



AGENDA / MINUTES OF THE HOKOWHITU SCHOOL BOARD MEETING

Held on Tuesday 21st of March 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 - Ngākau Whaate | Investigate - Whaataki
Value others - Atawhai | Enthusiasm for learning - Ngākau Whakapuke

Present: Lin Dixon, Rachel Buckley, Tim Foss, Reece Hawkins, Philip Steer, Villi Tosi, Ewan Westergaard				
Gallery: Helen Griffin, Carl Schalkwijk				
Apologies:		Signed:	Chairperson	Date:
Agenda Item/Portfolio	Specific items	Minutes	Reports	
Welcome • Philip	<ul style="list-style-type: none"> • Karakia • Whanaungatanga 	Karakia and welcome Motion that the gallery have speaking rights throughout this meeting. Moved by P. Steer - All in favour.	Karakia	
Apologies				
Minutes of previous meeting		Amendment to Lin's report - teething problems with the pump not the pool itself. Moved by T. Foss, seconded by L. Dixon - All in favour.	February Minutes	
Matters Arising (see action list)			Action List (February)	
Resolutions passed by email		Moved by email, 13/3/23: That Hokowhitu School close for instruction, but remain open for supervision, on Thursday 16 March, due to strike action taken on that day by the NZEI. Moved by P. Steer (Presiding Member) Conflict of interest: R. Hawkins (did not participate in electronic discussion or voting) Motion carried unanimously Moved by email, 06/03/23: To place \$200,000 from the current account		

		<p>onto Term-Deposit for a 12-month period @ 5.30%. This leaves the organisation with \$300,000 in the business saver, sufficient working capital, plus will generate an additional \$6,500 net interest on an annual basis for the School.</p> <p>Mover: Ewan Westergaard (Finance portfolio) Secunder: Lin Dixon (Principal) Motion carried unanimously</p>	
<p>Correspondence</p> <ul style="list-style-type: none"> Lin 		<p>Extra additions</p> <ul style="list-style-type: none"> Price increases. Chillmax quote - quote was \$7,500 to have them serviced. Could we ask the technician for an estimated life span and we could apply for a grant in November for replacement. License to occupy with aPlus. General election - they have given notice that they are likely to ask for our hall for voting purposes for the election later this year. Governance and management questionnaires have gone to auditors. 	<p>Correspondence (March)</p>
<p>Planning and Reporting</p> <ul style="list-style-type: none"> Lin 	<ul style="list-style-type: none"> Principal's Report 	<ul style="list-style-type: none"> Roll is 359 Ballot is coming up on the 3rd of April - high numbers are wanting to enter - more than we can take. To maximise numbers we are reshuffling year 1s and 2s. We need to organise a police officer for the ballot. We have also picked up a few older year groups that are out of zone. P.D take as read First staff meeting with Poutama Pounamu, working around the Rongohia te Hau matrix. A cultural competence survey will be ready to go at goal sharing evening. LSC and ESOL rooms are ready. The other space is nearly complete. Playground surfacing is complete, looks great. data - Term 1 assessments are now complete. <p>Maths</p> <p>Overall data - 2023 data over time, pale figures are national norms, green figures are Hokowhitu school children. Gives a picture of how we are doing with national norms, year 4 & 5 are doing really well. The year 6 group we have been concerned about the entire way along. Two of them are very high needs (not tested).</p> <p>Cohort data (year 6 data compared to the same children as year 3). Having an intervention teacher has helped.</p> <p>Bell curve data - shows the strengths and weaknesses, really helpful for the teachers to use to identify gaps and to form an idea of what they could revisit or do later on.</p>	<p>Principal's Report PAT Data</p>

		<p>Progress over time - year 5 students, they have made really great gains. A high percentage of these children are doing well. Year 4 data, good gains also. Year 3 data, great result, a handful we will be monitoring.</p> <p>The process is now the senior leadership will go over it and then take it to kete leaders then they take it to the teachers with a plan.</p> <p>Just maths data at this stage, Literacy data will be shown at the next meeting.</p> <p>- Ruapehu Drive School - Lin and Philip met with Te Mahau (MOE) regarding the new school. The good thing about the meeting is it gave them the opportunity to realise they aren't consulting widely enough..</p> <p>The letter Te Mahau sent to our local MP office was incorrect with the numbers of students living in that area. Te Mahau has said it would be nullified as it would have minimal impact on us, as there is a housing area going up down the road however, that is in Winchester School zone.</p> <p>The bottom line is the minister has approved the school - we do not oppose the school, we just need to know where we stand with our zone.</p> <p>They are looking to put together an establishment board to have the principal early 2024 - it is meant to be ready by 2025 with initial capacity for 350 students (could add to accommodate 650).</p> <p>They are looking at having the zoning situation sorted by the end of the year.</p> <p>- Community survey</p> <p>- Centenary - Michelle M has been doing some research and has some names for us to approach to be a part of the committee.</p> <p>Rachel to be Board rep on the committee. Will advertise in the paper for committee members and meet with them as soon as possible to get things moving.</p> <p>Do we take the lead or do we delegate to them? Often you see celebrations on a long weekend. Will put it on the agenda for the next meeting and what the non negotiables are and provide some basic information. Budget is to be discussed.</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>This is an interim year where we consult with the school going forward. numerous ways we are doing that this year. We have agreed as a Kahui Ako to have pg 11 in our annual plan.</p> <p>Analysis of variance on reporting of literacy data, and progress made. These were our targets.</p> <p>Analysis of variance on reporting of maths data and progress made. We have kept these children as achievement targets to assist with keeping them moving forward.</p> <p>We are working hard to close the gap between reading and writing.</p>	<p>2023 Annual Plan</p>

		<p>Maths, we are using the same intervention teacher as last year, we have 5 teachers that are working on doing the maths refresh PLD.</p> <p>Moved by L. Dixon, seconded by R. Buckley - All in favour.</p>	
<p>Policy</p> <ul style="list-style-type: none"> Philip 	<ul style="list-style-type: none"> Responsibilities and Conduct (Code of Conduct) Assessment Policy Health and Safety Policy 	<p>Responsibilities & Conduct - Board members have to sign off every year that we are aware of our responsibilities. The Code of conduct is taken from the NZSTA website and not actually personalised for what our purpose is. See policy report for the 4 proposed changes. With those amendments P. Steer moves that the Delegation policy be moved, Seconded by T. Foss - All in favour.</p> <p>Assessment - Minor changes suggested to this policy - see policy report. Moved by P. Steer, seconded by V. Tosi - All in favour.</p> <p>Health & Safety - The biggest change is looking at adding in a health and safety committee. Will look into the numbers of how many are required for the committee. The committee will look at meeting once a term. Noone specific from senior leadership needs to chair it as long as there is a member of senior leadership in attendance. Thoughts on if Steve is also a part of this. Moved by P. Steer, seconded by T. Foss - All in favour.</p>	<p>Policy Report Responsibilities & Conduct Policy (Code of Conduct) Assessment Policy Health & Safety Policy</p>
<p>Curriculum</p> <ul style="list-style-type: none"> Reece 	<ul style="list-style-type: none"> Staff Report 	<p>Take as read. Discussion around the role of the staff rep and if what is in the staff report is similar to what is in the newsletter. Is there a privacy issue over the staff report on the website - To look into this. Moved by R. Hawkins, seconded by E. Westergaard - All in favour.</p>	<p>Staff Report</p>
<p>Personnel</p> <ul style="list-style-type: none"> Rachel 	<ul style="list-style-type: none"> NZSTA training/news 		
<p>Finance and Audit</p> <ul style="list-style-type: none"> Ewan 	<ul style="list-style-type: none"> Monthly Accounts Sensitive Expenditures 	<p>Take as read A resolution was done for the term deposit. 1 Centenary budget planning 2 Capital project 3 To investigate the options around a Hokowhitu School Foundation that previous students of the school can donate into. These are generally not managed by the school itself but by an outside institution. These are typically registered charities. Something for all to think about. Moved by E. Westergaard, seconded by L. Dixon - All in favour.</p>	<p>Finance Report Spotlight Report PTA Report</p>

Property <ul style="list-style-type: none"> Villi 		<p>The shade sails have been completed, the Board will look at paying the extra for the maintenance of these to keep them in good condition. Villi will organise with the company to take them down in term 1 holidays and put them back up in term 3 holidays for term 4 and 1 use. The new offices look great.</p> <p>Moved by V. Tosi, seconded by R. Hawkins - All in favour.</p>	
Māori Engagement <ul style="list-style-type: none"> Villi 		<p>The whānau hui was postponed, however, it will now be in term 2 to coincide with Matariki and we will have kapa haka perform. Philip asked if the Board would like the Māori Board rep from PNINS to come and have a talk with us regarding her experiences and knowledge.</p> <p>Moved by V. Tosi, seconded by R. Buckley - All in favour.</p>	
Risk and Compliance <ul style="list-style-type: none"> Tim 	<ul style="list-style-type: none"> Privacy Breaches Health and safety First Aid Report 	<p>Take as read.</p> <p>There was a severe broken arm where the ambulance was called. The Peoplesafe account has now been set up and in use. This should be available for all staff to be able to report on.</p> <p>Moved by T. Foss, seconded by E. Westergaard - All in favour.</p>	<p>Compliance Report March First Aid Report</p>
General Business	<ul style="list-style-type: none"> Community consultation PTA Discussion 	<p>A discussion around the PTA and what their purpose and function is. Some thoughts around this is that PTA funds shouldn't be spent on general day to day capital, that they should be purchased by the school. It is parents' money and they should be able to see reference of what the money is being spent on.</p> <p>On the other side of that, however, there does need to be some cohesion between the Board and the PTA. If tomorrow the PTA decides they are going to put the slide back up but the Board has already discussed and planned a new playground for that area, that wouldn't work.</p> <p>Further discussion around this. Consensus is we want a collaborative role between the two, not the Board telling the PTA what to do. Ethos that the outcome is for the child/children.</p> <p>Philip to draft some framework around projects and initiatives for our next meeting. We won't get too formal with it, we still need it to be the parents voice.</p>	
Next Meeting:	9th of May 2023		
Business in committee <ul style="list-style-type: none"> Lin Tim 	<ul style="list-style-type: none"> Personnel matters aPlus lease 		
Meeting Closed: 7.45			Next Meeting: 09.05.2023