

**MINUTES OF THE HOWICK COLLEGE BOARD MEETING**  
**Wednesday 23 June 2021 held in the Community Development Office**

**PRESENT**

R Gribble (Presiding Member), S King (Staff Member), M Stratford, M Heywood, C Newbould, R Tosh, R Gray, L Alsabak (Student Member), P Bennett (Acting Principal) arrived at 6.35pm

**APOLOGIES**

R Burge

The chair declared a quorum.

**OPENING**

The meeting opened “In Committee” at 5.30pm – Moved “Out of Committee” at 6:35pm.

**IN ATTENDANCE**

A Bannister – Arrived at 6.35pm, Left at 7:09pm

**WELCOME**

The Chair welcomed board members and Adam Bannister, Deputy Principal.

**STRATEGY**

• **Tutor Group – presented by Adam Bannister**

Adam Bannister presented his inquiry on the function of the Tutor Group at Howick College

- Tutor group only fulfilling admin job - Hunch
- Historical resistance from some staff - Hunch
- Is there a value in Tutor time? – shall we do away with it.
- When purpose and value of tutor time not known – then what is the motivation for it? – early notice
- Does the school community see value in a tutor programme – Question?
- What structure should it take – Question?
- What’s the Perfect value – Question?
- Two questionnaires/surveys to gain feedback from students/staff - Action

**GOVERNANCE**

**Conflicts of Interest:**

**Code of Conduct** – The updated Howick College Board Code of Conduct was signed by all members present.

**BOARD SELF REVIEW**

- Training undertaken/booked: Carin Newbould attended the NZSTA Conference held in Rotorua. meeting.
  - Very high Maori representation
  - Quite a few schools took their full school board – noted as being a good Board bonding time
  - Chris Hipkins and Meng Fong among speakers
  - Workshops attended included Disciplinary Process and Education and Training Act 2020
  - Utilising support agencies on board with school eg Police, Iwi, community groups who have skills/options to assist the school – need to be talking to these groups
  - In Scotland 40% of expelled students end up in Prison within 10 years – no stats for NZ
  - Equity and Excellence – qualitative standards important

## **ADMINISTRATION**

Minutes of the previous meeting 26 May 2021 as previously circulated.

Moved that these are a true and correct record

L Alsabak/ M Heywood                      Carried

## **MATTERS ARISING**

- Nothing arising.

## **CORRESPONDENCE**

- Outwards – Letter to Crowe Australasia – response to Auditors management letter

Moved R Gribble / L Alsabak      Carried

## **PRINCIPAL'S REPORT**

- **Summary of Principals' report**

The Principals' report was tabled by Acting Principal Paul Bennett as read and accepted

- **Principal's "On the Road"**

The Principal's "On the Road" by Acting Principal Paul Bennett Highlighting the following:

- Seniors Ball – always a highlight of year – very well behaved students.
- Samoan Language week
- Flash Fiction competition
- Recycling across the school – steel bins going, replaced by coloured plastic bins
- Kahui Ako Conference at HC – Nigel Latta one of the speakers
- NCEA art boards in Theatre – wonderful opportunity for students to present
- Pride Week always a highlight and an opportunity to teach some about inclusiveness
- Enviro Schools Hui (online) – Dr Bennett presented on our journey

Moved that the Principal's report including the student representative report be accepted.

P Bennett / M Stratford

Carried

- **Student Representative Report**

Leila presented her student trustee report with some pictures and videos from a student perspective highlighting the following:

- A large number of leaders are attending sports events and bringing others along.
- Teams are noticing the support of students and appreciating
- Top teams are going to be attending junior team's games to show support.
- Videos of support shown
- Pink shirt day a success
- Howick College has the largest school Zonta group in NZ

## **SUB COMMITTEE REPORTS**

- **COMMUNITY DEVELOPMENT OFFICE / INTERNATIONAL – Meeting held on 9 June 2021**

- The Terms of Reference have been combined for the CDO and International with a few minor changes.

Moved that the minutes of the Community Development Office / International sub-committee 9 June 2021 is accepted as tabled

R Gray / M Heywood

Carried

- **HR/CURRICULUM – Meeting held on 15 June 2021**

- Discipline data completed by A Bannister was presented
- Professional Growth Cycle Procedure (NAG 3) tabled

Moved that the minutes of the HR/Curriculum and Student Welfare report sub-committee 15 June 2021 is accepted as tabled.

M Heywood / L Alsabak

Carried

- **FINANCE- Meeting held on Tuesday 17 June 2021**

- Draft budget review was discussed and tabled.

**May 2021 Management accounts**

- Year to date surplus is \$446,922. Working Capital surplus is \$477,846. Donation income is \$5,000 up on this time last year.

Moved that the minutes of the Finance sub-committee 17 June 2021 including the financial reports for May 2021 be accepted

R Gribble / L Alsabak

Carried

Moved that payments listed on the transaction reports dated 1 May 2021 to 31 May 2021 totalling \$601,017 be ratified.

R Gribble / R Tosh

Carried

Moved that the draft Budget review be accepted.

R Gribble / M Stratford

Carried

Trust funding applications for the Winter Tournament events were discussed at the Finance sub-committee and recommended as follows for the full board:

1. Move that an application to **Grassroots Trust** for Premier Netball accommodation through Airbnb (7 bedroom house) 29 August 2021 to 3 September 2021 for UNISS for 15 people totalling \$4,166.96 excl. GST (\$4,792.00 inc. GST).

R Gribble / M Heywood

Carried

2. Move that an application to **Four Winds Foundation** for 1<sup>st</sup> XI Boys Football accommodation with Anndion Lodge, Wanganui 29 August 2021 to 3 September 2021 for 20 people totalling \$5,652.17 excl. GST (\$6,500.00 inc. GST).

R Gribble / M Heywood

Carried

3. Move that an application to **Pub Charity** for 1<sup>st</sup> XI Girls Football accommodation with Rotorua Thermal Holiday Park, Rotorua 29 August 2021 to 3 September 2021 for 19 people totalling \$3,619.57 excl. GST (\$4,162.50 inc. GST).

R Gribble / M Heywood

Carried

4. Move that an application to **Pohutukawa Coast Helping Hands Trust** for 1<sup>st</sup> XI Girls Hockey accommodation with Bridge Backpackers, Nelson 29 August 2021 to 4 September 2021 for 21 people totalling \$3459.13 excl. GST (\$3,978.00 inc. GST).

R Gribble / M Heywood Carried

5. Move that an application to **Trillian Trust** for 1<sup>st</sup> XV Boys Hockey accommodation through Alton Lodge Motel 29 August 2021 to 3 September 2021 for 21 people totalling \$4,656.52 excl. GST (\$5,355.00 inc. GST).

R Gribble / M Heywood Carried

6. Move that an application to **BlueSky Community Trust** for van hire transport for the various Winter Tournaments for football, netball, hockey and underwater hockey, 28 August 2021 to 5 September 2021 through On Road Rental totalling \$5,391.30 excl. GST (\$6,200.00 inc. GST) for 5 vans.

R Gribble / M Heywood Carried

• **PROPERTY HEALTH & SAFETY – Meeting held on 17 June 2021**

- Report taken as read
- .8 projects underway with MOE
- MOE Satellite school still progressing through consultation with school
- Noted one student injured by Taxi in school area – police provided with details
  - Further H&S measures being made eg painting of pedestrian crossings at all entrances off the road at front of school

Moved that the minutes of the Property/Health & Safety sub-committee 17 June 2021 be accepted

R Tosh / R Gribble Carried

• **GENERAL**

- Approach from NZSTA to be involved in a Eastern Suburbs Board Presiding Members cluster – Board unanimously agreed with the idea.
- 8 projects underway with MOE
- MOE Satellite school still progressing through consultation with school
- Noted one student injured by Taxi in school area – police provided with details
  - Further H&S measures being made eg painting of pedestrian crossings at all entrances off the road at front of school

**Moved into Committee at 8:38pm**

**Moved out of Committee at 8:41pm**

**Meeting closed at 8:43pm**

**NEXT MEETING: 18 August 2021**

**CHAIRPERSON:** \_\_\_\_\_



**DATE:** \_\_\_\_\_

| <b>ACTION ITEMS</b> | <b>TO ACTION</b> | <b>DUE DATE</b> | <b>COMPLETED</b> |
|---------------------|------------------|-----------------|------------------|
|                     |                  |                 |                  |