

Minutes of the Howick College Board Meeting
Wednesday 8 May 2024 – 6.15pm
Boardroom

PRESENT	Dale Burden (Principal), Carin Newbould, Sharon King (Staff rep.), Michele Heywood (Deputy Presiding Member), Peter Cunningham, Rebecca Rose, Bruce Barratt, Kaide Toia (Student rep.), Lorraine Mackereth (Minutes)
WELCOME	M Heywood assumed role as Deputy Presiding Member and welcomed Board members to the later start of 6.15pm to allow for the NCEA report by L Doubleday to the Board prior to the start of this meeting.
OPENING	The meeting opened at 6.15pm with a karakia
APOLOGIES	M Stratford
QUORUM	The Deputy Presiding Member declared a quorum
IN ATTENDANCE	None
GOVERNANCE	<p>Conflicts of Interest: –</p> <ul style="list-style-type: none"> ○ None noted ● Mobile Phone and Other Personal Digital Devices policy accepted and Will be uploaded to School Docs.
BOARD SELF REVIEW	<p>Training undertaken/booked:</p> <p>Te Whakarōputanga Kaitiaki Kura o Aotearoa (NZSTA) workshops:</p> <ul style="list-style-type: none"> ● M Heywood attended the Good Employer workshop and is booked for the suspension workshop ● P Cunningham, R Rose and M Stratford booked for the Suspension workshop ● S King booked for the Good Employer and Suspension workshops
ADMINISTRATION	<p>Minutes of the previous meeting 27 March 2024 as previously circulated</p> <p>Moved that these are a true and correct record M Heywood / P Cunningham Carried</p> <p>Moved that the “public excluded” minutes are a true and correct record M Heywood / S King Carried</p>
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"> ○ EOTC trailer incident was investigated by M Thomas. Issues have been fixed previously. Recommendations that the trailer is replaced, or another trailer hired when needed. The full investigation report was supplied to the Principal. A summary report will be provided to the Board at the next health and safety meeting. <ul style="list-style-type: none"> ▪ Further recommendation from the Board that accurate Health and Safety reporting is provided immediately when any incident occurs on EOTC (to person, property or equipment), where there is risk regardless of whether injury or accident is sustained. ▪ Discussion continued around the Abbey Caves tragedy and WorkSafe recently charging the Whangarei Boys High School Board for health and safety failures related to the death of a student. Howick College will provide a review of the WorkSafe report to the Board at a future Board meeting together with any guidance, advice or recommendations from WorkSafe,

	<p>the Ministry of Education and/or NZSTA for Boards in relation to health and safety matters.</p> <ul style="list-style-type: none"> ▪ A review of existing Howick College health and safety policies, processes and reporting as a pre-emptive measure in anticipation of any forthcoming recommendations from these organisations and also in light of the recent health and safety under reporting of at least the trailer incident, challenges with getting staff to register for and to use 365 and the recent data that is coming from the medical office on numbers and nature of health and safety medical incidents. ○ International marketing logo has been removed ○ The invoicing will be updated to “statement of course costs”
CORRESPONDENCE	<ul style="list-style-type: none"> ● Letter from PPTA re paid union meeting on 13 May. Dale confirmed that all students would be sent home at 12pm as there will be insufficient staff for the school to remain open.
PRINCIPAL’S REPORT	<p>Dale tabled his report to the board for April including the following:</p> <ul style="list-style-type: none"> ● Progress towards the Annual Goals tabled as read <ul style="list-style-type: none"> ○ Reports are being reviewed ○ Alumni Distinguished Awards event was well attended and a successful event of celebration ○ Staff wellbeing feedback is positive ○ Sports are well into their winter sports and good signups ○ Arts are busy with preparation for their upcoming production ○ MoE roll count as at 12 April total 2145 students ○ Attendance is tracking well and showing ongoing progress ○ E-maps for maintenance requests is proving to be more efficient ● Stand down and suspension data tabled showing an increase compared to the same time last year as school expectations are reset ● Health Centre report will be discussed during finance. The Guidance Centre will present their report for the next meeting ● Revised International Department marketing trips to Europe in September and Asia in October costings and itinerary were tabled for approval ● HR Staffing updated as tabled ● EOTC Approvals for overnight Trips: <ol style="list-style-type: none"> 1. National Shakespeare Festival Wellington 30 May – 3 June 2. Underwater Hockey SS Champs, Mt Maunganui 21 – 23 June 3. Music students to Karakariki Christian Camp 1 – 3 July 4. Underwater Hockey SS Champs, Mt Maunganui 31 Aug – 3 September 5. 1st XI Girls Football Tournament, Taupo 1 – 6 September 6. French overseas tour to New Caledonia 12 – 25 April 2025 <p>Moved that the revised marketing trips to Europe in September and Asia in October are approved to proceed. M Heywood / S King Carried</p> <p>Moved that the Principal’s report as tabled be accepted. M Heywood / S King Carried</p>

	<p>Moved that the EOTC overnight trips be approved and the overseas trip to New Caledonia be approved in principle. M Heywood / S King Carried</p>
<p>SUB-COMMITTEE REPORTS</p>	<p>Finance Meeting</p> <p>The Finance meeting scheduled for 2 May was cancelled. Financial reports as previously circulated, tabled as read. Working capital is above the projections budgeted. Good financial management taking place.</p> <p>The Health Centre nurse requires extra nursing hours together with an additional part time nurse to keep up with the demand.</p> <p>Moved that changes to the Health Centre staffing including an additional part time nurse and extra 10 hours per week for the current nurse be approved. M Heywood / R Rose Carried</p> <p>Moved that the March 2024 financial reports be accepted for approval including payments listed on the transaction report from 1/03/24 to 31/03/24 totalling \$903,725 to be ratified. P Cunningham / B Barratt Carried</p> <p>Moved that the balance sheet budget for 2024 be approved P Cunningham / B Barratt Carried</p> <p>Property and Health and Safety</p> <p>The Property and Health and Safety meeting scheduled for 2 May was cancelled. Property and Health and safety reports as previously circulated, tabled as read</p> <ul style="list-style-type: none"> ● Sommerville Satellite school handover completed, however defects remain outstanding ● Bledisloe entrance funding has been approved and we can get a project manager to commence the project ● 5YA <ul style="list-style-type: none"> ○ All classrooms in G Block are complete. We still have defects to work through and these are being closely monitored ○ Property projects process for managing a process tabled ● The proposed stakeholder engagement framework that is planned to be used to establish and manage stakeholder expectations during future college project planning was tabled and welcomed as a positive initiative by the Board. The Board would like to see the framework developed further to consider the following: <ul style="list-style-type: none"> ○ Who is accountable for actions in the process ○ Who or which stakeholders will be engaged during the process, and ○ When they will be engaged ● Health and Safety <ul style="list-style-type: none"> ○ Safe 365 now has all staff registered. Full reports will be provided at future meetings <p>Moved that the Property and Health and Safety Report as tabled be accepted P Cunningham / M Heywood Carried</p>

Public Excluded Business	At 7.35pm M Heywood moved the Board into Committee under Section 47 of the Local Government Official Information and Meetings Act (1987) to discuss staffing and student items of a sensitive nature. 7.43pm moved out of committee
MEETING CLOSED	7.43pm with a closing karakia
NEXT MEETING	5 June 2024 at 5.30pm (to allow for HOLA Presentation)

Signed: _____ Date:
Presiding Member

To Action	By Whom
Trailer incident report to Board	D Burden for next Property/Health and Safety meeting
Safe 365 report	M Stanghan for next Property/Health and Safety meeting
Proposed stakeholder engagement	M Stanghan for next Finance & Property/Health and Safety meeting
Counselling report	D Burden for next meeting