

## Minutes of the Howick College Board Meeting Wednesday 10 May 2023 - 6.00pm Community Development Office

PRESENT	M Stratford (Presiding Member), Michele Heywood (Deputy Presiding Member), D Burden (Principal), C Newbould, J Donaldson, B Barrett, Richard Tosh, S King (Staff rep), Sophie White (Student Rep), Rebecca Rose (via google meets, left the meeting at 8.25pm), Lorraine Mackereth (Minutes)		
WELCOME	Miles Stratford welcomed Board members		
OPENING	The meeting opened at 6.00pm with a karakia		
APOLOGIES			
QUORUM	The Presiding Member declared a quorum		
IN ATTENDANCE	Julie Saulue and Clovis Neunreuther		
ACKNOWLEDGEMENTS	The Presiding Member acknowledged all staff for their work with keeping the school open and students and staff safe during the Auckland State of Emergency yesterda with the rain.		
	The Board were also acknowledged for all their extra work over the past few weeks.		
	Our collective thoughts are with the Board of Whangārei Boys High School.		
GOVERNANCE	Conflicts of Interest: –  O None noted		
BOARD SELF REVIEW	Training undertaken/booked:		
	<ul> <li>Michele attended a Presiding Members cluster meeting set up by the NZSTA. Discussion was around Conflicts of Interest.</li> <li>The next meeting will be hosted by Howick College.</li> </ul>		
ADMINISTRATION	N Minutes of the previous meeting 22 March 2023 as previously circulated		
	Moved that these are a true and correct record  M Stratford / C Newbould Carried		
MATTERS ARISING	<ul> <li>Any action list items not already closed or on meeting agenda</li> <li>None noted</li> </ul>		
CORRESPONDENCE	None noted		
PRINCIPAL'S REPORT	Dale presented his report for April including:		
	Progress report to the Annual Goals was tabled		
	<ul> <li>Query raised over the tutor programme. It's an improvement on the previous programme.</li> </ul>		
	<ul> <li>Junior Integrated Curriculum – Dale has met with all concerned, it is a good programme. Currently there are not enough teachers to deliver the pedagogy. Facilities and resources are not designed and ready.</li> </ul>		

- Following consultation with all concerned, the programme will be put on "pause" at this time.
- Learning Hub, query regarding the time frame for completion. Sharon would like to show the Board the small space the library is currently working from. The planned space may need to be scaled back to suit the budget constraints.
- Attendance Data summary
- Wellbeing survey for all staff will be on 7 June before the start of school in the theatre. The survey will be facilitated by an outside provider and the data analysed to provide feedback which is anonymous.
- EOTC Approvals for overnight Trips:
  - Hawkes Bay Flood Support Trip 14 16 May
  - Orchestra and Jazz Band Concert Tour Whatawhata 28 30 June
  - Waikaremoana Great Walk Tramp 130ED 7 10 August
  - Wellington Y12 History Trip 14 16 August
  - Karangahake Gorge Tramp 120ED 22 24 August
  - o SGCNZ Y13 Music finalist Wellington 4 5 June

The Board queried extreme weather conditions and at what point and who makes the call. A suggestion that there is a reference point that is checked before assessing the risk. Discussion around the RAMs forms and concern that some of the information may be "cut and paste". The Board asked that the RAMS are reviewed for every trip. The cover sheet to be updated to read notifiable diseases.

Moved that the Principal's report as tabled be accepted.

D Burden / J Donaldson Carried

Moved that the EOTC overnight trips be accepted D Burden / M Stratford Carried

# SUB-COMMITTEE REPORTS:

#### Community Development/International Meeting held on 2 May 2023

The Community Development and International minutes of the meeting 2 May as tabled and previously circulated.

- Facebook posts (64) during the past 11 weeks
- o Howick College Foundation bank accounts are open and ready
- Prospectus will be going digital and a smaller flyer in time for enrolments for 2024 (end of May)
- Current FTTE is 37 international students
- Director of International Students applicants interviews in the next couple of weeks
- Dale is currently leading the CDO and International Department
- o Marketing trips and will be reported back for next meeting

Moved that the Community Development/International Minutes be accepted C Newbould / B Barrett Carried

#### HR/Curriculum and student welfare Meeting held on 2 May 2023

The meeting of the HR/Curriculum and student welfare held on 2 May 2023 with the following items tabled and recommended for approval:

- Principal's staffing report summary
- The new DP appointment process update
- Discipline data update for Term 1
- Wellbeing Survey discussed
- Discussed the policy and procedure updates

Moved that the minutes of HR Curriculum and student welfare meeting including the Principal's report and tabled items be accepted

M Heywood / S King

**Carried** 

#### Finance Meeting held on 4 May 2023

Update minutes to remove the word Chair from Richard Tosh under apologies.

The Finance minutes for 4 May 2023 as tabled noting year to date surplus of \$297,115. Working capital surplus \$504,719.

Communication via the newsletter regarding the donations and a separate letter to go out to families.

Depreciation rates tabled and discussed.

Moved that the depreciation rates for 2023 be approved B Barrett / M Stratford

Moved that the March 2023 financial reports be accepted including payments from 1/03/23 to 31/03/23 totalling \$1,062,449 be ratified.

**B Barrett / M Stratford** 

Carried

The following Trust Funding Applications are recommended as follows to the full board:

Move that an application to The Lion Foundation be approved

For Pair of side-fold unit basketball hoops

Vendor: /Gym Leader \$12,840.00 exc. GST

B Barrett / R Tosh

Carried

Move that an application to **Grassroots** be approved

For Netball Accommodation for the Upper North Island Secondary School Netball Tournament in Foxton from 27 August to 1 September 2023

Vendor: Foxton Bible Camp Inc.

\$5,847.83 exc. GST

B Barrett / R Tosh

**Carried** 

### Property and Health and Safety Meeting held on 4 May 2023

The Property and Health and Safety minutes of the meeting 4 May as tabled and previously circulated.

Moved that the Property and Health and Safety Minutes and Health and Safety Report 4 May 2023 be accepted.

**B Barrett / J Donaldson** 

**Carried** 

GENERAL BUSINESS	Sophie White presented a report on the Student Leaders meeting. The House and Council Leaders put out a form to choose a selective council.  Donations and fundraising activities including SPCA donations, planning 40 hour famine, blood drive, bake sale, Westpac charity raffle  Planning for new banners and mascot costumes for houses  A sausage sizzle for premier sports team, fundraising for new equipment, gear and tournament week  There are many eager students ready to help
	The study centre changed it's name from study centre to students coaching students run by the academic council  The Leadership challenge will take part on 1 June – a 3-hour session for Y6 – Y13 with 62 leaders from feeder schools. The student leaders will run related inclusive activities in the theatre  The student leaders are going to Hastings to take donations and supplies for flood victims. Students will help clear the stream clogged drain from all the flooding, cleaning up the school and cooking.  Rebecca acknowledged how wonderful the Student Leaders were at the Parent Teacher Interviews evenings.
PUBLIC EXCLUDED BUSINESS	At 7.57pm 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.  9.05pm moved out of committee
MEETING CLOSED	9.06 pm with a closing karakia
NEXT MEETING	14 June 2023

Signed:	Date:
Presiding Member	

To Action	By Whom	
Letter to community by Presiding Member to request donations		
SLT to review extreme weather provisions for EOTC and Dale to update the Board. RAMS form to be updated for notifiable diseases not just COVID		