

Minutes of the Howick College Board Meeting Wednesday 19 February 2025 – 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)
VISITOR	Brian White (left meeting at 7.30pm and returned at 7.32pm)
WELCOME	M Stratford welcomed Board members.
OPENING	The meeting opened at 6.02pm with a karakia
APOLOGIES	Bruce Barrett
QUORUM	The Presiding Member declared a quorum
IN ATTENDANCE	None
GOVERNANCE	 Conflicts of Interest: – R Rose, Director of AI Surge S King Acting Secretary of PPTA P Cunningham additional position at NZTA Code of Conduct signed by remaining Board members, absent on 13 February 2024 meeting. School Docs review – R Rose explained the process of reviewing school policies. Board Delegations as previously circulated with changes made as minuted from the 13 February Board meeting. Moved that the Board Delegations for 2025 are approved and adopted. M Stratford / P Cunningham Carried Appointment of Returning Officer for September student and staff elections. Moved that SCHOOLED are appointed Returning Officer for the Triennial and Staff Elections 2025. M Stratford / M Heywood Carried
BOARD SELF REVIEW	Training undertaken/booked: o None noted
ADMINISTRATION	Minutes of the previous meeting 27 November 2024 including the "public excluded" minutes as previously circulated Moved that these are a true and correct record M Stratford / M Heywood Carried Minutes of the previous meeting 13 February 2025 as previously circulated. Moved that these are a true and correct record
MATTERS ARISING	 M Stratford / M Heywood Carried Any action list items not already closed or on meeting agenda Letter sent to A Marsick from the Board to thank her for the Y13 Graduation Hardship payments plan process to report back to Board.
CORRESPONDENCE	Inwards: Crowe NZ Audit Engagement Plan Moved that Crowe NZ be appointed as the school Auditor 1 December 2024 to 1 December 2026 M Stratford / P Cunningham Carried

PRINCIPAL'S REPORT	 The following were previously circulated for approval: HR staffing update. New appointments of 3 Deputy Principals started in Term 1. A new HoLA of English has been appointed and will be starting 28 April 2025. New staff have settled in well and the SLT are working well together. A positive start to the year. Draft AOV 2024 – The 2024 Annual Plan Goals actions and targets presented and discussed. Further data will be presented on the NCEA data results. Annual Plan 2025 – Strategic Goals are the same. D Burden updated the Board on Actions and Targets for 2025. Budget 2025 was presented for approval. The current headings of the budget need to be updated as they are confusing. Discussion around the canteen and other contracts. The Board proposes that the school formalises a contracts register. EOTC overseas trip for approval. Senior Girls Rugby 7s Tournament in Japan 18 April to 4 May Moved that the Analysis of Variance for 2024 and the Annual Plan 2025 be accepted D Burden / M Stratford Carried Moved that the Resolution by Howick College Board – "Useful life of Assets 2024" be approved M Stratford / M Heywood Carried Moved that the EOTC overseas trip to Japan be approved subject to confirmation and evidence that sufficient travel insurance has been taken out for the whole group including staff and a payment plan with milestones and previous sport dept paid. D Burden / M Heywood Carried
General Business	• Future meetings will start at 5.00pm to allow for HoLA reports to the Board and the full Board meeting will start at 5.30pm.
Public Excluded Business	At 7.30pm 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. 7.32pm moved out of committee
MEETING CLOSED	7.33pm with a closing karakia
NEXT MEETING	26 March 2025 at 5.00pm

Signed:___

_____ Date:

Presiding Member