



## UPPER HUTT COLLEGE BOARD

Minutes of the Board Meeting  
Thursday 31 July 2025 at 6:00pm

### 1. Meeting Administration

Welcome and Karakia

Present: Garth Johnson (Presiding Member), Judith Taylor (Principal), Koh Than (Student rep), Charlie Beckett, Bruce Thomas (staff representative), Wendy Holmes,

In attendance: Janetta van Maren, Deputy Principal, Karen Huaki-Feaver, Board Secretary

Apologies:

Declaration of Interests - nil

Correspondence – Tabled as read

**Motion:** *That the correspondence as tabled was accepted*

**Moved:** WH **Seconded:** CB

### 2. Minutes of the previous Board meeting

**Motion:** *That the minutes of 26 June 2025, Board of Trustees meeting be accepted as a true and correct record.*

**Moved:** WH **Seconded:** CB

**Carried**

### 3. Matters Arising- nil

### 4. Principals Report

The Principals report was tabled with the following points noted :

*A number of students on JV's Korowai programme have passed NCEA Level 1 and are making positive progress in NCEA level 2.*

**Motion:** *That the Principal's July report is tabled and accepted*

**Moved:** BT **Seconded:** MB **Carried**

June Roll return tabled.

## 5. Finance and Property Committee report back

The Finance Committee recommends that:

**Motion:** *That the Management Reports of June 2025 as tabled be accepted.*

Moved: GJ      Seconded: BT

Carried

**Motion:** *That the schedule of payments over \$5,000 in June 2025 as approved at the Finance Subcommittee are ratified.*

Moved: GJ      Seconded: BT

Carried

### Final Audit report Moore Markhams

**Motion:** *That the final Moore Markhams audit report be accepted as tabled*

Moved: BT      Seconded: WH

## 6. Setting of International Fees 2027

### Proposal to Fees adjustment for UHC International students in 2027:

- Increase Homestay payment by \$20 to \$370 per week
- Increase the full year tuition fee \$500 to \$17500
- Increase Airport Transfers by \$30 to \$150

Motion: That the fee adjustment for International students for 2027 as detailed, is approved by the Board

Moved: BT      Seconded: GJ

All in favour      Carried

## 7. Proposed Japan Trip 2026

**Motion:** *That the Board give provisional approval for the Japan Trip 2026*

Moved: BT      Seconded: WH

## 8. 2025 Christmas Function

**Motion:** *That the Board approve the amount of 50 % per staff member who attends the end of year Christmas function*

Moved: MB      Seconded: GJ

All in favour      Carried

## 9. Recognising staff service

**Motion:** *That the Board add retirement and long service leave to the the Gift Policy*

Moved: WH      Seconded: GJ

## 10. Strategic Plan 2026

## 11. Health and Safety

Emergency Preparedness

## 12. Triennial Elections Planning

Appoint returning officer for 2025 Student elections

**Motion:** *That Schooled be appointed as the returning officer for the 2025 student election*

Moved: JT      Seconded: BT

**13. Policies and Assurances**

**Term 3 Policies for Review**

- Child Protection - Board Review
- Abuse Recognition and Reporting - Board Review
- Food and Nutrition
- Safety Checking - Board Review
- Police Vetting
- Missing Student Procedure

Board to look at these policies before the next meeting

**14. Board Checklist Term 3 - completed**

**15. Te Reo Maori - Discussion around kapa haka roopu**

**16. In committee**

*The Board moved into Committee at 7:45 pm under Section 48 (1) of the Local Government Official Information and Meeting Acts 1987. To protect confidential information relating to Personnel matters.*

*The Board moved back out of committee at 8:06pm*

**17. Confirm dates for September meeting - Agreed that the new Board will be notified of meeting dates when they take office**

**18. Agenda items for next meeting**

Strategic Plan 2026  
Board Checklist Term 3  
Emergency Preparedness

**Next meeting dates**

- Finance & Property Meeting - Thursday 28 August 2025 at 5pm
- Board Meeting - Thursday 28 August 2025 at 6pm

**Closing Karakia UHC Board Karakia**

The meeting closed 8:09pm

**These minutes of the 31 July 2025 Board meeting are accepted as a true and correct record.**

Presiding Member: ..... 

Date: ..... 

