



AGENDA / MINUTES OF THE HOKOWHITU SCHOOL BOARD MEETING

Held on Tuesday 13th of June 2023 at 5.30 pm

Torongia ki te tihi o te maunga
Striving to get to the top of the mountain

Step up - Manawanui | Try new things - Kia Kaha | Respect - Ngā Whakaute | Investigate - Whakataki
Value others - Atawhai | Enthusiasm for learning - Ngā Whakapuke

Present: Lin Dixon, Rachel Buckley, Tim Foss, Reece Hawkins, Philip Steer, Villi Tosi			
Gallery: Helen Griffin			
Apologies: Ewan Westergaard		Signed:	Chairperson
			Date:
Agenda Item/Portfolio	Specific items	Minutes	Reports
Welcome • Philip	<ul style="list-style-type: none"> • Karakia • Whanaungatanga 	Welcome to everyone and a special welcome to Liz Bellis from PNINS School Board.	Karakia
Guest presentation • Liz Bellis (PNINS School Board)	<ul style="list-style-type: none"> • A Board with a Māori worldview • Te Tiriti o Waitangi officially and unofficially 	Presentation by Liz Bellis - See attached reports.	A Board with a Māori worldview Te Tiriti o Waitangi officially and unofficially
Apologies		Ewan Westergaard	
Conflicts of interest			
Minutes of previous meeting		Moved by P. Steer, seconded by L. Dixon - All in favour.	May Minutes
Matters Arising (see action list)			Action List (May)
Resolutions passed by email		Nil	

<p>Correspondence</p> <ul style="list-style-type: none"> Lin 		<p>Inwards</p> <ul style="list-style-type: none"> - Power Broker - They do have better deals for power, however not relevant to us at this time. - Audit - We will discuss this in the finance section. - ERO - School evaluation approach survey to be done by the Presiding member before July. - NZSTA re Centenary - We can subsidise some of this, however we as a Board will need to proceed with caution and make sure children's education is involved and funds provided are appropriate. We will need to make sure there are clear reasons for any Board spending. - John Allot - Acknowledges the disengagement letter sent in outwards correspondence and thanked us for the timely manner in sending this to him. <p>Outwards</p> <ul style="list-style-type: none"> - Accounting services disengagement letter. <p>Moved by L. Dixon, seconded by T. Foss - All in favour.</p>	<p>Correspondence (May/June) Auditors Annual Report NZSTA - School Centenary</p>
<p>Planning and Reporting</p> <ul style="list-style-type: none"> Lin 	<ul style="list-style-type: none"> Principal's Report 	<p>Take as read.</p> <p>Roll/Staffing/Personnel</p> <p>L. Dixon moves that the ballot for September be held on the 6th of September 2023 for students starting Terms 1 and 2 of 2024. An additional 2 places at each year level 1/2/3/4/5 are available to start Term 4 2023.</p> <p>Seconded by R. Buckley - All in favour.</p> <p>Property</p> <ul style="list-style-type: none"> - There is a meeting tomorrow morning with Shane Lewer from Proarch and Jos Broderick from WSP regarding the roofing project. Great, this is underway. <p>Addition to Principals Report</p> <p>L. Dixon moves that the Board continues to opt into the MOE funding scheme for schools who do not have a parent donation, seconded by T. Foss - All in favour.</p> <ul style="list-style-type: none"> - Query - Regarding our status on our copyright certificate. We do apply for a music copyright certificate every second year in our major production year. Jen to send through to Philip our current status and further information regarding this. <p>Moved by L. Dixon, seconded by V. Tosi - All in favour.</p>	<p>Principal's Report</p>
<p>Strategic Discussion</p> <ul style="list-style-type: none"> Lin 	<ul style="list-style-type: none"> Strategic plans and implementation plans 	<p>Community Consultation Report</p> <ul style="list-style-type: none"> - Positively the response rate in this survey has grown since our last (2019) survey. <p>Lin to provide the Rongohia te Hau survey as strategic discussion for the next Board meeting.</p>	<p>Community Consultation</p>

- Mission and Values - strong positive response, note how many people like the STRIVE values, this is great to hear.
- Individual Learning Needs - strong satisfaction on this apart from one quirk noted with Year 5 data trending lower.
- Inclusion and Respect for Cultural Diversity came out great.
- Relationship and Conflict Management - showed that same quirk with Year 5 trending lower. We will put more research into this and put a survey out to the Year 5 students to find out more around this. Sometimes it can be a different perspective from students as to what parents can be thinking. There aren't alarm bells, we are just getting more information to then see what can be implemented.
- Curriculum - There were some comments asking for us to do more of certain areas of the curriculum, i.e Science. We do lots of science so maybe this is something we need to look at communicating better with families so they are aware of what is being taught? Year 1-4 had a strong positive view regarding the curriculum which is great feedback.
- Cultural Celebrations - Suggestions that there is more emphasis placed on Diwali, Eid/Ramadan, Chinese New Year etc. We have a strong response to Matariki but maybe some of these other festivals deserve greater emphasis.
- Curriculum Areas - Māori respondents would like to see more emphasis on Performance Arts, Sciences and Social Sciences.
- Uniform - The feedback on uniform was fairly strong, showing us that uniform is really important. 15% of all respondents were unsupportive of a gender neutral option. We could have changed the question to if it was a cheaper gender neutral option?
Basically this tells us that it is important to keep the uniform. If the Board was in the mind to change the uniform the Board could do another smaller consultation. We will revisit this at our next Board meeting to see if we want to revisit it. Philip to provide a breakdown of data on gender neutral year groups (uniform)
- Start and End of Day Times - According to NZSTA if we want to look at changing the end of day times we MUST consult with the community.
- Values - The values closely align with the Rongohia te Hau survey values which is great.
- Going forward with this data - Great idea to separate out the bike and scooter racks. Reece to investigate ideas for the next meeting. Pool mats are also a good idea. Speed reductions will be sorted by Waka Kotahi in the near future.

Lin to share findings with the community through our school newsletter, this will be a 3 point scale and will show the breakdown of all respondents and Māori.

Overall this was a really positive consultation.

<p>Policy</p> <ul style="list-style-type: none"> Philip 	<ul style="list-style-type: none"> 	<p>Teaching Staff Professional Growth Cycle Query on point 5 - "The Principal will report to the School Board on the completion of each annual cycle of professional growth, and on any performance management processes as appropriate". Philip to clarify this wording, will have this in part 2 of a Board meeting. Moved by P. Steer, seconded by R. Hawkins - All in favour. Equal Employment Opportunity (EEO) Points 3 & 4 - Take out Trustees wording and update the Board. Sexual orientation is not specifically stated yet, we will look at adding gender into this policy. Philip to revisit and bring it back at the next meeting. This policy has not yet been moved. P. Steer moves that the Policy Report be moved - All in favour.</p>	<p>Policy Report Equal Employment Opportunities Policy Teaching Staff Professional Growth Cycle Policy</p>
<p>Curriculum</p> <ul style="list-style-type: none"> Reece 	<ul style="list-style-type: none"> Staff Report 	<p>Take as read Some privacy issues noted here. After every meeting we will take off the link to the staff report (so it still stays on the agenda and can be asked for but isn't active). Jen to go back and do this to past ones. Moved by R. Hawkins, seconded by V. Tosi - All in favour.</p>	<p>Staff Report</p>
<p>Personnel</p> <ul style="list-style-type: none"> Rachel 	<ul style="list-style-type: none"> NZSTA training/news 	<p>Centenary We need to firm up a budget for this soon. The centenary committee talked about spending, structures of the days, finances and what is needed. They want to know how much they can do. They will try to keep costs down but at the end of day some things will be costly i.e dancefloor, band, meals etc. If staff are doing something out of regular hours and representing the school we should be doing something for them. Anything that promotes the school the board should be paying for, whether lunch or dinner. The Board will pay for venue hire, dancefloor hire, Friday afternoon tea and the native tree to be planted. Looking at how we as a Board price it? Do we have a cancellation policy in place for people registering? Look into possible small fee to register. Query on badges for the children's school uniform that are here at the time of the Centenary. Lin to make inquiries about badges. There are four parts of the weekend so the Board will represent throughout all of these parts.</p>	
<p>Finance and Audit</p> <ul style="list-style-type: none"> Ewan 	<ul style="list-style-type: none"> Monthly Accounts Sensitive Expenditures 	<p>Audit - Very clean audit. Well done to all involved. Sensitive Expenditure Procedure - Our policy says we have one but we don't. This needs rectifying. Education Services - The management report is very informative. One thing we don't have but we want to have is the PTA report. Lin to check with Steven Whittaker.</p>	<p>May Governance Report Available Funds Forecast</p>

		Page 3 - Unbudgeted? Tim to check with Steven regarding this. Moved by T. Foss, seconded by R. Buckley - All in favour.	
Property <ul style="list-style-type: none"> Villi 		<p>Proposal #3 Pricing - "Numbers wise we are sitting at 280k for the entire build... this is based on using the existing retaining surrounding the area".</p> <p>Senior Playground Quotes</p> <p>Alot of the designs have big variations on pricing. Most don't include removal of the current playground. Do we now put some options to the older children? We do like the idea of a basket swing over having regular swings. Grants are doable for this. We should look at doing the playground first then shade sails afterwards. We will need to include that into the pricing as well. We need to do it properly but also aware this is a massive amount of money. It makes sense to have the playground matting over having the bark. As a board perspective we want it to fit in with the school environment. The area down there needs to challenge them but be safe. We will narrow the options down and get comparative pricing. We like the thought of add ons. Lin and Reece to consult with the children to get some feedback. Show them pictures of the add ons and see which they would prefer. Look at the swings separately rather than in the senior playground itself? Also a possibility of a sensory path?</p> <p>Moved by V. Tosi, seconded by R. Hawkins - All in favour.</p>	Playground Proposal #1 Playground Proposal #2 Playground Proposal #2 Playground Proposal #3 Fly over Video Proposal #3 Playground Proposal #4 Playground Proposal #4 Playground Proposal #4 Proposal #4 Pricing
Māori Engagement <ul style="list-style-type: none"> Villi 		<p>Te Aō Māori evening is coming up, our kapa haka will open the evening.</p> <p>There was also an outline in the newsletter of how it will look on the night. There will be games, food etc. Our whānau hui will be in the staffroom. We will take some of the ideas from the Rongohia te Hau survey and use post it notes for ideas. Board members will be based in the staffroom.</p> <p>Meet with Philip and Villi regarding Rongohia te Hau data before Te Aō Māori evening.</p> <ul style="list-style-type: none"> - Kapa haka are also performing at Te Pae Tamariki soon. - Villi did the first NZSTA workshop which he said was great. <p>Moved by V. Tosi, seconded by R. Hawkins - All in favour.</p>	
Risk and Compliance <ul style="list-style-type: none"> Tim 	<ul style="list-style-type: none"> Privacy Health and safety First Aid Report 	<p>Take as read.</p> <p>The first health and safety meeting was great.</p> <p>We have since been rolling out the Peoplesafe app to the entire team.</p>	Compliance Report First Aid Report

		Tim will catch up with Sam Sloan about some of the apps. Most are fine and not sharing data, however a couple that will need looking at. Moved by T. Foss, seconded by L. Dixon - All in favour.	
General Business	•	NZSTA AGM - P. Steer adds a motion asking Hokowhitu School Board to allow the Central West co chairs to have our proxy vote at the upcoming central AGM meeting - All in favour. Philip will send out more details as they arise. Code of Conduct - There will be a new addition to this around not campaigning for any political party. This will be mandatory. Philip to look into the new Code of Conduct	
Next Meeting:	Tuesday 1st of August		
Business in committee • Lin • Tim	• Personnel matters • Physical restraint		
Meeting Closed: 8.08pm			Next Meeting: 01.08.2023