

**Minutes of the Howick College Board Meeting
Wednesday 9 November 2022 - 6.00pm
Community Development Office**

PRESENT	M Stratford (Presiding Member), Michele Heywood (Deputy), P Bennett (Acting Principal), C Newbould, R Tosh, J Donaldson, R Rose, B Barrett, S King (Staff rep), Sophie White (Student Rep), Lorraine Mackereth (Minutes)
WELCOME	Miles Stratford welcomed Board members
OPENING	The meeting opened at 6.01pm with a karakia
APOLOGIES	None noted
QUORUM	The Presiding Member declared a quorum
IN ATTENDANCE	
GOVERNANCE	Conflicts of Interest: – <ul style="list-style-type: none"> ○ Rebecca is no longer on the Somerville Intermediate School board
BOARD SELF REVIEW	Training undertaken/booked: <ul style="list-style-type: none"> ○ Sharon King will present at a PPTA meeting ○ Governance around Board reflection day ○ NZSTA East Auckland Presiding Members discussion group
ADMINISTRATION	Minutes of the previous meeting 14 September 2022 as previously circulated Moved that these are a true and correct record M Stratford / M Heywood 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"> ○ Question regarding International trips overall cost breakdown before the trip takes place. This was noted in the CDO minutes. Further discussion for the next CDO meeting. ○ Details of International MOUs will be brought to next CDO meeting
CORRESPONDENCE	None noted
PRINCIPAL'S REPORT	<p>Principal's September report to the board</p> <p>Paul presented a summary of the principals' report to the board.</p> <ul style="list-style-type: none"> ● ERO report unconfirmed has been circulated for approval by the board. Congratulations to Jennifer for her first International report to ERO which passed with flying colours. Miles will send Jennifer a letter of thanks. <p>Miles moved that the ERO report is accepted and signed off by the Presiding Member on behalf of the board</p> <p>M Stratford / B Barrett</p> <ul style="list-style-type: none"> ● Sub committee meetings will be moved to the later time of 5.30pm. ● Paul discussed and answered the questions coming in from the board pre meeting. A google live doc. format will be used in the future for these questions. Robust discussion and questions raised around the phasing out of mainstream as the Board was unaware of the proposed time frame. The Board reaffirmed its support for the evolution of the Junior Curriculum but noted the need to ensure timing for a move to a fully integrated learning curriculum needed to be matched

to community expectations. A presentation including data will be presented to the board in term 1.

- Communication around HR leadership roles needs to be brought to the HR meeting.
- Presiding member will have a discussion with the new principal regarding the allocation of management units and middle management allowances.
- Tutor programme is in a trial phase, feedback will be provided to the board. A suggestion was made that the new start times are displayed on the electronic board at the front of the school.
- RAMS – the board would like these forms amended so that they are more consistent. If parent help has not been finalised with police vetting, the trip should note that it is pending.
- EOTC Approvals for overnight Trips:
 1. Rowing Club Regatta Lake Karapiro 25 – 27 Nov
 2. Snr Girls 7s Rugby National Tournament Howick 2 – 4 Dec
 3. Mixed Touch Team Nationals, Rotorua 8 – 11 Dec
 4. Xmas Rowing Regatta Lake Karapiro 15 – 18 Dec
 5. Year 13 Student Leaders, Willow Park Camp 2 – 3 Feb
 6. Junior Rowing Regatta, Lake Karapiro 24 – 26 Feb
 7. 12OED, Steinlager 2 Sailing Akl Viaduct 6 – 8 Mar
 8. Rowing NISS Champs Regatta 9 – 12 Mar
 9. 13HIS Paihia 13 – 15 Mar
 10. 13OED White Water Kayaking Taupo 16 – 19 Mar
 11. 12OED Tramp Tongariro National Park 22 – 24 Mar
 12. Rowing Maadi Regatta Lake Karapiro 26 Mar – 1 Apr
 13. Karapiro Memoria Rowing Regatta, Lake Karapiro 11 – 13 Nov as previously emailed on 3 November for earlier approval
- Student Representative Report
 Sophie White presented her first report to the board noting the following:
 - Senior Honours was very formal and well planned. The House Leaders Awards were presented.
 - Sports Awards were relaxed and a good time had by all followed by team photos
 - Year 13s dress up week was a fun way to end the term with some really good groups
 - Breakfast was held outside the school for year 13s in the front car park
 - Anything but a bag – was an interesting fun day
 - Water slide down the field finished off the week
 - Principal appointment had mixed opinions at the beginning but it has all calmed down now and students are more confident and positive
 - Exams are going well

Moved that the Principal’s report as tabled including the student representative report be accepted.

P Bennett / B Barrett

Carried

Moved that the EOTC overnight trips be accepted

P Bennett / R Tosh

Carried

SUB-COMMITTEE REPORTS:	<p>HR/Curriculum – 1 November 2022</p> <p>The meeting of the HR/Curriculum held on 1 November with the following items tabled and recommended for approval:</p> <ul style="list-style-type: none"> ● Principal’s staffing report summary ● Banking staffing report summary ● Leave applications for: <ul style="list-style-type: none"> ○ Rebecca Roberts 3 April – 15 May (LWOP) ○ Andrea Machin for Term 1 2023 (LWOP) ○ Sidra Ali maternity leave 12mths 2023 <p>Moved that the minutes of HR Curriculum meeting including the Principal’s report, tabled items and leave applications be accepted M Heywood / C Newbould Carried</p>
	<p>Finance Meeting held on 3 November 2022</p> <p>The Finance minutes for 3 November 2022 as tabled noting as at September 2022 year to date surplus is \$118,584. Working capital surplus \$313,351.</p> <p>The date of previous meeting needs to be added as 8 September. Remove R Tosh name added twice.</p> <p>Budget 2023 is in final review and a draft will be sent in the next couple of weeks.</p> <p>The lease for the SLT vehicle will be looked into terminating early.</p> <p>A sensitive expenditure procedure needs to be developed.</p> <p>When the draft budget is distributed, a shared document will go out to the board with any questions.</p> <p>Mike will send out a link to the Support Staff Collective Agreement.</p> <p>Moved that the draft Finance reports for September 2022 including payments from 1/9/22 to 30/9/22 totalling \$673,394 be ratified. R Tosh / J Donaldson Carried</p> <p>The following Trust Funding Applications are recommended as follows to the full board:</p> <p>Move that an application to Milestone Foundation Supplier be approved For 2 x AED Defibrillator with battery. Vendor: Heartsaver NZ Limited \$4,558.00 exc. GST R Tosh / J Donaldson Carried</p> <p>Move that an application to Pub Charity be approved For accommodation for Mixed Touch Rugby to compete in the 2022 NZSS Touch Rugby 8 December to 11 December 2022 Vendor: Keswick Christian Camp, Rotorua Previously emailed on 6 November for resolution due to closing date \$3,756.52 exc. GST R Tosh / S King Carried</p>

	<p>Property and Health and Safety Meeting held on 3 November 2022</p> <p>The Property and Health and Safety minutes of the meeting 3 November as tabled and previously circulated. The date needs to be added and time corrected. Contingency budget is low, we need to ensure every variation has a strict procedure.</p> <p>Moved that the Property and Health and Safety Minutes be accepted including the Health and Safety Report 8 September 2022 be accepted.</p> <p>R Tosh / S King Carried</p>
GENERAL BUSINESS	<p>Howick College Trustee Foundation has been updated and completed.</p> <p>SLT to explore adding Te Reo to signage.</p> <p>Meeting schedule for 2023 and adding 2 per term for CDO meeting.</p>
PUBLIC EXCLUDED BUSINESS	<p>At 8.51pm M Stratford moved the Board into Committee under Section 47 of the Local Government Act, Official Information and Meetings Act (1987) to discuss staffing items of a sensitive nature.</p> <p>9.32pm moved out of committee</p>
MEETING CLOSED	9.33 pm with a closing karakia
NEXT MEETING	7 December 2022

Signed: _____ Date: _____
Presiding Member

ACTION ITEMS	TO ACTION	DUE DATE	COMPLETED