

**Minutes of the Howick College Board Meeting  
Wednesday 18 September 2024 – 6.12pm - Boardroom**

<b>PRESENT</b>	Dale Burden (Principal), Miles Stratford (Presiding Member), Sharon King (Staff rep.), Michele Heywood, Peter Cunningham, Carin Newbould, Bruce Barrett, Lorraine Mackereth (Minutes)
<b>WELCOME</b>	M Stratford welcomed Board members to the later start of 6.12pm to allow for the HOLA report from Social Sciences presented by Lupi Siale.
<b>OPENING</b>	The meeting opened at 6.12pm with a karakia
<b>APOLOGIES</b>	Rebecca Rose, Kaide Toia (Student rep.)
<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>○ None noted</li> </ul>
<b>ADMINISTRATION</b>	Minutes of the previous meeting 14 August 2024 as previously circulated <b>Moved that these are a true and correct record</b> <b>M Stratford / M Heywood</b> <span style="float: right;"><b>Carried</b></span> <b>Moved that the “public excluded” minutes are a true and correct record</b> <b>M Stratford / M Heywood</b> <span style="float: right;"><b>Carried</b></span>
<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>○ Draft letter to community regarding greater engagement for payment of donations and costs discussed. Letter approved to be sent from the Board.</li> <li>○ School Docs - Some difficulty getting into the programme. Follow up with Mark around access for staff and community.</li> <li>○ Letter to Branch Chair of PPTA in response to their letter asking about the position of the Board on Charter School status, is not part of the current Board’s strategic plan.</li> <li>○ Clarification of payments to ex-students for productions - there was 1 ex-student who was paid an hourly minimum wage to assist with the production.</li> <li>○ EONZ questions circulated to the Board – Dale will follow up with Mark.</li> <li>○ Clarification on sports trips costs. The process has been updated to ensure payments are made prior to a trip taking place.</li> <li>○ Detailed 365 reports are provided through the Property and Health and Safety Committee. A meeting with 365 regarding more clarity on their reports.</li> </ul> </li> </ul>
<b>CORRESPONDENCE</b>	Inwards: Email from MoE to Presiding Member requesting leave records for Principal
<b>PRINCIPAL’S REPORT</b>	Dale tabled his report to the board for September 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>○ A challenging term with staff absences due to illness and lack of relievers to cover. This has created unsettled times with the junior students.</li> <li>○ Professional learning is progressing well. The staff enjoyed the professional learning on AI on the ToD.</li> <li>○ The 2<sup>nd</sup> and final Distinguished Alumni will be held next week.</li> <li>○ International Director and International Manager are overseas recruiting students.</li> <li>○ Literacy co-requisites reflections as tabled.</li> <li>● HR Staffing update tabled as read</li> <li>● EOTC overnight trips for approval             <ol style="list-style-type: none"> <li>1. 28 Nov – 2 Dec Condors Senior Girls Tournament Tauranga</li> <li>2. 5 Dec – 8 Dec – NZSS Touch Nationals Rotorua</li> <li>3. September 2025 Student exchange to Chile</li> </ol> </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>Moved that the EOTC overnight trips be approved and the overseas trip to Chile in 2025 be approved in principle</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 held on 12 September 2024 previously circulated, tabled as read.</p> <p>July surplus is \$214,895 with a working capital surplus of \$278,767.</p> <p>Another set of statements were sent out on 4 September.</p> <p><b>Moved that the July 2024 financial reports be accepted for approval including payments listed on the transaction report from 1/07/24 to 31/07/24 totalling \$713,313 be ratified.</b>  <b>M Stratford / P Cunningham</b> <span style="float: right;"><b>Carried</b></span></p> <hr/> <p><b>Property and Health and Safety</b></p> <p>The Property and Health and Safety minutes of the meeting 12 September 2024 previously circulated, tabled as read.</p> <p>The Board met to do a tour around the school to see where the focus for the 5YA should be. Dale has met with the 10YP consultants and the MoE property person online to discuss the condition assessment. They will send someone to do an in-depth onsite inspection of the whole school.</p> <p>Safe 365 reporting needs to be improved to provide more detailed visual reports. A meeting will be set up with Safe365, the Principal and the Business Manager to see how this can be achieved.</p> <p><b>Moved that the design for the Bledisloe Gate be accepted and that we proceed to consent and tender.</b>  <b>M Stratford / S King</b></p> <p><b>Moved that the Property and Health and Safety Report as tabled be accepted</b>  <b>M Stratford / S King</b> <span style="float: right;"><b>Carried</b></span></p>

<b>General Business</b>	<p>Discussion around recognising staff who go above and beyond. There is a current system in place.</p> <p>Su O’Grady has taken on the role of PPTA Health and Safety. She has met with Dale and raised a number of concerns regarding emergency procedures and has put forward recommendations from the PPTA for changes to be made. Dale will investigate solutions to the issues and processes. The Health and Safety Committee should be meeting more regularly and undertake training.</p>
<b>Public Excluded Business</b>	<p>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.</p> <p>8.22pm moved out of committee</p>
<b>MEETING CLOSED</b>	8.22pm with a closing karakia
<b>NEXT MEETING</b>	30 October 2024 at 5.30pm (to allow for HOLA Presentations)

Signed: \_\_\_\_\_ Date:  
Presiding Member