

**Minutes of the Howick College Board Meeting
Wednesday 14 September 2022 - 6.00pm
Community Development Office**

PRESENT	R Rose, B Barrett, M Stratford, Michele Heywood, I Ropati (Principal), C Newbould, R Tosh, J Donaldson, S King (Staff rep), Zachary Wight (Student Rep), Lorraine Mackereth (Minutes)
WELCOME	Iva Ropati welcomed new Board members Rebecca Rose, Bruce Barrett
OPENING	The meeting opened at 6.05pm with a karakia
APOLOGIES	None noted
QUORUM	Iva Ropati declared a quorum
IN ATTENDANCE	Paul Bennett Associate Principal
GOVERNANCE	<p>Election of Officers:</p> <p>At 6.06pm The Principal I Ropati assumed the role of Board Presiding Member temporarily for the purpose of the election of the new Board Presiding Member.</p> <ul style="list-style-type: none"> ● Presiding Member of the Board The Principal I Ropati called for nominations for Presiding Member <ul style="list-style-type: none"> ○ Miles Stratford was nominated by Carin Newbould / Michele Heywood seconded there were no other nominations. ○ Miles Stratford was elected as Presiding Member, unanimously. ○ Miles Stratford accepted. At 6.10pm Miles Stratford assumed the role as Board Presiding Member for the remainder of the meeting. ● Michele Heywood was unanimously elected to remain as Deputy Presiding Member <p>Conflicts of Interest:</p> <ul style="list-style-type: none"> ● Conflicts of Interest updated to include newly elected members Rebecca Rose and Bruce Barrett ● Carin Newbould no longer on the Howick Intermediate Board ● Richard Tosh is now on the Somerville Intermediate Board of Trustees <p>Outgoing board member – Roger Gribble</p> <p>The Presiding Member acknowledged and thanked the work of Roger Gribble over the past 6 years on the Howick College Board.</p> <p>Moved that we acknowledge Roger Gribble’s time on the board with a gift.</p> <p>Miles Stratford / Carin Newbould</p> <p>A question was raised if Roger Gribble could be co-opted on the board to share his vast and unique knowledge and to continue the Principal appointment process.</p> <p>Moved that Roger Gribble is co-opted on the board for the purpose of the Principal appointment process, to see this through.</p> <p>Miles Stratford / Zachary Wight Carried</p> <p>Moved that Zachary Wight is co-opted on the board for the purpose of the Principal appointment process, to see this through.</p> <p>Miles Stratford / Richard Tosh Carried</p>

	<p>Sub Committees – To add newly elected members to the following sub-committees: Rebecca Rose - HR/Curriculum / Finance / Property/H & S / CDO Bruce Barrett – Finance / Property/H & S / CDO</p> <p>The board made a recommendation to the Howick College Foundation that Roger Gribble and Ray Burge be approached to provide their experience and support to the work the Foundation needs to do.</p>
<p>BOARD SELF REVIEW</p>	<p>Training undertaken/booked:</p> <ul style="list-style-type: none"> ○ New members R Rose and B Barrett will be set up with Diligent and online training ○ NZSTA Conference – to be considered and budgeted for in 2023
<p>ADMINISTRATION</p>	<p>Minutes of the previous meeting 17 August 2022 as previously circulated</p> <p>Moved that these are a true and correct record M Stratford / M Heywood Carried</p>
<p>MATTERS ARISING</p>	<ul style="list-style-type: none"> ● Any action list items not already closed or on meeting agenda <ul style="list-style-type: none"> ○ None noted
<p>CORRESPONDENCE</p>	<p>None noted</p>
<p>PRINCIPAL’S REPORT</p>	<p>Principal’s September report to the board</p> <ul style="list-style-type: none"> ● Iva Ropati asked Paul Bennett to present the Principals’ report ● Summary of the Principals’ report including reports on the following was tabled as read and accepted ● Discussion around the NCEA Maths pilot programme to make better use of the tutor time ● Paul Bennett discussed the new tutor time pilot to begin in term 4 and answered queries from the board ● Enrolments for OOZ has closed and there is a waiting list for OOZ ● ERO profile report has been finalised ● EOTC Approvals for overnight Trips: <ul style="list-style-type: none"> ○ Premier Netball Porirua, Wellington 9 Oct – 14 Oct ○ Y9 Camps Waharau 22 Nov – 4 Dec ● Student Representative Report Zachary Wight presented his verbal report to the board noting the following: <ul style="list-style-type: none"> ○ Winter Festival and Spring Carnival. The performances were really good and a good vibe ○ House Bands – MacDonald won ○ Winter Tournament Week – had lots going on. The highlights saw the girls netball make Nationals. The student Instagram kept all the news up to date ○ Multi-Sport went well with great spirit amongst all students ○ Practice exams are coming up in week 10 ○ Zachary thanked the board for his time this year. It has been a great experience <p>The Board passed on their thanks to all staff for their time involved with winter tournament.</p> <p>EOTC will be updated to reflect the removal of the covid traffic lights.</p> <p>EOTC questions raised over the rankings of risk. Mark Thomas has asked if he can attend a meeting to explain the EOTC Rams forms.</p>

	<p>Moved that the Principal’s report as tabled be accepted including the student representative report be accepted. P Bennett / J Donaldson Carried</p> <p>Moved that the EOTC overnight trips be accepted P Bennett / J Donaldson Carried</p>
<p>SUB-COMMITTEE REPORTS:</p>	<p>Community Development Office / International – 31 August 2022 The minutes of the CDO meeting held on 31 August as previously circulated with the following marketing trip recommended for approval</p> <ul style="list-style-type: none"> ● Marketing of International trips process was discussed ● Foundation is now a registered charity. Signatories and bank account to be set up ● International trip to Thailand and Vietnam itinerary and costs were tabled and recommended for approval ● CDO meetings may be increased to twice per term next year <p>Moved that the CDO and International report including the marketing trip to Thailand and Vietnam be accepted C Newbould / Z Wight Carried</p> <hr/> <p>HR/Curriculum – 6 September 2022 The meeting of the HR/Curriculum held on 6 September with the following items tabled and recommended for approval:</p> <ul style="list-style-type: none"> ● Principal’s staffing report summary ● Banking staffing report summary ● Discipline data update ● Staff wellbeing update ● PGC/PLD ● Thanks to Mark and Emma for their combined inquiry presentation on Boys “can do anything” ● Thanks to Luke Doubleday for his inquiry presentation on NCEA Standards <p>Moved that the Principal’s report including tabled items be accepted M Heywood / C Newbould Carried</p> <hr/> <p>Finance Meeting held on 8 September 2022 The Finance minutes for 8 September 2022 as tabled noting as at July 2022 year to date surplus is \$164,523. Working capital surplus \$343,193. The Board asked that notes be added to the expenditure commentary in the financial transactions report, where that transaction was deemed unusual and/or worthy of clarification. The example used to illustrate this is credit card payments appearing in the expense column, while refunded credit does not show. This can cause confusion and create a misleading impression of duplicate payments being made.</p> <p>Moved that the Finance minutes and draft financial reports for July 2022 including payments from 1/7/22 to 31/7/22 totalling \$675,117 be ratified. R Tosh / S King Carried</p>

	<p>Property and Health and Safety Meeting held on 8 September 2022</p> <p>The Property and Health and Safety minutes of the meeting 8 September as tabled and previously circulated.</p> <p>Moved that the Property and Health and Safety Minutes be accepted R Tosh / S King Carried</p>
GENERAL BUSINESS	None
PUBLIC EXCLUDED BUSINESS	<p>At 7.55 pm 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>8:28pm moved out of committee</p>
MEETING CLOSED	8:30 pm with a closing karakia
NEXT MEETING	9 November 2022

Signed: _____ Date: _____
Presiding Member

ACTION ITEMS	TO ACTION	DUE DATE	COMPLETED
MOUs for International Agents to be brought to the next meeting	Paul Bennett		
Extra column or observations for the finance transactions report if there needs an explanation	Mike Stanghan		
Thank you to staff for Winter Tournament	Board / Lorraine		
EOTC Forms Update to reflect covid Mark to present EOTC Rams to board	Mark Thomas		