

**Minutes of the Howick College Board Meeting
Wednesday 17 August 2022 - 6.00pm
Community Development Office**

PRESENT	M Stratford (Presiding Member), Michele Heywood (Deputy), I Ropati (Principal), C Newbould, R Tosh, J Donaldson, S King (Staff rep), Zachary Wight (Student Rep), Lorraine Mackereth (Minutes)
WELCOME	Miles Stratford welcomed Board members, Paul Bennett (Associate Principal) and Anjie Savage (ERO evaluation Partner)
OPENING	The meeting opened at 6.02pm with a karakia
APOLOGIES	Roger Gribble
QUORUM	The Presiding Member declared a quorum
IN ATTENDANCE	Paul Bennett arrived at 6.00pm Anjie Savage arrived at 6.00pm and left at 6.47pm
ERO	<p>Anjie Savage the ERO evaluation partner was welcomed and introduced to the full board.</p> <ul style="list-style-type: none"> ○ Anjie presented on the new process with a review compared to the old way. Anjie is an evaluation partner with the school who will be working with Howick College over an indefinite period of time. A more collaborative model as opposed to the old competitive way. The new approach is called Te Ara Huarau which works to achieve equity and excellence by engaging in culturally responsive participatory and collaborative evaluation for improvement. ○ ERO will be working with the school to see what is working well and what needs improvement and support the school where required. ○ Remaining impartial is a significant part of the process. ○ ERO will work with Howick College to produce a Profile Report which occurs once as the school transitions to Te Ara Huarau. After this the report will be done every 3 years including information about the school's improvement journey.
GOVERNANCE	<p>Conflicts of Interest: – none noted</p> <p>John Donaldson will join the HR/Curriculum, Finance, Property and Health and Safety.</p> <p>Returning Officer for Student Representative to the Board:</p> <p>Move that the Board appoint Lorraine Mackereth as Returning Officer for the upcoming Student Representative election in September.</p> <p>M Stratford / S King Carried</p>
BOARD SELF REVIEW	<p>Training undertaken/booked:</p> <ul style="list-style-type: none"> ○ None noted <p>At next full board meeting discussion on conference attendance. Board members to advise M Stratford if they are interested in attending</p>

ADMINISTRATION	Minutes of the previous meeting 22 June 2022 as previously circulated Moved that these are a true and correct record M Stratford / R Tosh Carried
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"> ○ M Heywood suggested some key headings for the Health and Safety reporting and will bring these to the next Health and Safety meeting.
CORRESPONDENCE	Inward Correspondence – M van Daatselaar letter in support of leave application Moved that the inwards correspondence be accepted M Stratford / M Heywood Carried
PRINCIPAL'S REPORT	Principal's August report to the board <ul style="list-style-type: none"> ● Summary of the Principals' report including reports on the following was tabled as read and accepted ● Po Fiafia report – The Board commented on what a wonderful high energy event and would like to see it twice a year. Health and Safety was a concern with some of the behaviours with the body diving ● Equity Index presentation – replacing the decile system ● Marketing Report August 2022 <ul style="list-style-type: none"> ○ M Stratford thanked Iva on behalf of the board for his time and commitment to this marketing trip ○ Now that borders are open again to International Students it is important to gaining the international market after over 2 years absence. ○ Process around the marketing trips to be followed including a cost breakdown before they are approved ● EOTC Approvals for overnight Trips: <ul style="list-style-type: none"> ○ Underwater Hockey Jun & Snr Open Wellington 1 Sept – 4 Sept ○ Senior Boys & Girls Sevens Palmerston North 21 Oct – 23 Oct ● Student Representative Report Zachary Wight presented his verbal report to the board noting the following: <ul style="list-style-type: none"> ○ Culture week during week 2 – the food festival was on the last day Friday with a great turnout and 33 stalls ○ Spring Carnival is coming up and will be a big carnival ○ Battle of the Bands this week with interhouse competition ○ Practice Exams are coming up in week 10 ○ Junior and senior multisport in week 8 ○ Masks are still compulsory for students and staff Moved that the Principal's report as tabled be accepted including the student representative report be accepted. I Ropati / M Heywood Carried Moved that the EOTC overnight trips be accepted I Ropati / M Heywood Carried

<p>SUB-COMMITTEE REPORTS:</p>	<p>HR/Curriculum – 9 August 2022</p> <p>The meeting of the HR/Curriculum held on 9 August 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 ● Thanks to Emma for her inquiry presentation on careers ● Principal application pack has been made available to all staff ● Leave application for 12 months for Mary van Daatselaar <p>Moved that the Principal’s report including tabled items and leave application be accepted</p> <p>M Heywood / M Stratford Carried</p>
	<p>Finance Meeting held on 10 August 2022</p> <p>The Finance minutes for 10 August 2022 as tabled noting as at June 2022 year to date surplus is \$152,061. Working capital surplus \$335,309.</p> <p>Donations are lower than other years. An intense focus on donations to discuss how to improve these. C Newbould will draft a letter for the parent community to remind parents to contribute what they can.</p> <p>Moved that the Finance minutes and draft financial reports for June 2022 including payments from 1/5/22 to 31/5/22 totalling \$724,414 and 1/6/22 to 30/6/2022 totalling \$702,371 be ratified.</p> <p>R Tosh / Z Wight Carried</p> <p>The following Trust Funding Applications are recommended as follows to the full board:</p> <p>Move that an application to North and South Trust Limited be approved For accommodation for 3 Rugby Sevens teams to compete in Sir Gordon Tietjens Rugby Sevens Tournament 2022 – 21 October to 23 October 2022 Vendor: International Pacific University, Palmerston North \$3,652.17 exc. GST</p> <p>R Tosh / M Stratford Carried</p> <p>Move that an application to Grassroots Trust Limited be approved For accommodation for Premier Mixed Touch Rugby team to compete in the 2022 NZSS Touch Rugby 8 December to 12 December 2022 Vendor: Keswick Christian Camp, Rotorua \$5,008.70 exc. GST</p> <p>R Tosh / M Stratford Carried</p> <p>Move that an application to The Howick Club be approved for accommodation for a Netball team to compete in the NZSS Netball Champs at Porirua, Wellington Vendor: Te Rauparaha Arena \$782.60 exc. GST</p> <p>R Tosh / M Stratford Carried</p>
	<p>Property and Health and Safety Meeting held on 10 August 2022</p> <p>The Property and Health and Safety minutes of the meeting 10 August as tabled and previously circulated.</p> <p>Moved that the Property and Health and Safety Minutes be accepted including the sale of the property assets as detailed in the report. Remove the comprehensive details in the Health and Safety report.</p> <p>R Tosh / I Ropati Carried</p>

GENERAL BUSINESS	Principal appointment – until a new principal has been appointed, we need to ensure that we have an acting principal for term 4. M Stratford has asked P Bennett to act up to this position, P Bennett has agreed.
PUBLIC EXCLUDED BUSINESS	None noted
MEETING CLOSED	8:43 pm with a closing karakia
NEXT MEETING	14 September 2022

Signed: _____ Date: _____
Presiding Member

ACTION ITEMS	TO ACTION	DUE DATE	COMPLETED
Health and Safety reporting register – key headings Board to advise Miles of interest in attending conference in Christchurch	Michele Heywood	Next board meeting	