

**Minutes of the Howick College Board Meeting
Wednesday 27 March 2024 – 6.30 pm
Boardroom**

PRESENT	Miles Stratford (Presiding Member), Dale Burden (Principal), Carin Newbould, Sharon King (Staff rep.), Michele Heywood (Deputy Presiding Member), Peter Cunningham, Kaide Toia (Student rep.), Lorraine Mackereth (Minutes)
WELCOME	Miles Stratford welcomed Board members to the later start of 6.30pm to allow for HoLA reports to the Board prior to the start of this meeting.
OPENING	The meeting opened at 6.33pm with a karakia
APOLOGIES	Rebecca Rose, Bruce Barrett
QUORUM	The Presiding Member declared a quorum
IN ATTENDANCE	None
GOVERNANCE	<p>Conflicts of Interest: –</p> <ul style="list-style-type: none"> ○ None noted <p>Strategic Plan 2024 – 2026 and Annual Plan 2024 has been updated an additional finance goal 11 and 3 actions added and was recommended for approval by the Finance sub-committee meeting held on 21 March 2024.</p> <p>Moved that the Strategic Plan 2024 – 2026 and Annual Plan 2024 be adopted and approved M Stratford / C Newbould Carried</p> <p>Moved that the Principal delegations be approved with the Board recommended changes from the 27 February 2024 full Board meeting M Stratford / M Heywood Carried</p>
BOARD SELF REVIEW	<p>Training undertaken/booked:</p> <ul style="list-style-type: none"> ○ P Cunningham attended the NZSTA Board Monitoring and Reporting Workshop on 14 March 2024. Peter has reviewed the Ministry contract templates and processes for consultant and contractor engagement for potential use by the college. Relevant templates and documents have subsequently been sent to the college for consideration.
ADMINISTRATION	<p>Minutes of the previous meeting 21 February 2024 as previously circulated</p> <p>Moved that these are a true and correct record M Stratford / P Cunningham Carried</p> <p>Moved that the “public excluded” Minutes are a true and correct record M Stratford / M Heywood</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"> ○ School Docs review process meeting carried out between R Rose and M Thomas with School Docs for Policies and Procedures up and running ○ Principal’s Delegations updated and signed off ○ The recommended addition of the finance goal number 11 and associated 3 actions were added to the Strategic Plan and Annual Plans ○ NCEA final results report will be presented at the next meeting in T2 at 5.30pm ○ Alumni Distinguished Awards confirmed 11 April 12pm. M Heywood to present awards as apologies from the Presiding Member

	<ul style="list-style-type: none"> ○ Students on trips in OED, if they don't pay course costs they are unable to attend the trip and alternative arrangements for learning will be made to allow practical completion of course.
CORRESPONDENCE	<ul style="list-style-type: none"> ● None noted
PRINCIPAL'S REPORT	<p>Dale tabled his report to the board for March including the following:</p> <ul style="list-style-type: none"> ● Progress towards the Annual Goals ● International Department marketing trips to Europe in May and Asia in October costings and itinerary were tabled for approval. Discussion around cost effectiveness of parts of the Europe trip. ● MoE roll count as at 15 March 2024 total 2136 students ● HR Staffing updated as tabled ● EOTC Approvals for overnight Trips: <ol style="list-style-type: none"> 1. Tongariro Northern Circuit Tramp 11PES 13 – 16 May 2. Rotorua Field Trip 13GEO & 13 Tourism 16 – 17 May 3. Hunua Ranges Tramp 10OPES 27 – 31 May 4. Waharau Outdoor Education Camp 13OED 4 – 5 June 5. Waharau Outdoor Education Camp 13OED & 10OPES 17 – 19 June 6. Waikaremoana Great Walk 13OED 24 – 27 June 7. Wellington Trip 13 Sociology 29 – 31 July ● H & S incident was raised by a student to a Board member of an issue on an EOTC trip with the towing of a trailer full of luggage. A report was made for DP in charge of EOTC. The nature of the report meant the Principal was not immediately advised. An investigation of the incident is underway by the Principal to ensure appropriate notifications and advice are being provided. <p>Moved that the marketing trips to Europe in May and Asia in October are approved to proceed. D Burden / P Cunningham Carried</p> <p>Moved that the Principal's report as tabled be accepted. D Burden / M Heywood Carried</p> <p>Moved that the EOTC overnight trips be approved. D Burden / M Stratford Carried</p>
SUB-COMMITTEE REPORTS	<p>Finance Meeting</p> <p>The Finance meeting minutes of the meeting 21 March as tabled and previously circulated.</p> <p>Year end 2023 deficit is \$131,150. Working Capital surplus \$209,357 The deficit is largely due to an increase in the provision for cyclical maintenance and removal of sports donations from income to prepayments. Areas of subject variance are largely due to income targets not being met. SLT will work with HOLAs to ensure funds are not overspent before income is received.</p> <p>February surplus is \$306,308 with a working capital surplus of \$342,234.</p> <p>The accounts staff were acknowledged for their work at the start of the year.</p>

	<p>Discussion was held regarding the voluntary donations and amounts charged for trips and course costs.</p> <p>Moved that the December 2023 and February 2024 financial reports be accepted for approval including payments listed on the transaction report from 1/11/23 to 30/11/23 totalling \$840,363 and the payments listed on the transaction report dated 1/12/23 to 31/12/2023 totalling \$862,866 and payments from 1/01/24 to 29/02/2024 be ratified.</p> <p>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 March as tabled and previously circulated.</p> <ul style="list-style-type: none"> ● An update of 5YA projects was noted. ● Bledisloe Street entrance, the MoE have applied for funds. ● Discussion around review of existing project processes, managing suppliers, procurement, contracts, handover, sign offs, payment and will be reported in further detail. ● A review of the 10-year property plan and 5YA funding. Next plan is due to commence June 2025 with a consultant appointed by the MoE in September this year. ● Safe 365 has been relaunched for all staff to use. ● Health and Safety statistics were tabled and discussed. <p>Moved that the Property and Health and Safety Report 21 March be accepted as a true and accurate record noting the update of updating R Tosh as a seconder.</p> <p>P Cunningham / S King Carried</p>
GENERAL BUSINESS	<ul style="list-style-type: none"> ● Discussion around the vacancy on the Board with R Tosh departure.
Public Excluded Business	<p>At 8.33pm 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.</p> <p>9.09pm moved out of committee</p>
MEETING CLOSED	9.10pm with a closing karakia
NEXT MEETING	8 May 2024 at 5.30pm (to allow for NZQA report from L Doubleday)

Signed: _____ Date: _____
Presiding Member

To Action	By Whom
Casual vacancy on Board	Board members to canvas potential members
International marketing logo	Dale to update Lisa regarding the International logo
Invoicing course costs	Dale to follow up regarding the wording on course cost and donations notifications to ensure these are appropriate and emails are consistent with advice on parent Portal.