

**Minutes of the Howick College Board Meeting
Wednesday 11 June 2025 – 5.57pm - Boardroom**

PRESENT	Dale Burden (Principal), Miles Stratford (Presiding Member), Peter Cunningham, Sharon King (Staff rep.), Sachi Siope Taniue (Student rep.), Michele Heywood (Left meeting at 7.03pm), Rebecca Rose, Bruce Barrett, Lorraine Mackereth (Minutes)
VISITORS IN ATTENDANCE	Damien Fogerty (left meeting at 7.45pm) Pedro De Silva (left meeting at 7.45pm)
WELCOME	M Stratford welcomed Board members.
OPENING	The meeting opened at 5.57pm with a karakia
APOLOGIES	Carin Newbould
QUORUM	The Presiding Member declared a quorum
GOVERNANCE	<p>Conflicts of Interest: –</p> <ul style="list-style-type: none"> • Rebecca Rose not at Growth Culture • Sharon no longer PPTA Secretary <p>The vacancy that was left when R Tosh left the Board will be filled by B Barrett for the remainder of the term. A notice will go in the next newsletter.</p> <p>Moved: M Stratford / R Rose Carried</p> <p>EOTC Procedure last updated in 2023, updated for 2025 tabled for approval for SchoolDocs. Change 5.3 to include “suitably qualified adult”.</p> <p>Moved: M Stratford / S Siope Taniue</p>
BOARD SELF REVIEW	<p>Training undertaken/booked:</p> <ul style="list-style-type: none"> ○ S King and M Heywood attended the NZSBA suspension training on 28 May
ADMINISTRATION	<p>Minutes of the previous meeting 14 May 2025 including the “public excluded” minutes as previously circulated</p> <p>Moved that these are a true and correct record M Stratford / P Cunningham Carried</p>
MATTERS ARISING	<p>Any action list items not already closed or on meeting agenda</p> <ul style="list-style-type: none"> ○ Letter to the parents/caregiver of leadership students was emailed re elections. A number of responses of interest to join the Board has been received. ○ Letter from MoE regarding initiating bargaining was sent out to staff. ○ GST obligations have been fully met. ○ Effort reports “if you wish to contact regarding this report” will be looked at adding to the Term 3 reports. ○ H & S is fully run by S O’Grady, reporting and processes are being updated.
CORRESPONDENCE	<ul style="list-style-type: none"> • Letter received from MoE re Enrolment scheme review

PRINCIPAL'S REPORT	<p>D Burden tabled his report to the board for June including the following:</p> <ul style="list-style-type: none"> ● Progress towards the Annual Goals as read highlighting the following: <ul style="list-style-type: none"> ○ 1.3 Junior Timetable Review continuing. The review of Junior Integrated Curriculum and Sport in Education is also nearing completion. Discussion ensued. ○ Attendance – a lot of work is being done on improving attendance. The student Representative has noticed a positive change in attitudes amongst the students. ● H & S Report as tabled. ● EOTC overseas trip for approval: <ol style="list-style-type: none"> 1. Cricket 1st X1 Boys Abu Dhabi 11 December to 23 December 2025 <p>Moved that the EOTC overseas trip be approved in principle. D Burden / M Stratford Carried</p> <p>Moved that the Principal's Report as tabled be accepted including the Health and Safety report. D Burden / M Stratford Carried</p>
SUB-COMMITTEE REPORTS	<p>Finance Meeting</p> <p>The Finance minutes of the meeting held on 5 June 2025 previously circulated, tabled as read, noting the following:</p> <ul style="list-style-type: none"> ○ Kindo presented to the Board at the finance meeting. ○ Expenditure for the Japan trip was discussed and recommendations for a procedure to be developed for financial management of future trips. ○ Discussion regarding departments that are overbudget. ○ Audit was completed and uploaded to the MoE. <p>Moved that the finance minutes and financial reports for April be accepted and that the payments from 01/04/25 to 30/04/25 totalling \$775,871 be ratified. B Barrett / M Stratford Carried</p>
	<p>Property</p> <p>The Property minutes of the meeting 5 June 2025 previously circulated, tabled as read.</p> <ul style="list-style-type: none"> ○ Board members asked about the student toilet blocks being closed as they have raised community concerns. The restrictions are only during class time, and they are being monitored. <p>Moved that the Property report as tabled be accepted. B Barrett / M Stratford Carried</p>
GENERAL BUSINESS	None noted
PUBLIC EXCLUDED BUSINESS	<p>At 7.45pm M Stratford moved the Board into Committee under Section 47 of the Local Government Official Information and Meetings Act (1987) to discuss staffing and student items of a sensitive nature.</p> <p>8.18pm moved out of committee</p>

MEETING CLOSED	8.18pm with a closing karakia
NEXT MEETING	23 July at 5.30pm (changed from meeting scheduled for 30 July owing to absences)

Signed: _____ Date: _____
Presiding Member

To Action	By Whom
Update conflicts register	L Mackereth
SchoolDocs follow up by Board for approval	R Rose
Procedure and process to be put in place for overseas trips re payments when overseas i.e. use of travel card	M Stanghan/D Burden