

MINUTES OF THE HOWICK COLLEGE BOARD MEETING
Wednesday 15 February 2023 at 6.00pm
Community Development Office

PRESENT	Bruce Barrett, Dale Burden (Principal), John Donaldson, Michele Heywood, Sharon King (Staff Rep), Carin Newbould, Rebecca Rose, Miles Stratford, Richard Tosh (arrived 6.25pm), Sophie White (Student Rep), Lorraine Mackereth (Minutes)
IN ATTENDANCE	
OPENING	The meeting opened at 6.00pm with a karakia
WELCOME	Miles Stratford welcomed Dale Burden to his first Board meeting
APOLOGIES	None noted
QUORUM	Dale Burden declared a quorum
ELECTION OF OFFICERS	<p>The Principal Dale Burden assumed the role of Board Presiding Member temporarily for the purpose of the election of the Board Presiding Member.</p> <p>Presiding Member of the Board</p> <p>Dale Burden called for nominations</p> <ul style="list-style-type: none"> ○ Miles Stratford nominated by M Heywood Seconded: R Rose ○ Miles Stratford accepted and there were no other nominations <p>Carried unanimously</p> <p>Miles Stratford assumed the role of Presiding Member and called for nominations for Deputy Presiding Member.</p> <p>Deputy Presiding Member of the of the Board</p> <ul style="list-style-type: none"> ○ Michele Heywood was elected and confirmed by the board. ○ Michele Heywood accepted and there were no other nominations <p>Carried unanimously</p> <p>Sub Committees:</p> <p>HR/Curriculum & Student Welfare Committee Chair</p> <ul style="list-style-type: none"> ○ Michele Heywood was nominated and elected and confirmed by the board ○ Michele Heywood accepted <p>HR/Curriculum & Student Welfare Committee Deputy Chair</p> <ul style="list-style-type: none"> ○ Rebecca Rose was nominated and elected and confirmed by the board ○ Rebecca Rose accepted <p>Members of this committee: Michele Heywood, Rebecca Rose, Carin Newbould, Sharon King and Richard Tosh, Sophie White</p> <p>Finance Committee Chair</p> <ul style="list-style-type: none"> ○ Bruce Barrett was elected and confirmed by the board ○ Bruce Barrett accepted

	<p>Finance Committee Deputy Chair</p> <ul style="list-style-type: none"> ○ Richard Tosh was elected and confirmed by the board ○ Richard Tosh accepted <p>Members of this committee: Bruce Barrett, Richard Tosh, John Donaldson, Miles Stratford, Sharon King</p> <p>Property and Health & Safety Committee Chair</p> <ul style="list-style-type: none"> ○ Richard Tosh was elected and confirmed by the board ○ Richard Tosh accepted <p>Property and Health & Safety Committee Deputy Chair</p> <ul style="list-style-type: none"> ○ Bruce Barrett was elected and confirmed by the board ○ Bruce Barrett accepted <p>Members of this committee: Richard Tosh, Bruce Barrett, John Donaldson, Sharon King, Miles Stratford</p> <p>Community Development/International Committee Chair</p> <ul style="list-style-type: none"> ○ Carin Newbould was elected and confirmed by the board ○ Carin Newbould accepted <p>Community Development/International Committee Deputy Chair</p> <ul style="list-style-type: none"> ○ Rebecca Rose was elected and confirmed by the board ○ Rebecca Rose accepted <p>Members of this committee: Carin Newbould, Rebecca Rose, Richard Tosh, Michele Heywood, Sophie White</p>
<p>GOVERNANCE</p>	<ul style="list-style-type: none"> ● Conflicts of Interest: – <ul style="list-style-type: none"> ○ Richard Tosh No longer on the Botany Downs School Board ● Code of Conduct – was circulated and signed ● Principal Delegations tabled as read <ul style="list-style-type: none"> ○ Query should the principal's appraisal include Presiding Member and Deputy Presiding Member. Appraisal has changed to Professional Growth Cycle ○ Any staff appointed with more than 4 MUs to notify the board ○ Motion to change the unbudgeted payments and expenses up to \$5000 – this was not passed and to remain the same ○ Nag 5.1 – on a case by case base the board will establish a Discipline Committee which is delegated full powers of the Nag 5.1 <p>Moved that the Principal Delegations are approved with adjustment to Nag 3.1 Professional Growth Cycle and that the Presiding Member Delegations are incorporated into the Board Delegations Summary Document (Principal Delegations)</p> <p>Miles Stratford / John Donaldson Carried</p> <ul style="list-style-type: none"> ● Presiding Member Delegations <ul style="list-style-type: none"> ○ Change the wording of Trustees to Board Members ○ 3rd .point To preside over the board meetings and ensure they run smoothly ○ Delegations 4th point – The Presiding Member in consultation with the Deputy Presiding Member will be responsible for the Principal's Professional Growth Cycle

	<p>Moved that the Presiding Member Delegations are approved with adjustment to 3.3 under role to preside over the board meetings. The Presiding Member in conjunction with the Deputy Presiding Member and incorporate into the Board Delegations summary document.</p> <p>Miles Stratford / Michele Heywood Carried</p>
<p>BOARD SELF REVIEW</p> <p>PUBLIC EXCLUDED BUSINESS</p> <p>ANNUAL PLAN:</p> <p>TRAINING UNDERTAKEN</p>	<p>At 7.14pm 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>7.53pm moved out of committee to continue public meeting.</p> <p>The strategic planning day will not be going ahead with SLT and Board. The Annual Plan will be finalised to go to the MoE via the Principal. The 3 year Charter will be completed later in the term. The junior curriculum is a significant strategic move evolved over a 7 year journey. Pause and spend more time to ensure staff and community are onboard.</p> <p>The Annual Plan will come to the next full board meeting for approval.</p> <p>None noted</p>
ADMINISTRATION	<p>Minutes of the previous meeting 7 December 2022 as previously circulated</p> <p>Moved that these are a true and correct record</p> <p>Miles Stratford / Michele Heywood Carried</p>
MATTERS ARISING	<p>Any action list items not already closed or on meeting agenda</p> <ul style="list-style-type: none"> ○ Development of Junior Curriculum discussed. ○ Changes to Tutor time to be reported back – issues around when tutor times fall in a non-contact time. Not as many will have Tutor groups to have fill ins. One of the benefits were to be smaller groups, but this has not happened. ○ The Board acknowledges the work of Paul Bennett as Acting Principal and ensuring a smooth transition for the new Principal.
CORRESPONDENCE	<p>Letter received from MOE directing Howick College to enrol an OoZ student as being in the student’s best interest.</p>
PRINCIPAL’S REPORT	<p>Principal’s February report to the board</p> <ul style="list-style-type: none"> ● The Principal’s report was tabled as read including the following <ul style="list-style-type: none"> ○ NCEA draft results – full report at the March meeting. Work to be done on the endorsements. Results are continuing to track well ○ School wide staff PLD Plan 2023 ○ Credit card and account signatory approval for Dale Burden (Principal) and credit card approval for Nele Meers (International Manager) <p>Moved that the credit cards and account signatory be approved</p> <p>Miles Stratford / Richard Tosh</p>

	<ul style="list-style-type: none"> ● EOTC Approvals for overnight Trips: <ol style="list-style-type: none"> 1. Premier Netball Squad Mitimiti 3 – 5 March 2. U16 Girls Rugby 7s Team Kaikohe 17 – 19 March 3. 11OPES Pinnacles Tramp 20 – 21 March 4. Premier Volleyball Nationals Palmerston North 26 – 31 March ● Student Representative Report Sophie White presented her report to the board noting the following: <ul style="list-style-type: none"> ○ Student Leadership Camp – SWOT where the students gave feedback on a whiteboard at camp and came up with the following: ○ Strengths – students performed to their very best. Students show passion for different points. Students pursue things they are passionate about. Meeting the needs of diversity. Students are open to learning and mindsets of others. Values assemblies a reminder to keep on track. ○ Weaknesses – The facilities can be improved, limiting potential. Better classrooms and sporting facilities will boost morale. Student led assembly to change some attitudes re: graffiti and vaping. Cultural Council Maori felt undervalued and only called upon to perform. Invite to other events and not just assemblies. ○ Opportunities – attitudes student led assembly. Create more academic careers focus. Careers to be involved with students more. Clean up the uniform. Building new relationships through clubs and making friends. Not to branch out and feel uncomfortable. Relationships constantly having staff keep the students up with their work to help catch up. ○ Threats – working more on education basics to ensure all students can pass at Level 1. Student attendance is still a problem. Tutor Group is working as more students are turning up and feel it is worthwhile. Attitude to mental health. ○ Student leaders will work on the above point by point and look at getting the student run assembly working. <p>Moved that the Principal’s report as tabled be accepted including the student representative report. D Burden / J Donaldson Carried</p> <p>Moved that the EOTC overnight trips be approved subject to the police vetting coming through. D Burden / J Donaldson Carried</p>
NO SUB-COMMITTEE REPORTS – FIRST MEETINGS FROM 14 AND 16 MARCH 2023:	
GENERAL BUSINESS	The Board acknowledged the Mihi Whakatau and how the amazing energy of the students. The Board will send a thank you to Tina and Eleanor and arrange a lunch for the students.
PUBLIC EXCLUDED BUSINESS	At 8.49pm 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. 8.53pm moved out of committee

MEETING CLOSED	8.54pm with a closing karakia
NEXT MEETING	22 March 2023

Signed: _____ Date: _____

Presiding Member

ACTION ITEMS	TO ACTION	DUE DATE	COMPLETED
Letter to Paul Bennett as a thank you for Acting Principal and smooth transition for the new Principal	Miles Stratford		
Tutor groups feedback and attendance	Dale Burden		
Te Pou update	Dale Burden		
Mihi Whakatau thank you to Tina and Eleanor. A lunch for the students.	Miles Lorraine (lunch for students)		