



MINUTES OF THE HOKOWHITU SCHOOL BOARD MEETING

Tuesday 9 June 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, Scott Sherer, Ewan Westergaard, Natasha Thornton, Hilary Salter

Gallery: Nil

Apologies: Villi Tosi		Signed:	Chairperson	Date:
Agenda Item/Portfolio	Specific items	Minutes		Reports
Welcome • Reece	• Karakia timatanga			Karakia
Apologies		Villi Tosi		
Election of Presiding Member and portfolios	• Election of Presiding Member • Hokowhitu School Board Skills Matrix	<u>Election of Presiding Member</u> Presiding Member - Scott Sherer was nominated & elected as the Presiding Member. - <i>All in favour.</i>		Hokowhitu School Board Skills Matrix 2025 Board Election Candidate Statements

- 2025 Board Candidate Statements

Hokowhitu School Board Skills Matrix

- A gap in curriculum and teaching expertise was recognised; recruiting a board member with this specific background would be highly beneficial.
- A need for enhanced Māori and cultural perspectives was identified. Securing a board member with these skills would support strategic goals and policy framing.
- While existing governance competency is strong, bringing in additional expertise in this area is preferred.

The Skills Matrix for the Hokowhitu School Board is intended to function as a live, evolving document.

Selection process for an additional Board member

Families and the wider school community will be informed of the procedure for appointing a new Board member. Following this notification, there is a 28-day window during which a by-election may be requested. The Board will proceed with the preferred selection process provided that a by-election is not requested by at least 10% of the school population.

MOTION: The Board resolves to utilise a selection process to fill the vacant board member position in lieu of holding a by-election.

Moved: *E. Westergaard* Seconded: *N. Thornton* - *All in favour.*

2025 Board Candidate Statements

- The Board discussed potential processes and candidates to approach for selection.
- Should this initial approach be unsuccessful, the board intends to initiate a broader Expression of Interest process, inviting submissions from the wider school community.

Conflicts of interest		Nil	
Minutes of previous meeting		Correction made to Natasha Thornton's name in the Grants section of the previous minutes. <i>Moved that the minutes are a true and accurate record of the previous meeting. Moved by S.Sherer & seconded R.Hawkins- All in favour.</i>	5 May Board Minutes
Matters Arising (see action list)		<u>Reece</u> - Obtain a second quote for the shelving project. - Original quote accepted. Complete - Create a guideline/expectation/support handout for sports coaches. - Assigned to the Sports Coordinator, Carlee Hodge. Complete. - Cyclical Maintenance Report - Reece to follow up with Steve to find out who now does this, Watershed no longer does this. - In Progress.	Action List
Resolutions passed by email		Nil	
Correspondence • Reece		<u>Inwards</u> - MoE - John Dale - Noted. - NZ Schoolboard Association - Approved. - Gallagher Insurance - Approved, opt in. - NZEI - Noted. - Emily Davis - Learning coach - Accepted. <u>Outwards</u> Nil <i>Correspondence moved by R.Hawkins, seconded by E.Westergaard - All in favour.</i>	Correspondence

Presiding Member		<u>N/A</u>	
Planning and Reporting Reece	- Principals Report - Hokowhitu School Community Consultation	<u>Principal Report</u> PRODUCTION REHEARSAL DAY MOTION: To approve a modified teacher-to-student ratio of 1:13 for the bus trip to the Regent Theatre on June 30 2026. Moved: R. Hawkins Seconded: S.Sherer - All in favour. <u>POLICY</u> - Health and safety policy - has been reviewed by the Health and Safety Committee and is ready for Board approval. - Following Philip's departure, the Policy Portfolio is currently vacant. Reece is interested in transitioning to SchoolDocs for future school policy management. - Pros: - Eliminates the need for a board policy portfolio folder and frees up the board members time and ability to focus on other portfolios. - Changes in legislation are automatically updated at the time of change, eliminating the risk of a policy becoming out of date or obsolete. - Cons: - Standardised policies lack the flexibility required to easily incorporate school-specific variations. - Initial set up can be time consuming. Reece will present further details at the upcoming board meeting for consideration. A final decision regarding the implementation of SchoolDocs should be reached at the next meeting.	Principal Report Hokowhitu School Community Consultation

		<u>Hokowhitu School Community Consultation</u> The 2026 consultation shows strong overall confidence in Hokowhitu School across both quantitative and written responses (119–137 responses per question). Feedback is consistently weighted toward “satisfied” and “highly satisfied”, with written comments reinforcing a positive, balanced picture. The consultation indicates that: - The school is operating from a position of strength - The community supports the current direction - Improvement areas are practical and forward-looking, not structural - Face-to-face meetings clearly preferred for Parent-teacher engagement ● Reece to engage with Manawatu Multicultural Centre for guidance around cultural diversity. ● Feedback from staff and students still to be sought. ● Strategic plan draft to review for next meeting. Taken as Read <i>Principal Report, & Hokowhitu School Community Consultation moved by R.Hawkins, seconded by E.Westergard - All in favour.</i>	
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Policy •	• Health & Safety Policy • Hokowhitu School Assessment Policy (2023) • Hokowhitu School Curriculum Delivery Policy (2024)	<u>Health and Safety Policy</u> The Health and Safety Policy was reviewed and amended by the Health and Safety Committee at their last meeting. <i>With the proposed amendments accepted, the Hokowhitu School Health and Safety Policy (2026) is moved by E.Westergaard, seconded by R.Hawkins - All in favour.</i> <u>Hokowhitu School Assessment Policy (2023)</u> Reece to have the teaching staff review the document and propose any necessary amendments. These will then be presented to the board for review and formal approval at the following meeting. <u>Hokowhitu School Curriculum Delivery Policy (2024)</u> Reece to have the teaching staff review the document and propose any necessary amendments. These will then be presented to the board for review and formal approval at the following meeting.	Health and Safety Policy(2026) Hokowhitu School Assessment Policy (2023) Hokowhitu School Curriculum Delivery Policy (2024)
Curriculum • Hilary	• Staff Report	<u>Staff Report</u> Taken as read <i>Staff Report moved by H.Salter, seconded N.Thornton - All in favour.</i>	Staff Report removed for privacy reasons. A copy is available in the office.
Personnel • Scott		No matters arising	
Finance and Audit • Ewan & Natasha	• Finance Report • Management Report • Available Funds Forecast Report	<u>Finance Report</u> - Error noted in the Finance Report, 1. Financial Position Available Funds states (December) but should read (May). - Hokowhitu School is currently in a good financial position and is tracking as expected on year to date expenditure. A meeting with Steven from Education Services is set for 31st July 2026 to discuss the budget forecast.	April-May Finance Report May Management Report May Available Funds Forecast Report

		<u>Management Report</u> Taken as read. <u>May Available Funds Forecast Report</u> Taken as read. <i>Finance Report, May Management Report and May Available Funds Forecast Reports moved by N.Thornton, seconded by E.Westergaard - All in favour.</i>	
Grants Natasha	Grants Report	<u>Grants Report</u> Mainland Foundation has requested second quotes for the production costs applied for. Natasha to contact the Mainland Foundation for clarification as second quotes are not possible for the application eg. no alternative venue. Taken as read. <i>Grants Report moved by N.Thornton, seconded by E.Westergaard - All in favour.</i>	June Grant Portfolio
Property Villi & Ewan	- Short Form Agreement for Consultant Engagement - TKA Deck Plan - Archgola quote - Archgola Design	<u>Short Form Agreement for Consultant</u> Reece to meet with MoE - WSP to complete the required asbestos report. <u>TKA Deck Plan</u> Taken as read. <u>Archgola quote</u> Taken as read. <u>Archgola Design</u>	Short Form Agreement for Consultant Engagement TKA Deck Plan Archgola quote Archgola Design

		Taken as read. Funding: 1. TKA deck plan to be funded by the School Board from recently matured Term Deposit funds. 2. TKT deck plan to be funded by the AMS Project 2. 3. AMS Project 1 is now closed and complete. MOTION: To approve Short Form Agreement for Consultant Engagement with Spectral. Moved: <i>H.Salter</i>, seconded by <i>E.Westergaard</i> - All in favour.	
Whānau Māori • Villi		Nil	
Risk and Compliance • Scott	• Health & Safety • PeopleSafe Report • Sick Bay Report	<u>Health & Safety</u> Deputy Principal Kat Wills is investigating the possibility of moving to a new management system called HERO instead of the current system eTap. Hero will likely provide additional beneficial features including an electronic sign in system in the office for visitors/tradespeople and student sign in/out. <u>PeopleSafe</u> The Health & Safety Committee to discuss PeopleSafe alerts/entries at each meeting. <u>Risk and Compliance</u> Due to time restrictions the following points will be discussed at the next Board meeting - • Data security / privacy concerns with google docs.	Health & Safety PeopleSafe Report Sick Bay Report

		AI working groups. <i>Health & Safety, PeopleSafe and the Sickbay Reports moved by S.Sherer, seconded by R.Hawkins - All in favour.</i>	
General Business			
Next Meeting:		4 August 2026 at 5:30pm	
Public-Excluded Business Reece	- Leave requests - Restraint - Complaint Committee meeting minutes	<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 E.Westergaard - All in favour</i>	
Meeting Closed: Karakia whakamutanga			Karakia