

**Minutes of the Howick College Board Meeting
Wednesday 14 June 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) via google meets, Rebecca Rose, Lorraine Mackereth (Minutes)
WELCOME	Miles Stratford welcomed Board members
OPENING	The meeting opened at 5.58pm with a karakia
APOLOGIES	Sophie White
QUORUM	The Presiding Member declared a quorum
IN ATTENDANCE	Julie Saulue Arrived at 6.03pm
GOVERNANCE	<p>Conflicts of Interest: –</p> <ul style="list-style-type: none"> ○ Miles Stratford is no longer involved with Workplace Drug & Alcohol Risk Management Solutions Ltd ○ Miles Stratford is a Director of Advance Coating Solutions Limited
BOARD SELF REVIEW	<p>Training undertaken/booked:</p> <ul style="list-style-type: none"> ○ NZSTA Presiding Members meeting at Howick College on 21 June
ADMINISTRATION	<p>Minutes of the previous meeting 10 May 2023 as previously circulated</p> <p>Moved that these are a true and correct record</p> <p>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"> ○ EOTC Form updated as suggested ○ Letter for Donations to be sent by M Stratford
CORRESPONDENCE	PPTA correspondence received regarding strike action and circulated. M Heywood on behalf of the board will draft a letter for the community around the action being taken by teachers.
PRINCIPAL'S REPORT	<p>Dale tabled his report to the board for June including the following:</p> <ul style="list-style-type: none"> ● SPANZ Conference in New Plymouth, Dale thanked the Board for allowing his attendance and reported back on the speakers ● Wellbeing Survey and Workshop has taken place and was well received. Results will be fed back to the school in a few weeks ● Strategic direction of the school, massive potential looking forward for the school. Discussion around the school culture, the arts, sports and being the school of choice. Concern raised that only sports students can wear the school blazar. Dale is considering a consultant to be involved with the strategic planning. ● International Department review and planning includes raising the homestay fees to remain competitive in the local market

	<ul style="list-style-type: none"> ● Progress report to the Annual Goals was tabled <ul style="list-style-type: none"> ○ Discussion around cultural competency ○ J Donaldson asked about the prospectus changes. Sports, Arts and Service will be promoted equally. There will be no major changes with the prospectus and will still be centred around the four values ● EOTC Procedure updated ● EOTC Approvals for overnight Trips: <ul style="list-style-type: none"> ○ Senior Underwater Hockey Championship 16 – 18 June as previously circulated via email <p>Moved that the Principal’s report as tabled be accepted including the EOTC trip as previously circulated via email. D Burden / M Stratford Carried</p> <p>Moved that the recommendation to increase homestay fees from \$310 to \$325 per week be approved for all new international students. Current international students will remain on their existing contract until it is up for renewal. D Burden / B Barrett Carried</p>
<p>SUB-COMMITTEE REPORTS:</p>	<p>Community Development/International Meeting held on 6 June 2023 The Community Development and International minutes of the meeting 6 June as tabled and previously circulated.</p> <ul style="list-style-type: none"> ○ Marketing trip reports to Brazil and Europe as tabled ○ Distinguished Alumni Awards on 24 August – shortlist of recipients have been selected ○ Jubilee committee to be finalised and need someone to contract someone to run the event and set finances ○ Nele Meers was appointed the Director of International Students ○ International FTE 39 with current projection 44 ○ A review is currently being undertaken of the international area by the new Director of International <p>Moved that the Community Development/International Minutes be accepted C Newbould / M Heywood Carried</p> <hr/> <p>HR/Curriculum and student welfare Meeting held on 6 June 2023 The meeting of the HR/Curriculum and student welfare held on 6 June 2023 with the following items tabled and recommended for approval:</p> <ul style="list-style-type: none"> ○ Schooldocs has been appointed to manage Board policies and procedures. The initial set up will take time before they are up and running ○ Staffing has settled down. Michelle Heather will be welcomed onto Howick College on 29 June at 10am ○ EOTC updated procedure with suggested changes made. Item 3 change the word must to should <p>Moved that the minutes of HR Curriculum and student welfare meeting including the Principal’s report and updated EOTC procedure be accepted with the above change made to item 3 M Heywood / C Newbould Carried</p>

Finance Meeting held on 8 June 2023

The Finance minutes for 8 June 2023 as tabled noting year to date surplus of \$249,706. Working capital surplus \$468,042.

Discussion on areas of saving money. An increase in international students will bring in more income. Staffing is an area of possible savings. C Newbould queried international student scholarships and why these are over budget. There are currently 3 students on a scholarship from Fiji. The Board asked that the scholarship criteria be reviewed and shared with the board.

C Newbould asked for feedback on the trust funding applications and which ones are successful.

Audit was completed without problems with the only recommendation being that international is in a separate bank account.

Moved that the April 2023 financial reports be accepted for approval including payments from 1/04/23 to 31/04/23 totalling \$1,763,428 be ratified.

R Tosh / M Stratford Carried

The following Trust Funding Applications are recommended as follows:

Move that an application to **Blue Sky Foundation** be approved
 For van hire for the Winter Tournament Week 28 August to 1 September
 Vendor: On Road Rentals
 \$5,478.26 exc. GST

R Tosh / M Heywood Carried

Move that an application to **Pub Charity** be approved
 For 1st XI Girls Football Accommodation for the Winter Tournament Week
 27 August to 1 September
 Vendor: Cosy Cottage Thermal Holiday Park Rotorua
 \$3,730.43 exc. GST

R Tosh / M Heywood Carried

Move that an application to **Four Winds Foundation** be approved
 For 1st XI Boys Football Accommodation for the Winter Tournament Week
 27 August to 1 September
 Vendor: Napier Isite
 \$2,368.70 exc. GST

R Tosh / M Heywood Carried

Move that an application to **North and South Trust Limited** be approved
 For Girls Hockey Accommodation for the Winter Tournament Week
 27 August to 1 September
 Vendor: Blue Haven Motel in Mount Maunganui
 \$5,967.39 exc. GST

R Tosh / M Heywood Carried

Moved that the minutes of the finance meeting be accepted

R Tosh / J Donaldson Carried

	<p>Property and Health and Safety Meeting held on 8 June 2023</p> <p>The Property and Health and Safety minutes of the meeting 8 June as tabled and previously circulated.</p> <p>M Heywood raised the question is their sufficient signage for CCTV around the school.</p> <p>Moved that the Property and Health and Safety Minutes and Health and Safety Report 8 June 2023 be accepted.</p> <p>R Tosh / J Donaldson Carried</p>
GENERAL BUSINESS	None noted
PUBLIC EXCLUDED BUSINESS	<p>At 7.41pm 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>8.23pm moved out of committee</p>
MEETING CLOSED	8.23pm with a closing karakia
NEXT MEETING	2 August 2023

Signed: _____ Date: _____
Presiding Member

To Action	By Whom	
Letter to community from the Board regarding donations.	Miles Stratford	
Letter to community re strike action of teachers	Michele Heywood	
CCTV signage around the school to meet the Privacy Act Requirements	Dale Burden	
Feedback on Trust Funding Applications and which ones have been successful	Dale Burden	
EOTC procedure to be updated with wording to read "should" in item 3	Dale to advise Mark Thomas	
Scholarship criteria for overseas students	Dale Burden	