



MINUTES OF THE HOKOWHITU SCHOOL BOARD MEETING

Tuesday 4 August 2026 at 5.30 pm

Our vision statement

Torongia ki te tihi 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

Present: Reece Hawkins, Vili Tosi, Natasha Thornton, Scott Sherer, Ewan Westergaard, Hilary Salter, Roxane Whitcombe

Gallery: Nil

Apologies: Nil		Signed:	Chairperson	Date:
Agenda Item/Portfolio	Specific items	Minutes		Reports
Welcome • Scott	• Karakia timatanga			Karakia
Apologies				
Election of New Board Member and Portfolio Deligation		MOTION: The Board moves to select Roxane Whitcombe to fill the casual vacancy for the parent representative position, effective immediately. Moved: <i>S.Sherer</i> Seconded: <i>V.Tosi - All in favour.</i>		

		Changes in Portfolio Delegation: - Roxane to hold the Personnel and the Risk & Compliance Portfolios. - Scott to hold the Policy Portfolio. - All other Portfolios remain the same.	
Conflicts of interest		Nil	
Minutes of previous meeting		<i>Moved that the minutes are a true and accurate record of the previous meeting. Moved by S.Sherer & seconded R.Whitcombe - All in favour.</i>	9 June Minutes
Matters Arising (see action list)		<u>Reece</u> - Reece to contact Roxane Whitcombe to arrange a meeting. - Complete - Provide additional information regarding SchoolDocs proposal. - Complete - Cyclical Maintenance Report - Reece to follow up with Steve from Education Services to find out who now does this, Watershed no longer does this. See correspondence - Complete. <u>Scott</u> - Sign the amended Health & Safety Policy. - Complete	Action List
Resolutions passed by email		Nil	

Correspondence • Reece		<u>Inwards</u> • BDO - Hokowhitu School Audit Report 2025. - Review at the next Board meeting. • Steven - Education Services. - Taken as read. • MOE - 10YPP consultant and School Evaluation of Physical Environment (SEPE) - WSP have the contract and we have to make contact to start the process. - Next Step: arrange a meeting to start planning. • MOE - Every Day Matters - Provisional Attendance Report Term 2, 2026. - Accepted. • Fahren Torrance - Resignation email. - Accepted <u>Outwards</u> Nil <i>Correspondence moved by R.Hawkins, seconded by H.Salter - All in favour.</i>	August Correspondence
Presiding Member • Scott	• PM Report	<u>1. Casual Vacancy. Parent Representative</u> Taken as read. Motion passed. <u>2. Portfolio Responsibilities</u> MOTION: Roxane Whitcombe to hold the Personnel and the Risk and Compliance Portfolios. Moved: S.Sherer Seconded: R.Hawkins - All in favour. MOTION: Scott Sherer to hold the Policy Portfolio. Moved: R.Hawkins Seconded: N. Thornton - All in favour. All other portfolios remain the same.	PM Report

3. Policy Management - Transition to SchoolDocs

Hokowhitu School will still have their own policy variations and procedures, these will sit alongside the SchoolDocs policies.

The Board is in agreement to proceed with SchoolDocs subscription.
Motion passed (see Policy section).

4. Policy Updates

Taken as read.

5. Strategic Planning - Te Whakangārahu Ngātahi

A Board sub committee was formed to meet and discuss the strategic plan before the next Board meeting, where a draft strategic plan will be presented.

The sub committee members are Scott, Reece and Roxane. A meeting date and time to be arranged.

6. Community Consultation

Taken as read.

7. Board Social

Natasha and Scott to organise. This will take place on the 28th August.

8. Upcoming Training — Te Whakarōputanga

Taken as read.

PM Report moved by S.Sherer, seconded by E.Westergaard - All in favour.

Planning and Reporting Reece	- Principals Report - EOTC: Overnight Stay Proposed Plan	<u>Principal Report</u> <u>Ensuring all ākonga gain confidence and experience success in literacy and numeracy</u> PAT testing: The next PAT testing is in Term 4, more data including gender and ethnicity breakdown will be available then. <u>ATTENDANCE</u> - Blanket attendance letters will be sent out to all families for any non-attendance reasons. - MoE noted how good Hokowhitu School's attendance has been recently. - Reece to collect data on how we currently compare to other schools. <u>2027 MOE NO FEES SCHEME</u> - Increase community knowledge around the scheme and what it entails. MOTION: That Hokowhitu School remains in the Ministry's "no fees scheme" Moved: <i>R.Hawkins</i> Seconded: <i>V.Tosi - All in favour.</i> <u>Term Dates for 2027</u> MOTION: that the 2027 term dates for Hokowhitu School are: Term 1: Monday 1st February – Friday 9th April <i>Public holidays:</i> Waitangi Day (Mon 8th Feb), Good Friday (26th March), Easter Monday & Tuesday (29th & 30th March)	Principal Report EOTC: Overnight Stay Proposed Plan
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		• Term 2: Tuesday 27th April – Friday 2nd July <i>Public holidays:</i> King's Birthday (Monday 7th June), Matariki (Friday 25th June) • Term 3: Monday 19th July – Friday 24th September • Term 4: Monday 11th October – Wednesday 15th December <i>Public holiday:</i> Labour Day (Monday 25th October) Moved: R.Hawkins Seconded: S.Sherer - All in favour. <u>EOTC: Overnight Stay Proposed Plan -</u> - There will be a small cost for families. Natasha to possibly secure a funding grant to help lower costs. - A Safety plan to be presented for Board review. <i>Principal Report & EOTC: Overnight Stay Proposed Plan moved by R.Hawkins, seconded by V.Tosi- All in favour.</i>	
Policy • Reece	• Hokowhitu School Curriculum Delivery Policy (2024)	<u>Hokowhitu School Curriculum Delivery Policy (2024)</u> <i>With the proposed amendments accepted, the Hokowhitu School Curriculum Delivery Policy (2024) is moved by R.Hawkins, seconded by E.Westergaard - All in favour.</i> <u>School Docs</u> MOTION: To adopt SchoolDocs as Hokowhitu Schools Policy Management platform. Moved: R.Hawkins Seconded: S.Sherer - All in favour.	Hokowhitu School Curriculum Delivery Policy (2024)
Curriculum • Hilary	• Staff Report	<u>Staff Report</u> Taken as read.	Staff Report redacted for student privacy. A copy is available at the office.

		<i>Staff Report moved by H.Salter, seconded R.Whitcombe - All in favour.</i>	
Personnel Scott		Nil	
Finance and Audit Ewan & Natasha	- Finance Report - Management Report - Available Funds Forecast	<u>Finance Report</u> - Term Deposit 85 matured on the 19/07/2026, the funds will not be reinvesting but rather used for school property upgrades. - Natasha, Reece and Ewan met with Steven from Education Services for a mid year budget review. A deficit adjustment from 81k to 115K was made, this is a forecast adjustment and does not change the MoE approved Budget for 2026. <u>Management Report</u> Taken as read. <u>Available Funds Forecast</u> Taken as read. <i>Finance Report, June Management Report and June Available Funds Forecast Reports moved by N.Thornton, seconded by H.Salter - All in favour.</i>	Finance Report 30 June 26 Management Report 30 June 26 Available Funds Forecast as at 30 June 2026
Grants Natasha	Grant Portfolio	<u>Grant Portfolio</u> - An accountability Report is due for The Mainland Foundation. A portion of the grant funds to be refunded due to ticket sales covering the production venue cost. The bus travel costs should remain covered by the grant funds. Natasha to contact The Mainland Foundation to confirm. - Natasha to look for other funding sources to help cover the costs of the upcoming sleepover. A Resolution to apply for funding will be made once a possible funding source has been found.	

Property Villi & Ewan	Property Report	<u>Property Report</u> Taken as read Moved: V.Tosi, seconded by S.Sherer - All in favour.	Property Report
Whānau Māori Villi	Te Ao Māori Report	<u>Te Ao Māori Report</u> - Is there a budget for a new Kapa Haka uniform? Reece to investigate and report back at the next meeting. - How does Hokowhitu School engage more students to participate in more cultural events (Kapa haka etc)? Reece to discuss with Eli Masoe & Anna Blay ideas on how to increase engagement. - Hokowhitu School and the Board would like to increase community engagement through Hui/focus group/marae/iwi input. Reece to discuss with Eli Masoe & Anna Blay ideas on how to increase community engagement. Te Ao Māori Report Report moved by V.Tosi, seconded by N.Thornton - All in favour.	Te Ao Māori Report
Risk and Compliance Scott	- PeopleSafe Report - Sick Bay Report	<u>People Safe</u> Taken as read. <u>Sick bay report</u> Taken as read. PeopleSafe and the Sickbay Reports moved by S.Sherer, seconded by V.Tosi - All in favour.	People Safe Sick Bay Report

General Business		Discussion around the pros and cons of BoardPro (portal) v Google Drive and Google Docs. BoardPro increases the security of sensitive shared documents. There is a cost involved of around \$3-4K to subscribe to BoardPro. - Ewan to send a link for BoardPro to the Board members to review.	
Next Meeting:		8 September 2026 at 5:30pm	
Public-Excluded Business • Scott	• Leave requests • Stand downs	<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> <i>Moved by S.Sherer, seconded by R.Hawkins- All in favour.</i>	
Meeting Closed: 7.45pm • Karakia whakamutanga			Karakia