

**Minutes of the Howick College Board Meeting
Wednesday 14 August 2024 – 6.21pm - Boardroom**

PRESENT	Dale Burden (Principal), Miles Stratford (Presiding Member), Sharon King (Staff rep.), Michele Heywood, Peter Cunningham, Kaide Toia (Student rep.), Lorraine Mackereth (Minutes)
WELCOME	M Stratford welcomed Board members to the later start of 6.21 pm to allow for the HOLA report from Technology, presented by Joseph Dunleavy.
OPENING	The meeting opened at 6.21pm with a karakia
APOLOGIES	Rebecca Rose, Carin Newbould, Bruce Barrett
QUORUM	The Presiding Member declared a quorum
IN ATTENDANCE	None
GOVERNANCE	Conflicts of Interest: – <ul style="list-style-type: none"> ○ None noted
BOARD SELF REVIEW	Training undertaken/booked: <ul style="list-style-type: none"> ○ School Docs ○ Safe 365 online module by Health and Safety sub-committee ○ Physical Restraints training reviewed by Board
ADMINISTRATION	Minutes of the previous meeting 3 July 2024 as previously circulated Moved that these are a true and correct record M Stratford / M Heywood Carried Moved that the “public excluded” minutes are a true and correct record M Stratford / M Heywood Carried
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 Zone Meeting with Dale, Rebecca and Miles. Clevedon is communicating with its community. Brookby to meet with Miles. ○ Use of AI – There is no specific AI policy but it forms part of the NZQA assessment policies. Where AI is expected to be used, students need to record the source. Teachers are aware of the Authenticity Policy which is overarching. ○ Payments for course costs were raised at the Finance sub committee meeting showing that 50% has been collected to date. ○ Letter to community re course costs and donations was covered at the Finance sub committee meeting. A template letter for parents/caregivers of students who have not paid course costs has been created and will be sent out by subject teachers. The Presiding Member will send a letter explaining the need to pay course costs and donations. ○ School Docs training has been completed. ○ Babysitting costs of \$80 were because the staff member was asked to attend the ball for various reasons. Media Studies was for a course cost, although the cost was not paid prior to the trip. ○ Cleaning of staffroom toilets, leaking in library discussed at Property sub-committee.

	<ul style="list-style-type: none"> ○ Register for all risks discussed at Health and Safety sub-committee and the MoE template will be used. ○ The Physical restraint module was sent out to the Board for review to have an understanding of the rules for teacher and for the Board to have further knowledge when approving policies.
CORRESPONDENCE	<p>Inwards:</p> <p>Letter from the Howick College Branch Chair of PPTA re being opposed to any move towards charter status. asking for a firm commitment that Howick College will not become a charter school.</p> <p>A response will be provided by the Presiding Member advising that being a charter school is not part of the Howick College Strategic Plan.</p>
PRINCIPAL'S REPORT	<p>Dale tabled his report to the board for August including the following:</p> <ul style="list-style-type: none"> ● Progress towards the Annual Goals tabled as read highlighting the following: <ul style="list-style-type: none"> ○ 2.7 Numeracy plan in place, a copy provided by B Saini as presented at the ERO meeting on 31 July. Numeracy results summary data included. ○ Jubilee is well underway with the Coordinator, Kate Pike doing a superb job. The Board will be advised of their roles. Wider advertising to take place. ○ International Department has some good work happening. The Presiding Member will write a letter to acknowledge the work of the new Director of International. The International policies and procedures were circulated to the Board for approval separately from School Docs. ○ The Board commented that the information evening for Year 8 students went really well with plenty of school guides available to assist. ● ERO meeting 31 July – Numeracy update tabled as read ● Discipline data for Term 2 tabled as read ● HR Staffing update tabled as read ● EOTC overnight trips for approval. Discussion followed around payment of the costs associated with these trips. If the costs are not paid, or an arrangement to pay, the trip does not proceed. The teams do fundraising throughout the year to contribute towards their costs. The Board expect that processes are in place to ensure the school is not at risk financially. Questions were raised earlier and answered by the Deputy Principal in charge of EOTC, prior to the meeting. <ol style="list-style-type: none"> 1. NISS Netball Tournament Premier Netball, Waitakere 1 – 6 September 2. NZSS Hockey Tournament, Girl's 1st Hockey, Whangarei 1 – 6 September 3. WTW Rex Dawkins Tournament, 1st XI Boys Football, Napier 1 – 6 September 4. NZSS Hockey Tournament, 1st Boys XI Hockey, Wellington 1 – 6 September 5. NZSS National Top 4, 1st XV Girls Rugby, Palmerston North 5 – 8 September 6. NZSS Netball Championship, Premier Netball, Christchurch 6 – 11 October 7. Year 9 Camps, Waharau 19 November – 1 December <p>Moved that the Principal's report as tabled be accepted D Burden / P Cunningham Carried</p> <p>Moved that the International Policies and Procedures previously circulated be approved D Burden / M Stratford Carried</p> <p>Moved that the EOTC overnight trips be approved provided that a plan is put in place to recover all costs. D Burden / M Stratford Carried</p>

SUB-COMMITTEE REPORTS	<p>Finance Meeting</p> <p>The Finance meeting minutes of the meeting held on 8 August 2024 previously circulated, tabled as read.</p> <p>June surplus is \$187,085 with a working capital surplus of \$261,007.</p> <p>Statements were sent out on 5 August with a revised format.</p> <p>Course costs report was tabled. A total of \$571,614 has been charged, 50% has been collected to date.</p> <p>Moved that the June 2024 financial reports be accepted for approval including payments listed on the transaction report from 1/06/24 to 30/06/24 totalling \$653,528 be ratified.</p> <p>M Stratford / S King Carried</p>
	<p>Property and Health and Safety</p> <p>The Property and Health and Safety minutes of the meeting 8 August 2024 previously circulated, tabled as read.</p> <p>The next 5YA - Watershed have been appointed as project managers to complete our 10-year plan and 5YA. The Board will tour the school on Saturday 17 August to help formulate their input.</p> <p>Safe365 training for the Board was completed online. The Board requested that reports from 365 are received for Board meetings. Action Mike Stanghan asked to provide options for reporting to the next Board meeting.</p> <p>A Risk Register is being compiled using the MoE template.</p> <p>Moved that the Property and Health and Safety Report as tabled be accepted</p> <p>P Cunningham / S King Carried</p>
General Business	None noted
Public Excluded Business	<p>At 8.06pm 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>8.28pm moved out of committee</p>
MEETING CLOSED	8.28pm with a closing karakia
NEXT MEETING	18 September 2024 at 5.30pm (to allow for HOLA Presentations)

Signed: _____ Date: _____
Presiding Member