

**Minutes of the Howick College Board Meeting
Wednesday 27 November 2024 – 6.00pm - Boardroom**

PRESENT	Dale Burden (Principal), Miles Stratford (Presiding Member), Sharon King (Staff rep.), Michele Heywood, Peter Cunningham, Carin Newbould, Rebecca Rose, Bruce Barrett, Sachi Siopo-Taniue (Student rep.), Lorraine Mackereth (Minutes)
WELCOME	M Stratford welcomed Board members.
OPENING	The meeting opened at 5.54pm with a karakia
APOLOGIES	None
QUORUM	The Presiding Member declared a quorum
IN ATTENDANCE	None
GOVERNANCE	Conflicts of Interest: – <ul style="list-style-type: none"> ○ None noted
BOARD SELF REVIEW	Training undertaken/booked: <ul style="list-style-type: none"> ○ None noted
ADMINISTRATION	Minutes of the previous meeting 30 October 2024 as previously circulated Moved that these are a true and correct record M Stratford / P Cunningham Carried Moved that the “public excluded” minutes are a true and correct record M Stratford / P Cunningham Carried
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"> ○ Health & Safety reporting is reviewed at the Property and Health and Safety subcommittee meetings. The Secretary of the Health and Safety committee communicates through to the principal, and it’s included in the Principal’s report. The Health and Safety sub-committee will become part of the full Board meeting as a Health and Safety section. The Board will be prepared to include a member at the Staff Health and Safety committee meetings. ○ Lisa Crossley from International will be invited to a meeting next year to present the international report to the Board. ○ EOTC matrix set by EONZ is used for assessing the overall risk level of trips. ○ Hardship payment plan is in place. The Board would like further clarity of the process and do parents know how to access this. ○ Finance policies will go through the Business Manager and then to the Board prior to going to School Docs for review.
CORRESPONDENCE	Inwards: None noted
PRINCIPAL’S REPORT	Dale tabled his report to the board for November including the following: <ul style="list-style-type: none"> ● Progress towards the Annual Goals tabled as read including the following: ● International Marketing Report for Vietnam tabled ● International Marketing Report for South America Tabled ● International Marketing Trips for 2025 tabled for approval ● Staff Wellbeing Survey results tabled for the whole staff, teaching staff and support staff. The survey is the same as last year. The graphs show where there has been improvements or areas that need some work. Key areas of focus are around

	<p>leadership, more open and transparent communication. A staff focus group has been set up to work with staff unpacking the wellbeing survey.</p> <ul style="list-style-type: none"> ● HR update as tabled. Deputy Principal advert closes on 29 November. Interviews are expected to be on 7 December with 3 Board members, M Stratford, S King, B Barrett. ● Health Centre update tabled. ● Draft AOV for 2024 tabled and discussed, the final is due by March 2025. The Annual Goals will be set for next year with the SLT before the end of term. ● Principal Wellbeing and Coaching fund reconciliation tabled. ● Principal Professional Growth Cycle endorsement by Michael Leach. ● EOTC overnight trips for approval. <ol style="list-style-type: none"> 1. Karapiro Xmas Regatta, Cambridge 12 – 15 December 2. Aon Junior Regatta, Lake Karapiro 21 – 23 February 2025 3. Tongariro Field Trip, 12GEO, 5 – 7 March 2025 4. Aon NISS Champs Regatta, Lake Karapiro 6 – 9 March 2025 <p>Moved that the Principal’s report as tabled be accepted D Burden / M Stratford Carried</p> <p>Moved that the International Marketing Trips for Gold Coast, South East Asia and Miami be approved to proceed for 2025 M Stratford / M Heywood</p> <p>Moved that the EOTC overnight trips be approved D Burden / M Stratford Carried</p>
<p>SUB-COMMITTEE REPORTS</p>	<p>Finance Meeting</p> <p>The Finance meeting minutes of the meeting held on 21 November 2024 previously circulated, tabled as read, noting the following:</p> <ul style="list-style-type: none"> ○ October year to date surplus is \$275,773 with a working capital surplus of \$396,549. ○ Recommendations to look at technology solutions to assist admin support staff to keep costs as they are. ○ Interim audit completed 31/10/2024. ○ Budgets are being finalised for next year. ○ Kindo payment portal discussed and moved that the committee recommends the school adopt the Kindo payment system. <p>Moved that the October 2024 financial reports be accepted for approval including payments listed on the transaction report from 1/10/24 to 31/10/24 totalling \$737,039 be ratified. The Board confirmed the adoption of the Kindo payment system. P Cunningham / M Stratford Carried</p> <p>Property and Health and Safety</p> <p>The Property and Health and Safety minutes of the meeting 21 November 2024 previously circulated, tabled as read noting the following:</p> <ul style="list-style-type: none"> ○ The Gym floor is scheduled for 9 December. ○ Schools Network Upgrade will start on 13 January 2025. ○ 10YPP Waterford are coming in December to complete their assessment. ○ BCG Maxion is the recommended contractor for Bledisloe Entrance. Health and Safety. ○ Fire Evacuation Assembly Point changes to the diagram has been done.

	<ul style="list-style-type: none"> ○ Defib unit has been replaced and a portable unit has been purchased for EOTC use. ○ NZSBA has released a report that all water activities should be considered a high risk when planning EOTC events. ○ Staff induction time has been allocated for the Safe 365 modules <p>Moved that the Property and Health and Safety Report as tabled be accepted P Cunningham / B Barrett Carried</p>
General Business	The Board acknowledged the work of Anna Marsick for the Graduation celebration.
Public Excluded Business	At 7.54pm M Stratford 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. 8.06pm moved out of committee
MEETING CLOSED	8.06pm with a closing karakia
NEXT MEETING	13 February 2025 at 5.00pm for a Board planning meeting

Signed: _____ Date: _____
 Presiding Member