



AGENDA & MINUTES OF THE HOKOWHITU SCHOOL BOARD MEETING

Tuesday 5 May 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

Present: Reece Hawkins, Ewan Westergaard, Natasha Thornton, Villi Tosi, Scott Sherer, Philip Steer, Hilary Salter				
Gallery: Nil				
Apologies: Nil		Signed:	Chairperson	Date:
Agenda Item/Portfolio	Specific items	Minutes	Reports	
Welcome • Reece	• Karakia timatanga		Karakia	
Apologies		Nil		
Conflicts of interest		Scott Sherer has joined the LaunchPad - (formally bibles in schools) Community Board - add to the Conflict of Interest Register.		
Minutes of previous meeting		<i>Moved that the minutes are a true and accurate record of the previous meeting. Moved by N.Thornton & seconded R.Hawkins- All in favour.</i>	24 March Minutes	

<p>Matters Arising (see action list)</p>		<p><u>Reece</u></p> <ul style="list-style-type: none"> - Move \$300k back to Term Deposit for a 6 month fixed term. - Complete - Distribute IEA contracts to teaching staff. - Complete - Cyclical Maintenance Report - Reece to follow up with Steve to find out who now does this, Watershed no longer does this. - In progress <p><u>Philip</u></p> <ul style="list-style-type: none"> - Draft survey prepared for review by next Board meeting. - Reece completed - Revise guideline no.5 in the Hokowhitu School Complaints and Concerns Policy (2026). - Complete <p><u>Ewan</u></p> <ul style="list-style-type: none"> - Move \$200K from the main account to business savings. - Complete 	<p>Action List</p>
<p>Resolutions passed by email</p>		<p>Nil</p>	
<p>Correspondence</p> <ul style="list-style-type: none"> ● Reece 		<p><u>Inwards</u></p> <ul style="list-style-type: none"> - Election Commission Hall Hire - Approved - TIMG price increase - Noted - Philip Steer Resignation Letter - Accepted 	<p>Correspondence</p>

		<p>- BDO Manawatu Ltd Audit Plan 2025 - Noted</p> <p><u>Outwards</u></p> <p>- Non - union Member Teachers - Noted</p> <p><i>Correspondence moved by R.Hawkins, seconded by H.Salter - All in favour.</i></p>	
<p>Presiding Member</p> <ul style="list-style-type: none"> Philip 	<ul style="list-style-type: none"> PM Report 	<p><u>PM Report</u></p> <p>Philip Steers has resigned as the Presiding Member, creating a vacancy that at this time in the electoral cycle needs to be filled. Remaining Board members were asked about potential interest in the role:</p> <p>Natasha - Recently joined the Board, does not wish to fill the PM role. Ewan - Current Deputy PM, unable to commit to PM role. Vili - Unable to commit to PM role. Scott - Recently joined the Board, is willing to fill the vacancy if needed.</p> <p>The new PM will be appointed at the next meeting once agreed upon.</p> <p><i>PM Report moved by P.Steer, seconded by V.Tosi - All in favour.</i></p>	<p>(May) PM Report</p>
<p>Planning and Reporting</p> <ul style="list-style-type: none"> Reece 	<ul style="list-style-type: none"> Principals Report Attendance Report Consultation Plan 	<p><u>Principals Report</u></p> <p>- STRATEGIC PLANNING - Potential Draft Strategic Goals</p> <p>Draft will be ready early Term 3.</p> <p>Taken as read.</p>	<p>Principal's report Attendance Report - Every Day Matters. Consultation plan</p>

		<p><u>Attendance Report - Every Day Matters.</u></p> <p>Taken as read.</p> <p><u>Draft Community Consultation Plan</u></p> <p>Feedback on draft plan:</p> <ul style="list-style-type: none"> - Removed uniform questions - recently consulted & no planned change to the current uniform. - Removed school start & finish time question - recently consulted & no planned change to the current times. - Add questions about parents' satisfaction around technology/device usage/AI/Internet security. - Combine two similar inclusive culture questions into one. - Add Relationship/conflict questions - how comfortable are parents to raise complaints etc. - Add more options for parents preference to meet with teacher eg. Parent teacher interviews/Celebration on learning evenings/online conferences. - Add the strategic goal overview to the survey. <p>Reece to make changes and re- send the draft to the Board for review.</p> <p><i>Principal Report, Attendance Report & Consultation Plan moved by R.Hawkins, seconded by E.Westergard - All in favour.</i></p>	
<p>Policy</p> <ul style="list-style-type: none"> ● Philip 	<ul style="list-style-type: none"> ● Policy Report ● Hokowhitu School Positive Behaviour Policy (2026) 	<p><u>Policy Report</u></p> <p>Taken as read.</p> <p><u>Hokowhitu School Child Protection Policy (2026)</u></p>	<p><u>Policy Report</u></p> <p><u>Hokowhitu School Positive Behaviour Policy (2026)</u></p>

	<ul style="list-style-type: none"> • Hokowhitu School Complaints and Concerns Policy (2026) • Hokowhitu School Child Protection Policy (2026) • Hokowhitu School Health and Safety Policy (2026) 	<p><i>Hokowhitu School Child Protection Policy (2026) adopted, moved by P.Steer, seconded by V.Tosi - All in favour.</i></p> <p><u>Hokowhitu School Complaints and Concerns Policy (2026)</u></p> <p><i>Hokowhitu School Complaints and Concerns Policy (2026) adopted, moved by P.Steer, seconded by S.Sherer - All in favour.</i></p> <p><u>Hokowhitu School Positive Behaviour Policy (2026)</u></p> <p><i>With the proposed amendments accepted, the Hokowhitu School Positive Behaviour Policy (2026) is moved by P.Steer, seconded by R.Hawkins - All in favour.</i></p> <p><u>Hokowhitu School Health and Safety Policy (2026)</u></p> <ul style="list-style-type: none"> - The Health and Safety Policy (2026) to go to the Health and Safety Committee for approval. - Volunteer sports coaches currently do not receive any written guidance or code of conduct guidelines. Reece to create a hand out to be given to all coaches upon starting a coaching role. - Coaches are not vetted as it is not deemed to be high risk. <p><i>Policy Report moved by P.Steer, seconded by N.Thornton - All in favour.</i></p>	<p>Hokowhitu School Complaints and Concerns Policy (2026)</p> <p>Hokowhitu School Child Protection Policy (2026)</p> <p>Hokowhitu School Health and Safety Policy (2026)</p>
<p>Curriculum</p> <ul style="list-style-type: none"> • Hilary 	<ul style="list-style-type: none"> • Staff Report 	<p><u>Staff Report</u></p> <p>Taken as read</p> <p><i>Staff Report moved by H.Salter, seconded E.Westergaard - All in favour.</i></p>	<p>Staff report removed due to student privacy. Report available on request at the school office.</p>
<p>Personnel</p> <ul style="list-style-type: none"> • Scott 	<ul style="list-style-type: none"> • Personnel Report 	<p>Taken as read</p> <p><i>Personnel Report moved by S.Sherer, seconded by V.Tosi - All in favour.</i></p>	<p>Personnel Report</p>

<p>Finance and Audit</p> <ul style="list-style-type: none"> Ewan & Natasha 	<ul style="list-style-type: none"> Finance Report Management Report 	<p><u>Finance Report</u></p> <ul style="list-style-type: none"> Error noted in the Finance Report, 1. Financial Position Available Funds states (December) but should read (March). Hokowhitu School is currently in a good financial position and is tracking as expected on year to date expenditure. <p>Taken as read.</p> <p><u>Management Report</u></p> <p>Taken as read.</p> <p><i>Finance Report moved by N.Thornton, seconded by E.Westergaard - All in favour.</i></p>	<p>Finance Report</p> <p>(March) Management Report</p>
<p>Grants</p> <ul style="list-style-type: none"> Natasha 		<p><u>Grants</u></p> <ul style="list-style-type: none"> The accountability report for the Pub Charity funding grant is complete & has been accepted. Natasha to apply for a funding grant from the Mainland Foundation. A resolution for the application is required. If successful the funds will be used for school production costs. <p>MOTION: For Natasha Thornton to make a funding application to The Mainland Foundation to cover school production costs. Moved: E. Westergaard Seconded: R.Hawkins - All in favour</p> <p><i>Grants moved by N.Thornton, seconded by E.Westergaard - All in favour.</i></p>	
<p>Property</p> <ul style="list-style-type: none"> Villi & Ewan 	<ul style="list-style-type: none"> Fencing and Decking project Resource Room Photocopy Room Phone booth 	<p><u>Fencing and Decking project</u></p> <ul style="list-style-type: none"> Touch up work required for fencing - In progress. Signage to be added to the fencing stating expectations around the use of the school grounds. <p><u>Shelving Project</u></p>	<p>Correspondence: Fencing and Decking project</p> <p>Resource Room</p> <p>Photocopy Room</p> <p>Phone booth</p>

		<ul style="list-style-type: none"> - Obtain a second quote if possible. - The resource room is the priority and to be completed first. - Motion to be moved via email to start the project once a quote is accepted. <p><i>Property Report moved by V.Tosi, seconded by E.Westergaard - All in favour.</i></p>	
Whānau Māori <ul style="list-style-type: none"> ● Villi 		Nil	
Risk and Compliance <ul style="list-style-type: none"> ● Scott 	<ul style="list-style-type: none"> ● Health & Safety ● Sick Bay Report 	<p><u>Health & Safety</u></p> <ul style="list-style-type: none"> - Next meeting to be scheduled ahead of next board meeting - No other matters arising. 	Sickbay Report
General Business		Nil	
Next Meeting:		9 June 2026 at 5:30pm	
Public-Excluded Business <ul style="list-style-type: none"> ● Reece 	<ul style="list-style-type: none"> ● Leave requests ● Request for Sabbatical ● Complaint Committee meeting minutes 	<p><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></p>	
Meeting Closed: <ul style="list-style-type: none"> ● Karakia whakamutanga 			Karakia

