

**Minutes of the Howick College Board Meeting  
Wednesday 22 March 2023 - 6.00pm  
Community Development Office**

<b>PRESENT</b>	M Stratford (Presiding Member), Michele Heywood arrived 6.16pm (Deputy), D Burden (Principal), C Newbould, J Donaldson, B Barrett, S King (Staff rep), Sophie White (Student Rep), Lorraine Mackereth (Minutes)
<b>WELCOME</b>	Miles Stratford welcomed Board members and two visitors to the meeting
<b>OPENING</b>	The meeting opened at 6.01pm with a karakia
<b>APOLOGIES</b>	R Tosh, R Rose
<b>QUORUM</b>	The Presiding Member declared a quorum
<b>IN ATTENDANCE</b>	Julie Saulue, Morwenna Glenie, Luke Doubleday left at 6.48pm
<b>GOVERNANCE</b>	<p><b>Conflicts of Interest:</b> –</p> <ul style="list-style-type: none"> <li>○ None noted</li> </ul> <p><b>Annual Plan and Charter</b> was recommended for approval by the HR/Curriculum sub-committee meeting held on 14 March 2023</p> <p><b>Moved that the Annual Plan and Charter for 2023 be approved</b> <b>M Heywood / M Stratford      Carried</b></p>
<b>STRATEGY</b>	<p><b>Luke Doubleday presented an analysis of variance of the NCEA results for 2022</b></p> <ul style="list-style-type: none"> <li>○ There has been an upward trend over the last 5 years – in keeping with national trends</li> <li>○ Also in keeping with national trends, results were down on 2022, but significantly remained above the pre-COVID 2019 levels. This bucked the national trend.</li> <li>○ Endorsements and UE main area of focus for 2023</li> <li>○ Māori students are doing well at Howick College. There was a spike in 2019 for L2 Māori achievement</li> <li>○ Boys achievement is increasing a little – national trends are similar</li> <li>○ Level 2 dropped a little for HC this year</li> <li>○ Level 3 HC is sitting above national and decile</li> <li>○ Targets set for this year were a little ambitious as they were compared against the 2021 data</li> <li>○ NCEA next steps – 7 Level subjects are piloting new NCEA</li> <li>○ At risk mentoring is being stepped up for students at risk of not passing</li> <li>○ Student Tutors, university graduates are being employed to assist students for extra coaching/tutoring</li> <li>○ UE tracking and intervention with earlier identification of UE Pathways</li> <li>○ Local comparison pass rates analysed compared to HC</li> </ul>
<b>BOARD SELF REVIEW</b>	<p><b>Training undertaken/booked:</b></p> <ul style="list-style-type: none"> <li>○ M Heywood attended a legal law conference covering suspension and HR and will feed back to the next HR/Curriculum meeting</li> <li>○ M Stratford talked about specific focused conversation to keep the meetings on track and not repeat conversations from a sub-committee meeting to ensure efficiencies of time</li> </ul>

<b>ADMINISTRATION</b>	Minutes of the previous meeting 15 February 2023 as previously circulated <b>Moved that these are a true and correct record</b> <b>B Barrett / J Donaldson</b> <b>Carried</b>
<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>○ Letters went out to thank Paul Bennett, Tina Filipo and Eleanor Biddle-Robinson</li> </ul> </li> </ul>
<b>CORRESPONDENCE</b>	None noted
<b>PRINCIPAL'S REPORT</b>	<p>Dale presented his report for March, including the enrolment numbers data and a summary of the progress on Annual Goals.</p> <ul style="list-style-type: none"> <li>○ Dale has been meeting local schools.</li> <li>○ Focus groups are being set up</li> <li>○ Report evening and Po Fia Fia evening are coming up and an opportunity for Dale to meet members of the community</li> <li>○ Dale has been visiting departments and setting up staff meetings, PPTA Branch rep, staff rep, student rep, leaders has been going well in getting to know the school and culture</li> <li>○ PLG has started for Dale's PGC</li> <li>○ Pou are on their way to HC and have been named. Currently consulting on engineering to organise the placement. They also need to be painted before they go in the ground</li> </ul> <ul style="list-style-type: none"> <li>● Progress report to the Annual Goals was tabled</li> <li>● In Zone enrolment data over the past 10 years was tabled</li> <li>● School production being cancelled was questioned as to why this happened so quickly. Communications should've been better around the handling of this. It has been suggested that a contingency budget is put in place to contract out if there is an issue in the future rather than cancel</li> <li>● EOTC Approvals for overnight Trips: <ul style="list-style-type: none"> <li>○ Tongariro National Park 12GEO 10 – 14 April</li> <li>○ Mt Taranaki tramp 12/13OED 10 – 14 April</li> <li>○ Rotorua field trip 13GEO 4 – 5 May</li> <li>○ Tongariro Northern Circuit tramp 11OPES 10 – 12 May</li> <li>○ Hunua overnight tramp 10OPES 16 – 19 May</li> <li>○ Waharau High Ropes 13OED 29 – 30 May</li> <li>○ Waharau High Ropes camps 10/13OED 19 – 22 June</li> </ul> </li> <li>● Student Representative Report – The NZSTA recommends that the student rep does not need to submit a separate report but should be encouraged to be an active full board member. The Principal and student rep meet regularly and any items from student representative can be added as an agenda item</li> </ul> <p><b>Moved that the Principal's report as tabled be accepted.</b> <b>D Burden / J Donaldson</b> <b>Carried</b></p> <p><b>Moved that the EOTC overnight trips be accepted</b> <b>D Burden / J Donaldson</b> <b>Carried</b></p>

<p><b>SUB-COMMITTEE REPORTS:</b></p>	<p><b>Community Development/International Meeting held on 14 March 2023</b></p> <p>The Community Development and International minutes of the meeting 14 March as tabled and previously circulated.</p> <ul style="list-style-type: none"> <li>○ CDO requested the Facebook analytics include the number of posts</li> <li>○ There will be more posts on Facebook to include all areas of schools</li> <li>○ Suggestion that more funding applications are applied for which include the arts</li> <li>○ Alumni Association pre-meeting will be held soon to get the association started and invite interested alumni</li> <li>○ Director of CDO/International has resigned. The structure of the area will be reviewed with the department</li> <li>○ International students – short term groups are they viable</li> </ul> <p><b>Moved that the Community Development/International Minutes be accepted</b>  <b>C Newbould / S King</b> <span style="float: right;"><b>Carried</b></span></p>
	<p><b>HR/Curriculum – 14 March 2023</b></p> <p>The meeting of the HR/Curriculum held on 14 March 2023 with the following items tabled and recommended for approval:</p> <ul style="list-style-type: none"> <li>● Principal’s staffing report summary</li> <li>● Banking staffing report summary will be moved to finance sub committee meetings in the future</li> <li>● The new DP process was discussed</li> <li>● The portfolio for the DP will be shared amongst the existing SLT for Term 2</li> <li>● Attendance report from Kamar has been requested for full board meetings at the end of each term as part of the Principal’s report</li> <li>● The sub committee recommended that the Annual Plan and Charter be approved by the full Board</li> </ul> <p><b>Moved that the minutes of HR Curriculum meeting including the Principal’s report as tabled items be accepted</b>  <b>M Heywood / B Barrett</b> <span style="float: right;"><b>Carried</b></span></p>
	<p><b>Finance Meeting held on 16 March 2023</b></p> <p>The Finance minutes for 16 March 2023 as tabled noting as at December 2022 year to date surplus is \$171,476. Working capital surplus \$327,113.</p> <p>The finance sub committee will overview general payments and select 3 items to report back to full board.</p> <p>Acknowledgement to Mike Stanghan for the work he does in so many areas.</p> <p><b>Moved that the draft Annual reports for December 2022 be accepted including payments from 1/12/22 to 31/12/22 totalling \$526,184 be ratified.</b>  <b>B Barrett / M Stratford</b> <span style="float: right;"><b>Carried</b></span></p> <p>The following Trust Funding Applications are recommended as follows to the full board:</p> <p>Move that an application to be <b>Sport Auckland Tu Manawa Active Aotearoa</b> be approved  For Underwater Hockey Inclusivity Project 2023  Vendor: Manurewa Pool, 5 coaches and Hydro Underwater Hockey</p>

	<p>\$9,402.19 exc. GST  <b>B Barrett / M Stratford</b> <b>Carried</b></p> <p>Move that an application to <b>Howick Club</b> be approved  For accommodation for volleyball girls team to compete in the NZSS volleyball championships in Palmerston North from 26 – 31 March 2023  Vendor: Foxtan Bible Camp Inc.  \$1,808.70 exc. GST  <b>B Barrett / M Stratford</b> <b>Carried</b></p>
	<p><b>Property and Health and Safety Meeting held on 16 March 2023</b>  The Property and Health and Safety minutes of the meeting 16 March as tabled and previously circulated.  Somerville school access has been causing some issues.  Front fence will be replaced at the end of this term.  Turftech staff resigned but have been replaced in time.  <b>Moved that the Property and Health and Safety Minutes be accepted including the Health and Safety Report 16 March 2023 be accepted.</b>  <b>B Barrett / J Donaldson</b> <b>Carried</b></p>
<b>GENERAL BUSINESS</b>	None noted
<b>PUBLIC EXCLUDED BUSINESS</b>	<p>At 8.22pm 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.  8.55pm moved out of committee</p>
<b>MEETING CLOSED</b>	8.56 pm with a closing karakia
<b>NEXT MEETING</b>	10 May 2023

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