

**Minutes of the Howick College Board Meeting  
Wednesday 25 October 2023 – 5.30pm  
Community Development Office**

<b>PRESENT</b>	Miles Stratford (Presiding Member), Dale Burden (Principal), Carin Newbould, Sharon King (Staff rep), Rebecca Rose, Kaide Toia (Student Rep), Bruce Barrett arrived at 6.00pm, Michele Heywood (Deputy Presiding Member) arrived at 6.03pm, Lorraine Mackereth (Minutes)
<b>WELCOME</b>	Miles Stratford welcomed the new Student Representative Kaide Toia
<b>OPENING</b>	The meeting opened at 5.36pm with a karakia
<b>APOLOGIES</b>	Richard Tosh, John Donaldson
<b>QUORUM</b>	The Presiding Member declared a quorum
<b>IN ATTENDANCE</b>	None
<b>GOVERNANCE</b>	<p><b>Conflicts of Interest:</b> –</p> <ul style="list-style-type: none"> <li>○ Sharon is no longer the PPTA Secretary</li> <li>○ Mark Herring no longer works for Using Technology Better (R Rose)</li> </ul>
<b>BOARD SELF REVIEW</b>	<p><b>Training undertaken/booked:</b></p> <ul style="list-style-type: none"> <li>○ Miles, Michele, and Sharon went to the NZSTA Board Planning and Strategy session in Botany 17 October. It was a worthwhile course, the framework for strategy was made very clear for Governance and Management.</li> <li>○ Kaide Toia undertook the NZSTA Student Representative training.</li> </ul>
<b>ADMINISTRATION</b>	<p>Minutes of the previous meeting 6 September 2023 as previously circulated</p> <p><b>Moved that these are a true and correct record</b> <b>M Stratford / R Rose</b> <span style="float: right;"><b>Carried</b></span></p> <p><b>Moved that the In the Committee Minutes are a true and correct record</b> <b>M Stratford / R Rose</b></p>
<b>MATTERS ARISING</b>	<ul style="list-style-type: none"> <li>● Any action list items not already closed or on meeting agenda <ul style="list-style-type: none"> <li>○ Astley Claim adjudication accepted via finance meeting</li> <li>○ 5YA to be reviewed regarding converting staff toilet in G Block to a student toilet</li> </ul> </li> </ul>
<b>CORRESPONDENCE</b>	<ul style="list-style-type: none"> <li>● <b>Incoming:</b> <ul style="list-style-type: none"> <li>○ MOE re Direction to take student from Macleans College</li> <li>○ MOE re Consultation re possible direction student from Pakuranga College</li> </ul> </li> <li>● <b>Outgoing:</b> <ul style="list-style-type: none"> <li>○ Board advice to MOE on possible direction from the MOE, unable to accept another student</li> </ul> </li> </ul> <p><b>Moved that the incoming and outgoing correspondence be accepted</b> <b>M Stratford / S King</b></p>

**PRINCIPAL'S REPORT**

Dale tabled his report to the board for October including the following:

- Progress towards the annual goals –
  - Tutor time will be trialled this term with 2 extra tutors on a Monday and Friday to hold extra assemblies
  - Academic mentoring is showing good progress especially with literacy and numeracy
- Updates on the Arts and Sports highlights
- Report on the Counties Manukau Secondary Schools Principals Association Conference and the highlights
- Strategic planning update – the community, staff and student surveys have been sent out. A Māori whanau Hui was held at Howick College to gather information to assist with the strategic planning. Staff survey closing 31 October and community survey closing 4 November. Mark Herring will facilitate the Board session on 11 November and the SLT on 13 November
- Ngāi Tai ki Tāmaki engagement – Dale, Michele and Eleanor attended a school leaders hui to discuss their education strategy. a thorough understanding of the ways in which relations with Ngāi Tai was reached. Te pou was not carved by their carver and will not receive their blessing. It is considered inappropriate for them put up at Howick College in their current form.
- Staff wellbeing app through Clearhead is underway and being used. A survey has gone out to staff from the wellbeing team.
- Attendance data for Term 3 was tabled and attached. The Y13 attendance is still low. Changes have been made for next year to improve the attendance rates. Y13 will need to qualify next year for study periods and will have supervised study. There will also be an attendance criteria for playing sport for the school. There will be improved systems next year for monitoring attendance at all year level
- Staffing HR report was tabled and attached showing the usual staff movement for this time of year. Staffing requirements for 2024 are being advertised and interviews are underway
- EOTC Approvals for overnight Trips:
  1. Lake Karapiro Rowing Regatta 17 – 19 November
  2. NZSS Rugby 7s Nationals Mount Maunganui 30 November – 4 December
  3. Lake Karapiro Rowing Regatta 1 – 3 December
  4. NZSS Mixed Touch Nationals Rotorua 7 – 10 December
  5. Lake Karapiro Xmas Rowing Regatta 14 – 17 December
  6. 12OED Steinlager 2 at Viaduct Harbour Auckland 4 – 6 March 2024
  7. 12GEO Tongariro National Park 6 – 8 March 2024
  8. 13OED Kayaking Whanganui River 17 – 20 March & 20 – 23 March 2024
  9. Volleyball Nationals Palmerston North 17 – 22 March 2024

**Moved that the Principal's report as tabled be accepted**

**D Burden / C Newbould**

**Carried**

**Moved that the EOTC overnight trips be accepted.**

**D Burden / C Newbould**

**Carried**

<p><b>SUB-COMMITTEE REPORTS:</b></p>	<p><b>Community Development/International</b></p> <p>The Community Development and International meeting scheduled for 17 October was cancelled owing to apologies received.</p> <ul style="list-style-type: none"> <li>○ The Principal’s report update on the Community Development Office and International Department was previously circulated and tabled as read at this full board meeting</li> <li>○ The minutes of the Jubilee organising committee meeting held on 12 September as tabled and attached</li> <li>○ International student groups currently at 43 FTE. 15 long term students will finish at the end of this year. Budget forecast is 31 FTE for the start of next year.</li> <li>○ Interviews have taken place for the International Manager and an appointment will be confirmed soon</li> <li>○ The International Assistant Tina Liu-Reilly will be travelling to China on 28 October – 12 November to attend three ENZ agent fairs. The Board via email on 12 October authorised applying for a credit card through the ASB with a \$2,000.00 limit in the name of Yutian Liu-Reilly for overseas marketing travel</li> <li>○ Proposal for marketing for 2024 is being worked on</li> <li>○ Refund policy for groups was tabled and attached</li> <li>○ Rebecca Rose noted that from her trip to Malaysia, she met Osama from Spectrum International School they are keen to make a connection with Howick College. Rebecca is going to pass on the contact to Dale for the International Department to make contact.</li> </ul> <p><b>Moved that the Community Development/International Principal’s report be accepted</b>  <b>D Burden / C Newbould</b> <span style="float: right;"><b>Carried</b></span></p>
	<p><b>Finance Meeting</b></p> <p>The Finance meeting scheduled for 19 October was cancelled owing to apologies received.</p> <p>Minutes of the previous finance meeting held on 29 August were approved at the full board meeting on 6 September.</p> <p>No major changes in the working capital.</p> <p>As noted in the principal’s report for the International Department, a credit card was applied for staff member Yutian Liu-Reilly with a credit limit of \$2000 for international marketing costs.</p> <p>Budget process for 2024 is underway and a draft will be sent out as soon as possible.</p> <p>Audit interim visit is scheduled for 1 November 2023.</p> <p>Next Finance meeting Wednesday 22 November (not Thursday 23 November)</p> <p><b>Moved that the August 2023 financial reports be accepted for approval including payments listed on the transaction report from 1/08/23 to 31/08/23 totalling \$828,761.46 be ratified.</b>  <b>B Barrett / M Stratford</b> <span style="float: right;"><b>Carried</b></span></p>

	<p><b>Property and Health and Safety</b></p> <p>The Property and Health and Safety meeting scheduled for 19 October was cancelled owing to apologies received.</p> <p>The Property Report as previously circulated was tabled and attached as read.</p> <p>Sharon requested that full details of the quotes are submitted to the board for the toilets. Sharon will follow up with Mike as a staff representative on the progress of the quotes and expected timing of works.</p> <p>The Health and Safety Report as previously circulated was tabled and attached as read.</p> <p>Health Centre accident statistics for each term as previously circulated was tabled and attached as read.</p> <p>Next Property and Health and Safety meeting Wednesday 22 November. Michele is going to share the accident report that she uses with Dale. It shows more detail when, where etc.</p> <p>The Board queried why the Health Centre doors are locked and why students have to wait for admission. It should be open and staff available at intervals and lunchtimes. Students are more likely to need help then as they are not under the direct supervision of teachers at these times.</p> <p><b>Moved that the Property and Health and Safety Report 17 October 2023 be accepted and that the recommendations be actioned.</b>  <b>B Barrett / C Newbould</b> <b>Carried</b></p>
<b>GENERAL BUSINESS</b>	<p>Discussion around the change in uniform with the option of a long skirt only for female students. The Board are concerned that there has been no community engagement or consultation with the Board.</p> <p>The uniform procedure has been requested to view the process around a change in uniform.</p> <p>The Board requested that the knee length skirt be retained as an option for Year 9 students in 2024</p> <p>Staff to support leadership by enforcing school rules about how the uniform is worn.</p>
	<p>At 7.48pm M Stratford moved the Board into Committee under Section 47 of the Local Government Official Information and Meetings Act (1987) to discuss staffing items of a sensitive nature.</p> <p>8.26pm moved out of committee</p>
<b>MEETING CLOSED</b>	8.26pm with a closing karakia
<b>NEXT MEETING</b>	29 November 2023

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Presiding Member

<b>To Action</b>	<b>By Whom</b>
Remove Sharon from Conflicts of Interest for Secretary of PPTA	Lorraine
Staff toilets to follow up on the timing and quotes and colours etc.	Sharon
Why are the Health Centre doors locked and students have to wait for admission and closed at lunch time?	Dale
Uniform procedure	Dale
Update the website regarding school uniform	Dale