



AGENDA & MINUTES OF THE HOKOWHITU SCHOOL BOARD MEETING

Tuesday 17 February 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, Hilary Salter, Scott Sherer, Ewan Westergaard, Philip Steer, Vili Tosi, Natasha Thornton - via Zoom				
Gallery: Madoka Imai				
Apologies:		Signed:	Chairperson	Date:
Agenda Item/Portfolio	Specific items	Minutes	Reports	
Welcome • Reece	• Karakia timatanga	Introductions	Karakia	
Apologies		Nil		
Election of Presiding Member and portfolios		Presiding Member - Philip Steer was nominated & elected as the Presiding Member. <i>All in favour.</i> Deputy Presiding Member - Ewan Westergaard was nominated and elected as the Deputy Presiding Member. <i>All in favour.</i>		

		<p>This process occurs when a new Board commences and at the 1st meeting of each year.</p> <p><u>Portfolios</u></p> <ul style="list-style-type: none"> - Finance & Audit - Natasha & Ewan - Policy - Philip - Property - Villi & Ewan - Risk & Compliance - Scott - Whānau Māori - Villi - Personnel - Scott - Grants - Natasha 	
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 V.Tosi & seconded E.Westergaard - All in favour.</i>	(25 November) Minutes
Matters Arising (see action list)		<p><u>Lin - Taken over by Reece</u></p> <ul style="list-style-type: none"> - Fencing - Reece to follow up on the status of the fencing funding application with Tracey. - In Progress - Cyclical Maintenance, contact Watershed to get an updated, more indepth report. - In Progress - Check the lease with Aplus. - Complete <p><u>Philip</u></p> <ul style="list-style-type: none"> - Liaise with Marie to distribute delegations for Board members to sign. - Complete <p><u>Scott</u></p> <ul style="list-style-type: none"> - Scott to review the 2026 Overnight Camp Proposal proposal. - In Progress 	Action List

Resolutions passed by email		One item in Public-Excluded Business	
Correspondence <ul style="list-style-type: none"> ● Reece 		<p><u>Inwards</u></p> <ol style="list-style-type: none"> 1) aPlus - Signed lease contract. 2) Julie Cranshaw - Resignation letter accepted. 3) BDO - Audit Engagement email - Reece/Marie to complete. 4) Supa community energy - Solar panel information - Board agreed to look at this in the future, possible funding grants available for such a project. 5) WSP - Kareen McCaren - LSPM Fencing - In progress, refer to Property Report. <p><u>Outwards</u></p> <p>Nil</p> <p><u>General</u></p> <p>The Board agreed there is no need to record all inward correspondence, only the correspondence that is relevant or requires future engagement.</p> <p><i>Correspondence moved by R.Hawkins, seconded by E.Westergaard - All in favour.</i></p>	<p>Correspondence</p>
Presiding Member <ul style="list-style-type: none"> ● Philip 	<ul style="list-style-type: none"> ● PM Report ● Code of Conduct 	<p>All Board members signed the Code of Conduct form.</p> <p><i>PM Report moved by P.Steer, seconded by V.Tosi - All in favour.</i></p>	<p>PM Report</p> <p>Hokowhitu School Board Code of Conduct</p>

<p>Planning and Reporting</p> <ul style="list-style-type: none"> Reece 	<ul style="list-style-type: none"> Principal Report 	<p><u>Ensuring all ākonga gain confidence and experience success in literacy and numeracy</u></p> <ul style="list-style-type: none"> Take as read <p><u>Increasing ākonga and kaiako knowledge of and engagement with te ao Māori</u></p> <ul style="list-style-type: none"> Take as read <p><u>Recognising, supporting, and celebrating the diversity of our ākonga</u></p> <ul style="list-style-type: none"> Take as read <p><u>Enhancing ākonga wellbeing by encouraging participation in physical activity and performance arts</u></p> <ul style="list-style-type: none"> Take as read <p><u>GENERAL</u></p> <p><u>ROLL/STAFFING/PERSONNEL</u></p> <ul style="list-style-type: none"> Expected roll of 357 at time of meeting This is the first year of cohort entry. Reece to confirm teacher only dates - the Board requires 6 weeks notice of the proposed dates. Currently have 2 ORS students, with a third starting in a few weeks. The Sports Coordinator role is currently filled by a teacher, who is allocated units to manage the role. This is advantageous as the staff member is known to the students/families and the role requires a lot of communication. Previously out-sourcing this role has not worked as well, however this may be considered in the future. 	<p>Principal Report</p> <p>Statement of Variance</p>

		<p><u>Statement of Variance</u></p> <ul style="list-style-type: none"> - Kahui ako has been disbanded. - Changes in curriculum and new MoE expectations have made it difficult to collect core stats and data around the math target. - Good movement in yr 2& 6 core data in writing data. - Clarification Ref ACTION 2: Develop a maths leadership team with a focus on leading implementation of the refreshed curriculum. <ul style="list-style-type: none"> - Each leader had a WST (within school teacher) working with the team leader. - There was not a specific math leadership team, but math was led by the WST and Kete leaders assigned to math. <p><i>Principal Report & Statement of Variance moved by R.Hawkins, seconded by H.Salter - All in favour.</i></p>	
<p>Policy</p> <ul style="list-style-type: none"> ● Philip 	<ul style="list-style-type: none"> ● Delegations Policy ● Policy Report 	<p><u>Delegation Policy</u></p> <p>Board members to sign their allocated portfolios. Marie to prepare portfolio documents for the member to sign.</p> <p><i>With the proposed amendments accepted, the Delegation Policy is moved by P.Steer, seconded by E.Wastergaard - All in favour.</i></p> <p><u>Policy Report</u></p> <p>Ideally the school should have procedures associated with each of our policies, which provide guidance for management in “operationalising” our policies. This is currently not the arrangement.</p> <ul style="list-style-type: none"> - Reece to look through the policies to identify which ones would require an associated procedure. 	<p>Delegations Policy</p> <p>Policy Report</p>

		<i>Policy Report moved by P.Steer, seconded by Reece Hawkins - All in favour.</i>	
Curriculum <ul style="list-style-type: none"> Hilary 	<ul style="list-style-type: none"> Staff Report 	<i>Staff Report moved by H.Salter, seconded by Reece Hawkins - All in favour.</i>	Removed for student privacy - copy available from the school office.
Personnel <ul style="list-style-type: none"> Scott 		<u>Staffing</u> <ul style="list-style-type: none"> 6 suitable applications received for scale A position advertised. A good range of new and experienced teachers, interviews taking place tomorrow, 18th February. 	
Finance and Audit <ul style="list-style-type: none"> Ewan & Natasha 	<ul style="list-style-type: none"> Finance Report Management Report Grants Report Budget 2026 	<u>Finance Report</u> <ul style="list-style-type: none"> Finance report from December 2025 (end of the financial year) January Report not available at time of Board meeting. Hokowhitu School is in a good financial position, ending the financial year with a \$150k surplus. This financial year will include additional costs, including school camp & the production. The Board contributes \$30k to subsidise camp costs. <u>Management Report</u> <ul style="list-style-type: none"> Mark as read <u>Grants Report</u> <ul style="list-style-type: none"> Mark as read <u>Budget</u> <ul style="list-style-type: none"> Final roll numbers confirmed to finalise the 2026 budget. The Board commits to funding an additional teaching position. Additional funding may be granted for school projects such as the production. Predicted funding is not accounted for in the budget. 	Finance Report Management Report Grants report Budget 2026

		<ul style="list-style-type: none"> - Approved budget to be sent through to Steve at Education Services. <p><i>Budget 2026 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"> ● Contract Works Procurement Plan Short ● Site Plan Scope ● Property School Board Report 	<p><u>Fencing</u></p> <ul style="list-style-type: none"> - Stage one has been approved. Work will potentially begin this month. - Palmerston North City Council has signed off consent for the fencing project. - Communications will go out to the community before work is due to start, this may cause some traffic disturbance. - Neighbouring property consent is now complete. <p><u>Fountains</u></p> <ul style="list-style-type: none"> - Vili to follow up on this project, obtain quotes. <p><u>Toilet facilities</u></p> <ul style="list-style-type: none"> - TKT block to be upgraded, once complete, upgrades to the staff toilets will begin. <p><u>Decking</u></p> <ul style="list-style-type: none"> - Decking outside TKA needs replacing, Health & Safety risk. A redesign of the area is required to better utilise space and offer more sun protection. <p><u>Sun Exposure</u></p> <ul style="list-style-type: none"> - More sun protection is required around the school. The turf area is a possible area that could be covered, this would allow more opportunities to use the space. 	<p>Contract Works Procurement Plan Short</p> <p>Site Plan Scope</p> <p>Property School Board Report</p>

		<i>Property Reports moved by V.Tosi, seconded E.Westergarrd - All in favour.</i>	
Whānau Māori <ul style="list-style-type: none"> Villi 	<ul style="list-style-type: none"> Māori School Board Report 	<p><u>Māori language training</u></p> <p>Māori education package</p> <p>- Māori Education package and draft curriculum release as school starts.</p> <p><u>Reporting</u></p> <ul style="list-style-type: none"> Vili to work with Reece & Hilary around how Whānau Māori is to be reported, feedback from the classroom environment would be helpful. <p><u>Collaborations</u></p> <ul style="list-style-type: none"> Hokowhitu School will engage with the local iwi - Rangitane. Vili to investigate other areas to incorporate whānau māori for staff and students - utilise the community, marae visits etc. <p><i>Whānau Māori Report moved by V.Tosi, seconded by H.Salter - All in favour.</i></p>	Māori School Board Report
Risk and Compliance <ul style="list-style-type: none"> Scott 	<ul style="list-style-type: none"> Sick Bay Report 	<p>Health & Safety meetings to commence for 2026, 1 meeting per term.</p> <p><i>Sickbay Report moved by S.Sherer, seconded by V.Tosi - All in favour.</i></p>	Sickbay Report
General Business		<p><u>Pool use</u></p> <p>Would the Board consider opening the pool to the community?</p> <ul style="list-style-type: none"> The Pool is currently only available to staff & Board members over the summer period. The Board will consider the possibility of opening the pool to the community in Term 3 for next season (Term 4). 	

		<ul style="list-style-type: none"> - There are Health & -Safety implications that need to be considered. <p>Community Survey - to include:</p> <ul style="list-style-type: none"> - Feedback on device usage. - Feedback on swimming pool use for the community. 	
Next Meeting:		24th March at 5:30pm	
Public-Excluded Business <ul style="list-style-type: none"> ● Reece 	<ul style="list-style-type: none"> ● Leave requests ● Resolution Passed ● Complaint ● MoE Placement 	<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, for reasons of commercial sensitivity.</i></p>	
Meeting Closed: 8pm <ul style="list-style-type: none"> ● Karakia whakamutanga 			Karakia