

**Minutes of the Howick College Board Meeting
Wednesday 5 June 2024 – 6.47pm
Boardroom**

PRESENT	Dale Burden (Principal), Miles Stratford (Presiding Member), Carin Newbould, Sharon King (Staff rep.), Michele Heywood (arrived 6.51pm), Rebecca Rose, Bruce Barratt, Kaide Toia (Student rep.), Lorraine Mackereth (Minutes)
WELCOME	M Stratford welcomed Board members to the later start of 6.47pm to allow for the Counselling report by D Brown to the Board prior to the start of this meeting.
OPENING	The meeting opened at 6.47pm with a karakia
APOLOGIES	Peter Cunningham
QUORUM	The Presiding Member declared a quorum
IN ATTENDANCE	None
GOVERNANCE	<p>Conflicts of Interest: –</p> <ul style="list-style-type: none"> ○ None noted ● Consultation policy draft – Sharon explained to the Board that staff need to feel they are consulted prior to any work beginning in their areas and be consulted on what will affect their work area. The Board feel the policy is a good idea in theory. Consultation has taken place with the SLT and staff. The Board approve in principle to move forward
BOARD SELF REVIEW	<p>Training undertaken/booked:</p> <ul style="list-style-type: none"> ● P Cunningham, M Stratford and S King attended the Suspension Workshop with NZSTA. A suggestion that a “How to run a suspension hearing” should be provided for new Board members. M Heywood will check what is already available on the NZSTA website and compile some notes.
ADMINISTRATION	<p>Minutes of the previous meeting 8 May 2024 as previously circulated</p> <p>Moved that these are a true and correct record R Rose / C Newbould 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"> ○ Trailer incident report was provided at the Property and Health & Safety meeting on 30 May 2024. ○ Safe365 report will be provided at the next Property and Health and Safety meeting.
CORRESPONDENCE	<ul style="list-style-type: none"> ● None noted
PRINCIPAL’S REPORT	<p>Dale tabled his report to the board for May including the following:</p> <ul style="list-style-type: none"> ● Progress towards the Annual Goals tabled as read noting the following: <ul style="list-style-type: none"> ○ International reset – student numbers are above the budgeted number ○ Marketing trip to Chile proposed as tabled for approval

	<ul style="list-style-type: none"> ○ Short term students are being managed to ensure they are financially viable <p>Moved that the proposed fees increase for international homestay increase to \$370 per week to provide consistency with other local schools.</p> <p>D Burden / M Stratford Carried</p> <p>Moved the marketing trip to Chile in September be approved to proceed</p> <p>D Burden / C Newbould Carried</p> <ul style="list-style-type: none"> ● HR Staffing updated as tabled ● EOTC proposed trip to New Caledonia which was approved to proceed in principle at the 8 May Board meeting, will be reviewed in light of the recent political unrest. <p>Moved that the Principal’s report as tabled be accepted</p> <p>D Burden / B Barrett Carried</p>
<p>SUB-COMMITTEE REPORTS</p>	<p>Finance Meeting</p> <p>The Finance meeting minutes of the meeting 30 May as tabled and previously circulated.</p> <p>April surplus is \$302,987 with a working capital surplus of \$363,499.</p> <p>Parent donations are down compared to last year.</p> <p>Staffing budget needs to be closely monitored with the relief costs running high.</p> <p>The audit report came through on the 31st May, day after the finance meeting. The delay was with the Office of the Auditor General having provided fresh advice regarding how International Student scholarships offered by the College and their school costs and homestay fees should be addressed.</p> <p>Moved that the April 2024 financial reports be accepted for approval including payments listed on the transaction report from 1/04/24 to 30/04/24 totalling \$1,522,101 to be ratified.</p> <p>B Barrett / M Stratford Carried</p> <hr/> <p>Property and Health and Safety</p> <p>The Property and Health and Safety minutes of the meeting 30 May as tabled and previously circulated.</p> <p>Sommerville school defects are near complete and heaters fitted.</p> <p>Future 5YA process was discussed and the opportunity for Board involvement.</p> <p>Bledisloe entrance project has opened with the Ministry.</p> <p>Safe 365 training with all staff on 21 May. Further training has been booked with the SLT on 12 June and the Board training to be arranged.</p> <p>EOTC procedures were reviewed. An external review may be undertaken. We are considering using Schoolpoint as an online tool. This will ensure staff use the latest form and complete it fully.</p>

	<p>Trailer incident was discussed and issues identified of initial under reporting. The trailer has undergone a thorough inspection with some further repairs made to ensure it is fully road worth. Trailer report was tabled.</p> <p>Moved that the Property and Health and Safety Report as tabled be accepted B Barrett / M Stratford Carried</p>
General Business	<ul style="list-style-type: none"> • A Board member raised that the options for parental engagement with the school using Apps and portals presents some challenges. The app has limited functionality. It does not allow parents to advise of an absence, which is done via email, and does not allow fees to be paid via the app. The Board asks that a review of systems used for notifications of absences and making payments be reviewed to determine if there are opportunities for enhanced efficiency and/or ease of use for caregivers. • Additional Counsellor was discussed following the presentation from the HOD of Counselling prior to the Board meeting. Left with Management team to review and make recommendations to the Board. • School Zone – Brookby and Clevedon schools sit outside of the Howick College zone. The Board will investigate the process of expanding the Howick College School Zone to including the Kahui Ako feeder schools and the potential numbers it would involve.
Public Excluded Business	<p>At 7.50pm 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>8.16pm moved out of committee</p>
MEETING CLOSED	8.17pm with a closing karakia
NEXT MEETING	3 July 2024 at 5.30pm (to allow for HOLA Presentations)

Signed: _____ Date: _____
Presiding Member

To Action	By Whom
How to run a Suspension Hearing for new Board members	M Heywood
New Caledonia trip to review	D Burden
Apps for parents to pay fees, communicate with school to be reviewed. M Heywood recommends that the Management look into the updates to the Kamar web portal recently rolling out for use which will supersede the current one and will replace the need for alternative apps. The new portal is mobile friendly and will allow small device users to access the full portal features.	R Rose
School Zone – investigate potential expansion of zone to include Kahui Ako feeder schools	R Rose
Community Board letter regarding need to support college through voluntary donation payments	M Stratford