

MINUTES OF THE HOWICK COLLEGE BOARD OF TRUSTEES MEETING

Wednesday 20 April 2020

Held via Zoom conference call (covid-19 restrictions)

PRESENT

I Ropati (Principal), R Gribble (Chair), S King (Staff Trustee), K Buchan, M Stratford, J Verry, J Kinsella, M Heywood, H Wehi-Hill (Student Trustee) L Mackereth (Board Secretary)

IN ATTENDANCE

M Thomas – left at 6.40pm
P Bennett

OPENING

The meeting opened at 6.00pm

APOLOGIES

R Burge

The chair declared a quorum.

WELCOME

The Chair welcomed board members, M Thomas, Deputy Principal and P Bennett, Associate Principal

GOVERNANCE

Conflicts of Interest: none noted.

Trustees Code of Conduct was tabled and will be signed off at the next physical meeting of the board.

BOARD SELF REVIEW

- Training undertaken/booked: None noted

STRATEGY

- **Culture – What drives it – presented by M Thomas**
M Thomas presented his Leadership Inquiry into Culture and what drives it
 - Significant focus on school values and driving consistency
 - Co-curricular activities bias as a starting point
 - How do you improve participation? Leads into culture and passion
 - Working on bringing the school haka into the junior school – pride
- **Charter 2020 update**
 - I Ropati presented the final draft of the Charter covering a 3 year outlook. Final to include the updated school logo and description to represent the waka and 4 oars.
 - Other minor changes/updates to be included

ADMINISTRATION

Minutes of the previous meeting 26 February 2020 – previously circulated.

Moved that these are a true and correct record

R Gribble / M Heywood Carried

MATTERS ARISING

- S King has been added to sub-committees HR/Curriculum, Finance and Property Health and Safety
- Draft Charter 2020 with updated additions
- The majority of EOTC trips approved at the last BOT meeting have since been cancelled due to Covid-19 restrictions.

CORRESPONDENCE

No correspondence noted

PRINCIPAL'S REPORT

- **Covid-19 Leadership plans update**

- Distance teaching and learning was ready to go on Wednesday 25 March to Friday 27 March. School Holidays were brought forward by 2 weeks. Distance learning continued from 15 April after Easter.
- SLT meetings continued via Zoom Tuesdays and Wednesdays with Strategic and every Monday and Friday morning. Staff updates followed these meetings.
- HOLA / Pastoral meetings continued via Zoom
- Parents updated with communication from the BOT Chair and Principal.
- International meetings weekly via Zoom.
- Community notices continued via school website, emails and Facebook.
- Payments and payroll continued from "home office".
- Homestay families contacted regularly for follow up.
- EOTC and other events all postponed until further notice.
- A comprehensive plan for reopening when schools are allowed has been put in place.

- **Student Trustee Report**

Harrison presented his student trustee report

Highlighting:

- Student Council Meetings were taking place prior to the lock down. Some councils are continuing to work on initiatives for the student's wellbeing.
- Student Leader meetings talked about plans for the school. They have also met during lockdown via Zoom. They have created an Instagram page with student wellbeing tips.
- Parent information evenings before the school shutting down were a vital night for senior students and their parents.
- Covid-19 has been a shock to everyone. Distance learning has been challenging for some students.

Moved that the Principal's report be accepted

I Ropati / J Kinsella

Carried

SUB COMMITTEE REPORTS

- **FINANCE**

December Management accounts

- Deficit of \$536,914 and working capital deficit is \$360,674. The provision for the painting contract was recorded in both the contract and the Cyclical Maintenance Provision. This has resulted in a cyclical maintenance cost in the operating expenses of \$355,205. The painting provision on the balance sheet alone totals \$417,749. We are required to provide for the contract (seven years) of painting of the school in its first year.
- Audit documentation has been prepared and is ready for the auditors on 28 April 2020.
- Covid-19 has had an impact to International income with one short term group having to cancel and students remaining in China. A review of the impact will be conducted.
- Card payment via KAMAR portal to be followed up by Business Manager.

Moved that the finance reports for December be accepted

K Buchan / R Gribble

Carried

Moved that payments listed on the transaction reports dated 1 November 2019 to 30 November 2019 totaling \$1,663,545 and the payments listed on the transaction report dated 1 December 2019 – 31 December 2019 be ratified

K Buchan / R Gribble

Carried

• **PROPERTY HEALTH & SAFETY**

- 10YPP Project Manager has presented his condition assessment. Due to meet with the MoE to discuss the condition assessment.
- 5YA meeting with N-Compass to discuss the final projects under existing 5YA. Proposing to refurbish 3 science labs in L Block and the toilet blocks in this area. A meeting with staff involved and Marc Lithgow of Spacedivision architects is drawing up a scope of works. Plan is to complete the work over the July term break.

Moved that the minutes of the Property/Health & Safety sub-committee 5 March 2020 be accepted

R Gribble / K Buchan Carried

• **INTERNATIONAL**

- Numbers are looking stable. One group has cancelled. I Ropati to provide a matrix, low – med – high summary on impact of Covid-19 to school and brief the finance committee.
- J Roshan and I Ropati to brief board on redraft of the International Marketing Plan under the new environment and recommended budget.

Moved that the minutes of the International sub-committee 18 March 2020 be accepted

J Kinsella / M Stratford Carried

• **COMMUNITY DEVELOPMENT OFFICE**

- Terms of Reference to include a definition of “Community”
- Work in progress includes updating of school website and prospectus, newsletters are ongoing, trust funding application are being made.
- Vision 2024 has been a feature of recent communications to the community.
- Increase levels of parental engagement.
- Sponsorship opportunity for the likes of the new Gym and Arts centre discussed.

Moved that the minutes of Community Development Office sub-committee 18 March 2020 be accepted

M Stratford / M Heywood Carried

Meeting closed at 8.45 pm

NEXT MEETING: 20 May 2020

CHAIRPERSON: _____



DATE: 22 April 2020

ACTION ITEMS	TO ACTION	DUE DATE	COMPLETED
Code of Conduct	To be signed off at next physical meeting of the BOT	20 May 2020	