

**Minutes of the Howick College Board Meeting
Wednesday 25 May 2022 - 6.00pm via Zoom meeting (covid)**

PRESENT	M Stratford (Presiding Member), Michele Heywood (Deputy), I Ropati (Principal), R Gribble, C Newbould, R Tosh, S King (Staff rep), Zachary Wight (Student Rep), Lorraine Mackereth (Secretary)
APOLOGIES	Ray Burge
QUORUM	The Presiding Member declared a quorum
WELCOME	Miles Stratford welcomed Zachary Wight to the full board as the new Student Representative
OPENING	The meeting opened at 6.05pm with a karakia
IN ATTENDANCE	Tina Filipo arrived at 6.10pm and left at 6.41pm
STRATEGY	Tina Filipo presented her inquiry on embedding Mātauranga Māori at Howick College by integrating in our curricula, systems and school -wide culture. A cultural audit was conducted at the end of 2021 by all departments and will be conducted again in 2023. Tina’s inquiry started in 2021 with Te pou, reflecting Te Ao Māori visually throughout the school will provide an enhanced sense of belonging. The cultural iceberg – culturally responsive teaching and culturally responsive pedagogy. Howick College is in a good place and ready to embrace Mātauranga Māori within the NCEA curriculum. Tina thanked the board for being so supportive including starting and ending the board meetings with a karakia.
GOVERNANCE	<ul style="list-style-type: none"> • Conflicts of Interest – Iva will cease to be Principal of Howick College at the end of term 3. Miles thanked Iva for leaving the school in good shape and a smooth transition is expected. • Resignation – Richie Gray resigned for family reasons effective immediately. Miles expressed thanks on behalf of the Board for his work. Options are to go to election for vacancy or fill with a current outgoing member for the remaining term. <p>Miles Stratford proposed and moved that Richard Tosh fills the vacant position for the remainder of the term to December 2023. A notice will go in the school notices for the community</p> <p align="center">M Stratford / C Newbould Carried</p> <p>Richard Tosh accepted and thanked the board</p>
BOARD SELF REVIEW	<ul style="list-style-type: none"> • Training undertaken/booked: <ul style="list-style-type: none"> ○ Sharon King NZSTA Te Tiriti o Waitangi Workshop Part 2
ADMINISTRATION	<p>Minutes of the previous meeting 30 March 2022 as circulated</p> <p>Moved that these are a true and correct record</p> <p align="center">M Stratford / R Tosh Carried</p>
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"> ○ Presiding Member delegations and signing of Code of Conduct for the next meeting when Board meets in person

<p>PRINCIPAL'S REPORT</p>	<p>Principal's May report to the board</p> <ul style="list-style-type: none"> • Summary of the Principals' report including reports on the following was tabled as read and accepted: <ul style="list-style-type: none"> ○ Evaluation indicators baseline data INNs/SiE ○ Boys Plan update • HoLA reports to the board went well with an enormous amount of work by the HoLAs with good information and reporting provided • International borders opening now allows for New Zealand to be open for international students from end of July. Howick College will be moving quickly to obtain 50 FTE and a marketing plan will be presented at the CDO meeting on 8 June • ERO liaison Anjie Savage will be starting work with Howick College soon • Covid sickness at school required rostering home of year levels. Staffing levels have improved enabling rostering home to cease for week 5, but will be reviewed weekly • EOTC Approvals for overnight Trips: <ul style="list-style-type: none"> ○ Wellington Year 12 History 9 – 10 August (Katherine Mitchell) • Student Representative Report Zachary Wight presented his first report to the board noting the following: <ul style="list-style-type: none"> ○ Week 9 Emu walk with a good turnout for picking up rubbish ○ Winter Sports have started up again which the students are enjoying participating in ○ Lunchtime sport has resumed ○ Parent Teacher interviews went well with a positive vibe ○ Assemblies resumed which has been great for the House Leaders ○ Pink Shirt Day "Say No To Bullying" had great support. No donations required but awareness for the cause ○ Mid-Winter Christmas event with the Houses in week 7 – preparing stalls ○ School Ball "A Night in Vegas" ○ Ukraine Mufti Day coming up ○ 40-hour famine is coming up <p>Moved that the Principal's report as tabled be accepted including the student representative report be accepted. I Ropati / R Gribble Carried</p> <p>Moved that the EOTC overnight trip be accepted I Ropati / M Heywood Carried</p>
<p>SUB-COMMITTEE REPORTS</p>	<p>HR/Curriculum (cancelled 17 May)</p> <p>The minutes of the HR/Curriculum 22 March meeting were previously circulated by email to the Board and approved on 24 March by M Stratford.</p> <p>The following items were tabled for approval:</p> <ul style="list-style-type: none"> • Principal's staffing report summary • Banking staffing report summary • Student Support Services update <p>Moved that the Principal's report including tabled items be accepted M Heywood / M Stratford Carried</p>

Finance Meeting held on 19 May 2022

- The Finance minutes for 19 May 2022 tabled noting March 2022 surplus is \$282,244. Working capital surplus \$462,114.
- Audit is complete and a final sign off is expected next week.
- Four Square shop damage by a student, meetings with family and owner of store in a restorative meeting. The students have done some work at the school and Four Square. Concern raised that the school paid half of the excess towards the damage, rather than from the family.

Moved that the Finance minutes and draft financial Reports for March 2022 including payments from 1/3/22 to 31/3/22 totalling \$909,746 be accepted
R Gribble / M Heywood **Carried**

Moved that the Statement of Financial Position Budget be recommended to the Board
R Gribble / R Tosh **Carried**

- Trust Funding Applications were presented at the Senior Leadership Meeting on 20 May and recommended as follows for the full board:

Move that an application to **Sport Auckland** be approved
 For a 2-person rowing boat
 Vendor: SL Racing
 \$16,230 exc. GST

R Gribble / M Stratford **Carried**

Move that an application to **Grassroots Trust Limited** be approved
 For accommodation Winter UNISS Howick/Pakuranga Netball Tournament
 27 August 2022 – 3 September 2022
 Vendor: Flatbush Holiday Accommodation
 \$4,265.22 exc. GST

R Gribble / M Stratford **Carried**

Move that an application to **BlueSky Community Trust Limited** be approved
 For Transport for Winter Tournament Week
 28 August 2022 to 5 September 2022
 Vendor: On Road Rentals
 \$7,513.04 exc. GST

R Gribble / M Stratford **Carried**

Move that an application to **Pub Charity** be approved
 For 1st XI Girls Football accommodation in Taupo
 28 August 2022 to 2 September 2022
 Vendor: Mountain View Motel, Taupo
 \$3,717.39 exc. GST (application for half the total costs)

R Gribble / M Stratford **Carried**

Move that an application to **Pohutukawa Coast Helping Hands Trust** be approved
 For 1st XI Girls Hockey accommodation in Nelson
 29 August 2022 to 2 September 2022
 Vendor: Bridge Backpackers, Nelson
 \$2,782.61 exc. GST

R Gribble / M Stratford **Carried**

	<p>Move that an application to Half Moon Bay Marina be approved For Coxless double sculling wings rowboat Vendor: SL Racing \$8,115.00 exc. GST (half the full cost) R Gribble / M Stratford Carried</p> <p>Move that an application to NZCT be approved For Coxless double sculling wings rowboat Vendor: SL Racing \$8,115.00 exc. GST (half the full cost) R Gribble / M Stratford Carried</p> <p>Move that an application to Howick Club be approved For Under water hockey accommodation 28 August 2022 to 2 September 2022 Vendor: TBC \$699.00 exc. GST R Gribble / M Stratford Carried</p> <p>Move that an application to Four Winds Foundation be approved For 1st XI Boys Football accommodation in Wanganui 29 August 2022 to 3 September 2022 Vendor: Anndion Lodge, Wanganui \$5,652.17 exc. GST R Gribble / M Stratford Carried</p> <p>Move that an application to Trillian Trust be approved For 1st XI Boys Hockey accommodation in Whakatane 29 August 2022 to 3 September 2022 Vendor: Alton Lodge Motel, Whakatane \$4,656.52 exc. GST R Gribble / M Stratford Carried</p>
	<p>Property and Health and Safety Meeting held on 19 May 2022</p> <ul style="list-style-type: none"> • Somerville Satellite School progressing. Car park is currently an issue with the winter setting in. An alternative parking area is being considered in the meantime. • Fields have improved, gardens have had plating done in A Block • Building WoF has been completed • Health and Safety – covid update to bring back masks to slow the recent spread of covid <p>Moved that the Property and health and Safety Minutes be accepted R Tosh / R Gribble Carried</p>
<p>GENERAL BUSINESS</p>	<ul style="list-style-type: none"> • Consultant for Principal appointment is under consideration • Returning officer for parent and staff elections – a recent email before the start of the meeting indicates electronic voting regulations have been updated and will be permitted through an accredited provider. Further information will be sought prior to the next board meeting and a returning officer/provider will be appointed.

PUBLIC EXCLUDED BUSINESS	Moved in committee 8.19 pm Moved out of committee 8.28 pm
MEETING CLOSED	8.30 pm with a closing karakia
NEXT MEETING	22 June 2022

Signed:  Date: 28 May 2022
 Presiding Member

ACTION ITEMS	TO ACTION	DUE DATE	COMPLETED
Returning officer to be appointed Presiding Member Delegations Sign Code of Conduct (Members not present)			