the accidents. Michele and or Rebecca will come to</p>

	<p>the next Property/Health and Safety meeting to provide some suggestions around the Health and Safety reporting.</p> <p>Principal to investigate the use of remaining 5YA funds to “convert” the staff toilet in G/L Block to a student toilet to qualify for 5YA funding.</p> <p>The committee recommended that the Board address the issue of staff toilets immediately and ask that the management provide solutions to the problem and provide quotes for immediate repairs.</p> <p>The committee asked the Board to investigate school maintenance that is seemingly not up to a standard and why things seem to take too long to get done.</p> <p>Moved that the Property and Health and Safety Minutes and Health and Safety Report 31 August 2023 be accepted and that the recommendations be actioned. R Tosh / S King Carried</p>
GENERAL BUSINESS	None Noted
	<p>At 7.46pm 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.</p> <p>8.02pm moved out of committee</p>
MEETING CLOSED	8.02pm with a closing karakia
NEXT MEETING	25 October 2023

Signed: _____ Date: _____
 Presiding Member

To Action	By Whom
Check whether the Astley claim was agreed by the Board to accept the adjudication ruling	Dale/Mike
5YA – investigate use converting staff toilet in G Block to a student toilet	Dale
Health and Safety Reporting suggestions	Michele / Rebecca