

**Minutes of the Howick College Board Meeting**  
**Wednesday 3 July 2024 – 6.18pm**  
**Boardroom**

<b>PRESENT</b>	Dale Burden (Principal), Miles Stratford (Presiding Member), Carin Newbould, Sharon King (Staff rep.), Michele Heywood, Rebecca Rose, Bruce Barratt, Peter Cunningham, Kaide Toia (Student rep.), Lorraine Mackereth (Minutes)
<b>WELCOME</b>	M Stratford welcomed Board members to the later start of 6.18 pm to allow for HOLA reports from Expressive Arts and Junior Integrated Curriculum to the Board prior to the start of this meeting.
<b>OPENING</b>	The meeting opened at 6.18pm with a karakia
<b>APOLOGIES</b>	
<b>QUORUM</b>	The Presiding Member declared a quorum
<b>IN ATTENDANCE</b>	None
<b>GOVERNANCE</b>	<b>Conflicts of Interest:</b> – <ul style="list-style-type: none"> <li>○ None noted</li> </ul>
<b>BOARD SELF REVIEW</b>	Training undertaken/booked: <ul style="list-style-type: none"> <li>● Upcoming NZSBA dealing with complaints course starting 24 July</li> </ul>
<b>ADMINISTRATION</b>	Minutes of the previous meeting 5 June 2024 as previously circulated <b>Moved that these are a true and correct record</b> <b>M Stratford / M Heywood Carried</b> <b>Moved that the “public excluded” minutes are a true and correct record</b> <b>M Stratford / R Rose 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>○ M Heywood reviewed resources for student behaviour management on the NZSTA website: <a href="https://www.nzstaresourcecentre.org.nz/helpforboards">https://www.nzstaresourcecentre.org.nz/helpforboards</a> New board members would benefit from an induction and then sit in on a suspension hearing</li> <li>○ New Caledonia trip has been cancelled owing to political unrest</li> <li>○ Apps review for paying fees – R Rose has a couple of names and will look into these. M Heywood suggested reviewing the updates on Kamar</li> <li>○ School Zone – requires consultation with schools involved. Brookby and Clevedon would like to be considered as an In Zone school for Howick College as they are part of the Kahui Ako. M Stratford, R Rose and D Burden will meet to discuss next steps</li> <li>○ Letter from Board for community re paying donation payments - Finance</li> </ul> </li> </ul>
<b>CORRESPONDENCE</b>	<ul style="list-style-type: none"> <li>● None noted</li> </ul>
<b>PRINCIPAL’S REPORT</b>	Dale tabled his report to the board for June including the following: <ul style="list-style-type: none"> <li>● Progress towards the Annual Goals tabled as read highlighting the following:</li> </ul>

	<ul style="list-style-type: none"> <li>○ Using digital technologies and how we can adapt our assessments in response to AI. Discussion around the current assessment policy and how it can be applied to include AI</li> <li>○ JiC will ensure that capabilities currently in development in the integrated programme will be implemented across the SiE and the single subject programme</li> <li>○ Reports being updated including looking at fortnightly updates</li> <li>○ NCEA pass rate targets sitting at 90%, currently predicted at 83% for level 1 – discussion ensued regarding quality teaching as well as the use of AI D Burden will report back on school policy on the use of AI and how it is applied</li> <li>○ Jubilee coordinator has been appointed and underway with the jubilee organisation. Registrations will be open to alumni soon</li> <li>○ International department has some legacy issues, but improvements continue</li> <li>○ Service awards are being implemented</li> <li>○ Goal 11 Finance – Dale spoke about the financial situation presently. Discussion followed on parent payments. Information requested on percentage of course costs that are being recovered. Course selection evening, ensure the costs of courses are available for parents. Financial reporting to be clearly reported to all departments</li> <li>○ Principal professional learning at Mt Aspiring College was excellent followed by the SPANZ Conference with some great speakers</li> </ul> <ul style="list-style-type: none"> <li>● HR Staffing update as tabled</li> </ul> <p><b>Moved that the Principal’s report as tabled be accepted</b>  <b>D Burden / M Stratford</b> <span style="float: right;"><b>Carried</b></span></p>
<p><b>SUB-COMMITTEE REPORTS</b></p>	<p><b>Finance Meeting</b></p> <p>The Finance meeting minutes of the meeting 27 June 2024 as tabled and previously circulated.</p> <p>May surplus is \$228,437 with a working capital surplus of \$297,815.</p> <p>Parent donations were discussed in detail, how they can be improved and a list of actions to be brought to the next finance meeting.</p> <p>Departments that are over budgets have been requested to cease expenditure until income is received.</p> <ul style="list-style-type: none"> <li>● 23.1475 queried staff member claiming babysitting costs of \$80 for the school ball</li> <li>● 68.1106 Media Studies expenses tickets to a game \$264.35</li> <li>● 68.1106 Media Studies expense Stars Mystics Netball \$30.00</li> </ul> <p><b>Moved that the May 2024 financial reports be accepted for approval including payments listed on the transaction report from 1/05/24 to 31/05/24 totalling \$713,553 be ratified, with the exception of the expenses above until they are followed up by D Burden.</b></p> <p><b>The Board to discuss engagement of parents to pay course costs and donations.</b></p> <p><b>The International Manager’s hours be increased by 10 hours per week.</b></p> <p><b>The credit card limit for L Crossley be increased to \$10,000.00.</b></p> <p><b>P Cunningham / M Stratford</b> <span style="float: right;"><b>Carried</b></span></p>



<b>To Action</b>	<b>By Whom</b>
School Zone – meet to discuss next steps – Dale, Miles and Rebecca	M Stratford
Use of AI – what is the school policy and how is it applied	D Burden/M Thomas
Payments for course costs – what are the percentages being paid	D Burden/M Stanghan
A letter to be drafted for the community re course costs and donations	M Stratford
School Docs – link on the website and password communicated to parents and staff Training on School Docs for the Board review of documents for first meeting of Term 3	M Thomas R Rose & M Thomas
Babysitting costs of \$80 and Media Studies costs of tickets to games to query (Finance sub meeting)	D Burden
Cleaning of staffroom toilets, leaking in library to be followed up	M Stanghan
Safe365 training to be taken up by the Board – can it be done online for training that has been specifically designed for Boards – After next property subcommittee meeting	M Stanghan
Register to be created for all risks that affect people and the College, to be created by the end of Term 3	M Stanghan and D Burden
Physical restraint module to be looked at by the board – details of module to be passed on	Lorraine