



# AGENDA & MINUTES OF THE HOKOWHITU SCHOOL BOARD MEETING

Tuesday 24 March 2026 at 5.30 pm

Our vision statement

Torongia ki te tihī o te maunga | Strive to get to the top of the mountain

Our values

Step up - Manawanui | Try new things - Kia kaha | Respect - Ngā whakaute | Investigate - Whakataki  
Value others - Atawhai | Enthusiasm for learning - Ngā whakapuke

Our strategic goals

1. Ensuring all ākonga gain confidence and experience success in literacy and numeracy
2. Increasing ākonga and kaiako knowledge of and engagement with te ao Māori
3. Recognising, supporting, and celebrating the diversity of our ākonga
4. Enhancing ākonga wellbeing by encouraging participation in physical activity and performance arts

<b>Present:</b> Reece Hawkins, Vili Tosi, Ewan Westergaard, Natasha Thornton, Hilary Salter, Philip Steer				
<b>Gallery:</b> Eli Masoe				
<b>Apologies:</b> Scott Sherer		<b>Signed:</b>	<b>Chairperson</b>	<b>Date:</b>
<b>Agenda Item/Portfolio</b>	<b>Specific items</b>	<b>Minutes</b>	<b>Reports</b>	
<b>Welcome</b> • Reece	<ul style="list-style-type: none"> <li>• Karakia timatanga</li> <li>• Whanaungatanga</li> </ul>		<a href="#">Karakia</a>	
<b>Apologies</b>		Scott Sherer		
<b>Conflicts of interest</b>		Nil		
<b>Minutes of previous meeting</b>		<i>Moved that the minutes are a true and accurate record of the previous meeting. Moved by E.Westergaard &amp; seconded V.Tosi- All in favour.</i>	<a href="#">(17 February) Minutes</a>	

<p><b>Matters Arising (see action list)</b></p>		<p><b><u>Reece</u></b></p> <ul style="list-style-type: none"> <li>● Fencing - proceeding - <b>Complete</b></li> <li>● Cyclical Maintenance Report - Reece to follow up with Steve to find out who now does this, Watershed no longer do - <b>In progress</b></li> <li>● Policies &amp; Procedures - <b>Complete</b></li> <li>● Survey - <b>Complete</b></li> <li>● Water Fountains - <b>Complete</b></li> <li>● Board Approval for camp - <b>Complete</b></li> </ul> <p><b><u>Marie</u></b></p> <ul style="list-style-type: none"> <li>● Distribute delegations - <b>Complete</b></li> </ul> <p><b><u>Scott</u></b></p> <ul style="list-style-type: none"> <li>● EEO report with Reece - <b>In progress</b></li> <li>● Review the 2026 Overnight Camp Proposal proposal - <b>Complete</b></li> </ul> <p><b><u>Vili</u></b></p> <ul style="list-style-type: none"> <li>● Consult with the plumber regarding the water fountain upgrades, get a quote for costs - <b>Complete</b></li> </ul> <p><b><u>Ewan</u></b></p> <ul style="list-style-type: none"> <li>● Review upcoming Term Deposits with Reece - <b>In progress</b></li> </ul>	<p><a href="#">Action list</a></p>
<p><b>Resolutions passed by email</b></p>		<p>Nil</p>	
<p><b>Correspondence</b></p> <ul style="list-style-type: none"> <li>● Reece</li> </ul>		<p><b><u>Inwards</u></b></p>	<p><a href="#">Correspondence</a></p>

		<ol style="list-style-type: none"> <li>1) <b>Nova Energy</b> - Price increase noted.</li> <li>2) <b>Balfour Cleaners</b> - Price increase noted.</li> <li>3) <b>Hills Labs</b> - Price increase noted.</li> <li>4) <b>Hall Hire Application</b> - Application could not be considered as dates for hireage not yet confirmed.</li> </ol> <p><b><u>Outwards</u></b></p> <ol style="list-style-type: none"> <li>1) <b>Support Staff</b> - VTE proposals given out to Support Staff to review.</li> </ol>	
<p><b>Presiding Member</b></p> <ul style="list-style-type: none"> <li>● Philip</li> </ul>	<ul style="list-style-type: none"> <li>● PM Report</li> <li>● Hokowhitu School Community Consultation 2023</li> </ul>	<p><b><u>PM Report</u></b></p> <p>Feedback/suggestion on categories and questions for the 2027 Strategic Plan:</p> <ul style="list-style-type: none"> <li>- Include changes in legislation</li> <li>- Cultural goals going forward</li> <li>- Reiterating the current goals, are these still on point?</li> <li>- Incentivise community engagement</li> <li>- Face to face engagement from the Board to gather feedback</li> <li>- Staff feedback</li> <li>- Could the survey coincide with another school event?</li> </ul> <p>Draft survey prepared for review by next Board meeting. Survey to go out Term 2, consultation Term 3 with the final Strategic Plan by term 4.</p> <p><b><i>PM Report moved by P.Steer, seconded by N.Thornton - All in favour.</i></b></p>	<p><a href="#">PM Report</a></p> <p><a href="#">Hokowhitu School Community Consultation 2023</a></p>

<p><b>Planning and Reporting</b></p> <ul style="list-style-type: none"> <li>• Reece</li> </ul>	<ul style="list-style-type: none"> <li>• Principals</li> <li>• Report</li> </ul>	<p><b><u>Principals Report</u></b></p> <p><b><u>Ensuring all ākonga gain confidence and experience success in literacy and numeracy</u></b></p> <ul style="list-style-type: none"> <li>- Take as read</li> </ul> <p><b><u>Increasing ākonga and kaiako knowledge of and engagement with te ao Māori</u></b></p> <ul style="list-style-type: none"> <li>- Take as read</li> </ul> <p><b><u>Recognising, supporting, and celebrating the diversity of our ākonga</u></b></p> <ul style="list-style-type: none"> <li>- Take as read</li> </ul> <p><b><u>Enhancing ākonga wellbeing by encouraging participation in physical activity and performance arts</u></b></p> <ul style="list-style-type: none"> <li>- Take as read</li> </ul> <p><b><u>ROLL / STAFFING / PERSONNEL</u></b></p> <ul style="list-style-type: none"> <li>- Our current roll is 360. We expect 10 New Entrants in Term 2 and are aware of six ākonga leaving the area at the end of this term.</li> <li>- Enrolments for the Term 3/4 ballot close at the end of the month. It is likely a ballot will be required, potentially resulting in a waiting list for out-of-zone applicants. We have had several young families touring the school recently.</li> <li>- Julie Cranshaw's last day was Friday, 20th March. Diana Young joined us on Monday, 23rd March.</li> </ul> <p><b><u>PAT Data</u></b></p> <p>Add Maori student data in the strategic plan for context eg. how many students identify as Maori at the school.</p> <p><b><i>Principal Report &amp; PAT Data moved by R.Hawkins, seconded by H.Salter - All in favour.</i></b></p>	<p><a href="#">Principal Report</a></p> <p><a href="#">2026 PAT Data</a></p>
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<p><b>Policy</b></p> <ul style="list-style-type: none"> <li>Philip</li> </ul>	<ul style="list-style-type: none"> <li>Policy Report</li> <li>Hokowhitu School Child Protection Policy (2026)</li> <li>College St Child Protection Policy</li> <li>Hokowhitu School Complaints and Concerns Policy (2026)</li> </ul>	<p><b><u>Policy Report</u></b></p> <p>Add draft policies to the newsletter for community consultation.</p> <p><b><u>Hokowhitu School Child Protection Policy</u></b></p> <ul style="list-style-type: none"> <li>Student Teachers: Who is conducting police checks, and who is responsible for safety checks? Student Teachers are police vetted by their learning institute and are not done by the school. They should always be under supervision and are considered a non-core role within the school.</li> </ul> <p><b><u>Hokowhitu School Complaints and Concerns Policy</u></b></p> <ul style="list-style-type: none"> <li>Complaints register: Board decided there is not a need for a complaints register. Reece to manage any complaints or concerns and escalate to the Board if/when needed. Follow and work through the current processes &amp; procedures in the first instance before Board involvement.</li> <li>Revise guideline no.5</li> <li>Highlight the policy in the school newsletter.</li> </ul> <p><i>Policy Report moved by P.Steer, seconded by N.Thornton - All in favour.</i></p>	<p><a href="#">Policy Report</a></p> <p><a href="#">Hokowhitu School Child Protection Policy</a></p> <p><a href="#">College Street School Child Protection Policy</a></p> <p><a href="#">Hokowhitu School Complaints and Concerns Policy</a></p>
<p><b>Curriculum</b></p> <ul style="list-style-type: none"> <li>Hilary</li> </ul>	<ul style="list-style-type: none"> <li>Staff Report</li> </ul>	<p><b><u>Staff Report</u></b></p> <p>Take as read</p> <p><i>Staff Report moved by H.Salter, seconded N.Thornton - All in favour.</i></p>	<p>Staff Report removed for privacy reasons - A copy is available on request in the office.</p>
<p><b>Personnel</b></p> <ul style="list-style-type: none"> <li>Scott</li> </ul>	<ul style="list-style-type: none"> <li>Personnel Report</li> </ul>	<p><b><u>Personnel Report</u></b></p> <ul style="list-style-type: none"> <li>Independent Employment Agreements (IEA) are currently being offered to all non union member teaching staff.</li> </ul>	<p><a href="#">Personnel Report</a></p>

		<ul style="list-style-type: none"> <li>- Appointment of a new teacher, Diana Young, on a fixed term contract, 3 potential teachers were interviewed.</li> <li>- Emma Mollet moved from a fixed term to a permanent teaching contract.</li> </ul> <p><i>Personnel Report moved by P.Steer, seconded by E.Westergaard - All in favour.</i></p>	
<b>Finance and Audit</b> <ul style="list-style-type: none"> <li>• Ewan &amp; Natasha</li> </ul>	<ul style="list-style-type: none"> <li>• Finance Report</li> <li>• Management Report</li> </ul>	<p><b><u>Finance Report</u></b></p> <p>Taken as read</p> <p><b><u>Management Report</u></b></p> <p><b>Motion:</b> Move \$300k back to Term Deposit for a 6 month fixed term.  <b>Moved:</b> E.Westergaard  <b>Seconded:</b> V. Tosi</p> <p>Move \$200K from the main account to business savings.</p> <p><i>Finance Report moved by N.Thornton, seconded by H.Salter - All in favour.</i></p>	<p><a href="#">Finance Report</a></p> <p><a href="#">February Management Report</a></p>
<b>Property</b> <ul style="list-style-type: none"> <li>• Villi &amp; Ewan</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>- Recently matured term deposit funds to be used for TKA &amp; TKT deck upgrades.</li> <li>- <b>Motion:</b> Appoint an organisation for consulting work regarding the deck re-designs.  <b>Moved:</b> V.Tosi  <b>Seconded:</b> E.Westergaard</li> <li>- Any immediate property repairs to be considered and organised by Reece.</li> <li>- 3 new water fountains to be installed in the 1st week of school holidays.</li> </ul>	

		<ul style="list-style-type: none"> <li>- AMS Projects: TKA room restructure, revamp in TKT, staff toilets to be upgraded with remaining funds. Reece to follow up with Jos at WSP regarding these projects.</li> <li>- Flooding on the turf/playground continues to be an issue. Possible solutions to be discussed at the next Board meeting.</li> </ul>	
<b>Whānau Māori</b> <ul style="list-style-type: none"> <li>● Villi</li> </ul>	<ul style="list-style-type: none"> <li>●</li> </ul>	Nil	
<b>Risk and Compliance</b> <ul style="list-style-type: none"> <li>● Scott</li> </ul>	<ul style="list-style-type: none"> <li>● Health &amp; Safety Report</li> <li>● Sick Bay Report</li> </ul>	<b><i>Health &amp; Safety and Sickbay Report moved by N. Thornton, seconded by R.Hawkins - All in favour.</i></b>	<a href="#">Health &amp; Safety Report</a> <a href="#">Sick Bay Report</a>
<b>General Business</b>		Nil	
<b>Next Meeting:</b>		5 May 2026 at 5:30pm	
<b>Public-Excluded Business</b> <ul style="list-style-type: none"> <li>● Reece</li> </ul>	<ul style="list-style-type: none"> <li>● Leave requests</li> </ul>	<b><i>Moved that the public be excluded from the following parts of the proceedings of this meeting, namely, personnel matters and reporting of use of physical restraint, to protect the personal privacy of natural persons, and property rental, for reasons of commercial sensitivity.</i></b>  <b><i>Philip</i></b>	
<b>Meeting Closed: 7.20pm</b> <ul style="list-style-type: none"> <li>● Karakia whakamutanga</li> </ul>			<a href="#">Karakia</a>