

# Minutes of the Howick College Board Meeting Wednesday 30 October 2024 – 6.00pm - Boardroom

PRESENT	Dale Burden (Principal), Miles Stratford (Presiding Member), Sharon King (Staff rep.), Michele Heywood, Peter Cunningham, Carin Newbould, Rebecca Rose, Sachi Siope-Taniue (Student rep.), Lorraine Mackereth (Minutes)			
WELCOME	M Stratford welcomed the new student representative Sachi Siope-Taniue to her first Board meeting			
OPENING	The meeting opened at 6.03pm with a karakia			
APOLOGIES	Bruce Barrett			
QUORUM	The Presiding Member declared a quorum			
IN ATTENDANCE	None			
GOVERNANCE	Conflicts of Interest: –  O None noted O Board meeting dates for 2025 approved with the edition of Thursday 13 February for a planning meeting at 5.00pm.			
BOARD SELF REVIEW	Training undertaken/booked: <ul> <li>Sachi attended the new student representative training with the NZSBA.</li> <li>Engagement with School Docs – Rebecca will check which policies are up for review per term and alert the Board as they come up.</li> </ul>			
ADMINISTRATION	Minutes of the previous meeting 18 September 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 / M Heywood  Carried			
MATTERS ARISING	<ul> <li>Any action list items not already closed or on meeting agenda</li> <li>School Docs access for Board and staff has been actioned</li> <li>Follow through with Principal and Payroll regarding Principal's annual leave</li> <li>Communication on behalf of the Board to the parent community regarding expectations on donations was sent out to the community</li> </ul>			
CORRESPONDENCE	Inwards:  The Presiding Member sent a letter to Lisa Crossley from International thanking her and her team for their work.			
PRINCIPAL'S REPORT	<ul> <li>Dale tabled his report to the board for September including the following:</li> <li>Progress towards the Annual Goals tabled as read highlighting the following:         <ul> <li>The Board commented on the Jubilee being an excellent event from the morning tea, tree planting, school tours and the evening event. The food, cake and students were excellent. The school was showcased at its best.</li> <li>Kate did a superb job with organising the jubilee and will be offered a position to continue with alumni and community development. The Board acknowledged the efforts of all involved to make this a success.</li> <li>Senior Honours went well, although they will be reviewed to see how they can be approved. Feedback on the live broadcast was excellent.</li> </ul> </li> </ul>			

- International Marketing Report for Europe tabled. Discussion followed around the marketing strategies. The Board voiced concern to ensure the school receives value for money and a strategy for delivery.
- o The Principal's Professional Learning Groups trip to Brisbane was tabled as read.
- Discipline data for Term 3 tabled as read. Higher expectation of students has resulted in more stand downs and suspensions for term 3. The staff have reported a calmer environment. The Board acknowledged the work of the Senior Leadership Team for all their work with the discipline process.
- HR Staffing update tabled as read.
- Student phone ban has been increased to include break times. From 1
   November, phones are not allowed to be out at all, or they will be confiscated by a member of the Senior Leadership Team and returned at the end of the day.
   Communication will be going home to the community to advise of the update.
- The timetable will be adjusted for next year to start the teaching day at 8.45am.
- EOTC overnight trips for approval.
  - 1. Willow Park, Eastern Beach Year 13 Student Leaders 29 30 January 2025
  - 2. Steinlager 2, Auckland Viaduct, 12OED 3 5 March 2025
  - 3. Kayaking Whanganui River, 130ED 9 13 March 2025

Moved that the Principal's report as tabled be accepted D Burden / M Stratford Carried

Moved that the EOTC overnight trips be approved D Burden / M Stratford Carried

## SUB-COMMITTEE REPORTS

#### **Finance Meeting**

The Finance meeting minutes of the meeting held on 24 October 2024 previously circulated, tabled as read, noting the following:

- September surplus is \$298,673 with a working capital surplus of \$379,981.
- o A further set of statements were sent out on 23 October.
- Course costs and sports fees reports was tabled.
- o The Interim Audit is set for 31 October 2024.
- The subcommittee acknowledged the work being done by staff to improve the financials

Moved that the September 2024 financial reports be accepted for approval including payments listed on the transaction report from 1/08/24 to 31/08/24 totalling \$730,786 and payments from 01/09/24 to 30/09/24 totalling \$629,864 be ratified.

P Cunningham / M Stratford

Carried

#### **Property and Health and Safety**

The Property and Health and Safety minutes of the meeting 24 October 2024 previously circulated, tabled as read noting the following:

- The Gym floor will be done during the Christmas break.
- The subcommittee acknowledged the work of the grounds and property team.
- Safe 365 reporting requires further evaluation. Fuller reporting would require a further \$5000 per year.

Moved that the Property and Health and Safety Report as tabled be accepted P Cunningham / M Stratford Carried

### **General Business**

None noted

Public Excluded Business	At 8.11pm 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.  8.20pm moved out of committee
MEETING CLOSED	8.20pm with a closing karakia
NEXT MEETING	27 November 2024 at 6.00pm  The Board to meet at 4.45pm in the staffroom prior to the Board meeting for a last meeting "mix and mingle" with the SLT

Signed:			Date:
	Presiding Member		