



AGENDA / MINUTES OF THE HOKOWHITU SCHOOL BOARD MEETING

Held on Tuesday 1st of August 2023 at 5.30 pm

Torongia ki te tihi o te maunga
Striving to get to the top of the mountain

Step up - Manawanui | Try new things - Kia Kaha | Respect - Ngā Whakaute | Investigate - Whakataki
Value others - Atawhai | Enthusiasm for learning - Ngā Whakapuke

Present: Lin Dixon, Tim Foss, Reece Hawkins, Philip Steer, Villi Tosi			
Gallery: Helen Griffin, Karl Schalkwijk			
Apologies: Rachel Buckley, Ewan Westergaard (for lateness)		Signed:	Chairperson
			Date:
Agenda Item/Portfolio	Specific items	Minutes	Reports
Welcome • Philip	<ul style="list-style-type: none"> • Karakia • Whanaungatanga 	Motion that the gallery have speaking rights throughout this meeting. Moved by P. Steer - All in favour.	Karakia
Apologies		Rachel Buckley, Ewan Westergaard (for lateness)	
Conflicts of interest			
Minutes of previous meeting		Moved by V. Tosi, seconded by T. Foss - All in favour.	June Minutes 2023
Matters Arising (see action list)			Action List (June)
Resolutions passed by email		<p>1. L. Dixon moves that "The Hokowhitu School Board engage WSP for the Block 1, 4, 5 and 6 clearlite, roof and gutter replacement project". Seconded by V. Tosi - All in favour (via email)</p> <p>2a. P. Steer moves that the Hokowhitu School Board appoints the co-chairs of Central West, Gareth Marshall and Carl Triggs, to be our delegates at the NZSTA AGM 2023.</p> <p>2b. P. Steer moves that the Hokowhitu School Board responds to the remits submitted to the NZSTA AGM 2023 as follows - see attached document</p>	2b - Motions from the NZSTA National Board

		<p>3a. P. Steer moves that Hokowhitu School Board votes for Lorraine Kerr in the 2023 NZSTA President election.</p> <p>3b. P. Steer moves that Hokowhitu School Board votes for Wayne MacGillivray, Jocelyn TM Tauevihi, David Cooling, Ngākohu Pāpanui, Elizabeth Clark, and Mark Keenan in the 2023 NZSTA Board election.</p>	
<p>Correspondence</p> <ul style="list-style-type: none"> Lin 		<p>Take as read</p> <ul style="list-style-type: none"> - Attendance data we will give a full view every 6 months instead of every term - Property and PNCC park queries we will cover in Lins report - Lisa Swale has handed in her resignation after nearly a year's leave in Australia, she is thankful for the support from Hokowhitu School. We will go through an appointments process regarding this, after our 2024 staffing is allocated. 	<p>Correspondence (June/July)</p>
<p>Planning and Reporting</p> <ul style="list-style-type: none"> Lin 	<ul style="list-style-type: none"> Principal's Report 	<p>Take as read.</p> <p>Roll/Staffing/Personnel</p> <ul style="list-style-type: none"> - All of our current teaching staff have completed the online module "restraint training - understanding the rules and guidelines". We are in the process of having our relievers also complete this module. - Ballot coming up on the 6th of September <p>P.D</p> <ul style="list-style-type: none"> - Take as read <p>Finance/Property</p> <ul style="list-style-type: none"> - Finance - We did not have any teachers (other than relievers) being paid out of 'bulk grant' at the time of the recent NZEI collective agreement settlement. This means the Board does not have to bear any financial impact as a result of the lump sum payments. - Property - Lin had a meeting with Tracey Mouat (MOE property manager) to discuss progress between the PNCC and the MOE team regarding the additional proposed pathways, see report for the summary. Tracey has indicated there will eventually be more signage as there is currently nothing noting you are entering school grounds. Tracey will also request clarification on the playground location/implications, fencing and how that would work, to then advise. Board comments - it's about future proofing the school. Having the school fenced will have implications on cross countries etc. The recommendation would be that we do not give approval at this time until more of these questions are answered. <p>Also dogs off leads, something Tracey and Lin could look into regarding more signage around the school.</p>	<p>Principals Report</p>

		<p>See report for response from Tracey regarding the re-roof project. ProArch has been endorsed and the documents say they expect a detailed design by September 2023.</p> <p>Achievement/Reporting</p> <ul style="list-style-type: none"> - As part of the Term 3 Celebrating Learning evenings, we consulted with whānau to outline our current health education programmes/activities and invited feedback around the aspects of our programmes that we are doing well, or are highly valued..... and we also invited feedback on other things whānau thought we might consider including in the future. <p>This data will be a part of our strategic discussion when we next meet.</p> <ul style="list-style-type: none"> - Please see attached principal's report for midyear data and commentary. Discussion surrounding these findings. Helen is in the process of 6 year nets and backtracking 2021/2022. There will be more data surrounding this at the next board meeting. - See attached summaries completed regarding a) student voice/perspective around relationships/conflict/physical and emotional safety and b) senior playground ideas (June action list). This was a sample size of approx 30 students (Teacher chosen). The findings were generally positive. At the start of 2023, the year 5 behaviour register had a high amount of incidents. We have been working on these behaviour's all year and the data has trended down since. We will look to survey these same children at the end of 2023. <p>General</p> <ul style="list-style-type: none"> - Ruapehu Drive School - No news to note from Daryl Leath (MOE), he hopes to have more by the end of the month. Will update again. - Centenary - Registrations are about to go live. The Board supports the payments for the roadside signage, Friday afternoon tea for registrants, birthday cupcakes for the tamariki and the costs of the dancefloor hire for Saturday evening. <p>L. Dixon moves that the Board cover these costs for the 2024 school centenary, seconded by T. Foss - All in favour.</p> <ul style="list-style-type: none"> - Term dates 2024 - L. Dixon moves that the first school day in 2024 is Thursday the 1st of February with the last day of school being Wednesday the 18th of December 2024, seconded by V. Tosi - All in favour. - Uniform Discussion - This is something we would like to investigate. Not a commitment to change at this point in time but recognition that we have children that are gender diverse. Numerous pros and cons regarding uniforms. We would need to frame it carefully and look at the change of language around this. Philip to take the lead on this. 	
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		<p>- EOTC Experiences - We have traditionally only done a year 4 sleepover every second year. We would like this to change to yearly. The proposed date is the 19th of October with a day trip planned for the 20th of October. Request of approval in principle from the Board to support this experience being planned in detail.</p> <p>The 2024 camps for the Year 5 and 6 students have also been pencil booked. Request of approval in principle for the Year 5 and 6 tamariki to each have 3 days/2 nights at El Rancho at Waikanae in the week of the 11th - 15th March.</p> <p>Moved by L. Dixon, seconded by R. Hawkins - All in favour.</p>	
<p>Strategic Discussion</p> <ul style="list-style-type: none"> Lin 	<ul style="list-style-type: none"> Strategic plans and implementation plans 	<p>Take as read.</p> <p>Staff/whānau and Y 4- 6 ākongō were all invited to participate in the Rongohia te Hou surveys. This process is designed to give information around the current level of Cultural Competence within our kura. This survey was primarily designed to give specific indication of our competence with Māori ākongā.</p> <p>Discussion around this data - quite pleased with how closely aligned it is between children, whānau and staff.</p> <p>There are no areas of great concern however, there are areas we can always improve on.</p> <p>Reece, Eli and Hannah (who have each completed the Blended Learning module with Poutama Pounamu) are continuing to lead us by now developing a plan for our 'next steps'. This will keep us moving forward to ensure we are making further progress to embed/weave and promote Te Reo and Te Aō Māori into our daily practice.</p> <p>It is likely that we will repeat this process toward the end of 2024 or early 2025.</p> <p>Whānau Hui Feedback -</p> <p>The evening as a whole was highly successful from our perspective and the turnout/vibe was fantastic! Not everyone who came to the hui signed in but we recalled at least 15 families being represented.</p> <p>One adaptation we will consider for the future is to suggest that everyone who intends to attend the hui over the evening, comes into the staffroom initially, so we could appropriately introduce board members and outline the purposes of the hui. They could then start their rotation in one of the kete and pop back to the staffroom at any stage to korero and share their ideas.</p>	<p>Strategic Discussion</p>
<p>Policy</p>	<ul style="list-style-type: none"> 	<p><i>Teaching Staff Professional Growth Cycle</i></p>	<p>Policy Report</p>

<ul style="list-style-type: none"> Philip 		<p>Guideline 5 has been rewritten to distinguish the Principal’s reporting of the completion of a professional growth cycle (in Part One) and the Principal’s reporting of any performance management issues (in Part Two).</p> <p>Moved by P. Steer, seconded by L. Dixon - All in favour. Equal Employment Opportunity (EEO)</p> <ul style="list-style-type: none"> - The query was raised as to non-discrimination against people of different genders and sexual orientations. Sexual orientation is not one of the categories listed in the Public Service Act 2020, which stipulates whose employment aims, aspirations, and requirements must be acknowledged (and thus technically falls outside of the EEO Policy). Sexual orientation is, however, mentioned as one of the prohibited grounds of discrimination in the Human Rights Act 1993 (and thus falls within the Anti-Discrimination Policy). Suggestion that we address this issue by rewording Guideline 4 to refer to the Anti-Discrimination Policy. - Also suggesting that Guideline 2 include “aims and aspirations” to better align with the Public Service Act. - Clarify in Guideline 5 that the Personnel portfolio holder oversees the policy’s implementation, rather than implements itself - its implementation is a role of management. <p>Moved by P. Steer, seconded by V. Tosi - All in favour. Board Responsibilities and Conduct</p> <ul style="list-style-type: none"> -NZSTA has released a new Code of Conduct for all Board members. We are automatically bound by it but good to have it clean and in front of us. Only thing to highlight is #24 about being politically impartial. Jen to print out and get everyone to sign new ones. <p>Moved by P. Steer, seconded by R. Hawkins - All in favour. Anti-Discrimination</p> <ul style="list-style-type: none"> - New Guideline 1: A statement of the NELP objective that specifically addresses discrimination. - Guideline 2: Small changes to phrasing, updating references to legislation, and slightly reordering the list of prohibited grounds of discrimination to match the order in the Human Rights Act. - Guideline 3: Small changes to phrasing to ensure consistency, and to align curriculum consultation with the Communication Policy rather than create a parallel policy here. - Guidelines 4, 5: Small changes to phrasing. <p>Moved by P. Steer, seconded by L. Dixon - All in favour. P. Steer moves that the Policy Report be moved - All in favour.</p>	<ul style="list-style-type: none"> 1. Teaching Staff Professional Growth Cycle 2. Equal Employment Opportunity (EEO) 3. Board Responsibilities and Conduct 4. Anti-Discrimination
<p>Curriculum</p> <ul style="list-style-type: none"> Reece 	<ul style="list-style-type: none"> Staff Report 	<p>Unlink June staff report once June minutes are approved. Take as read.</p>	<p>Staff Report</p>

		Moved by R. Hawkins, seconded by L. Dixon - All in favour.	
Personnel <ul style="list-style-type: none"> Rachel 	<ul style="list-style-type: none"> NZSTA training/news 	Take as read.	Kāhui Ako Term 2 Report
Finance and Audit <ul style="list-style-type: none"> Ewan 	<ul style="list-style-type: none"> Monthly Accounts Sensitive Expenditures 	Take as read. - Took advantage on some higher interest rate term deposits. - Centenary board costs covered in principals report - NZSTA - midyear budget review - This isn't something we need to file. We do this monthly so we are happy with leaving this. Moved by E. Westergaard, seconded by T. Foss - All in favour.	Finance Report Governance Report Available funds
Property <ul style="list-style-type: none"> Villi 		- Creospace provided an original design but have sent this through as an alternative option as they now have a new supplier. - The 2 Playco quotes include removal of the existing playground. Discussion around the playground options and what the next move is around this. Suggestion to now create a subcommittee to discuss and come back to the Board with options. Subcommittee will be R. Hawkins, T. Foss & V. Tosi. Quite a definite opinion from the children regarding swings. We believe that could be something that is done separately. PlayCo is happy to mix up designs if we give them our ideas. We need to deconstruct the fort with the old slide. Will look into shade options once the playground design is complete. Rachel to look into grants regarding this. Moved by V. Tosi, seconded by E. Westergaard - All in favour.	Creospace Design #2 Playco option #1 Playco option #2
Māori Engagement <ul style="list-style-type: none"> Villi 		Te ao Māori evening - great turnout and vibe for this. Fantastic feedback. Moved by V. Tosi, seconded by P. Steer - All in favour.	
Risk and Compliance <ul style="list-style-type: none"> Tim 	<ul style="list-style-type: none"> Privacy Health and safety First Aid Report 	There will be a Health and Safety meeting prior to the September Board meeting. Had a meeting with Sam Sloan regarding the software we use, we put a matrix over this software and ranked the risks associated with each of them. Some were quite low but recommendations will be made. Sam made practical comments about things such as inter school triathlon etc, we have to make sure we have permissions. Once a year Sam will update it. We will put it on our self review cycle.	Compliance Report July First Aid Report

		Moved by T. Foss, seconded by R. Hawkins- All in favour.	
General Business	<ul style="list-style-type: none"> • Physical restraint training (Tim) • Lump sum payment (Tim) • Final version of consultation survey (Philip) 	Consultation survey included for information/noting–year-level breakdown of school uniform response appears on page 27	Consultation Survey
Next Meeting: 07.09.2023			
Business in committee	<ul style="list-style-type: none"> • Personnel matters • Physical restraint 		
Meeting Closed: 7.26pm			Next Meeting: 7 Sept 2023