



## AGENDA / MINUTES OF THE HOKOWHITU SCHOOL BOARD MEETING

Held on Tuesday 17th of May at 5.30 pm

<b>Present:</b> Tim Foss, Lin Dixon, Rachel Buckley, Carlee Hodge, Philip Steer, Rafea Naffa				
<b>Gallery:</b> Reece Hawkins, Helen Griffin				
<b>Apologies:</b>		<b>Signed:</b>	<b>Chairperson</b>	<b>Date:</b>
<b>Agenda Item</b>	<b>Who</b>	<b>Minutes</b>	<b>Reports</b>	
<b>Welcome</b>	Tim	Welcome and thank-you everyone for coming. Great to see everyone face to face at this meeting.		
<b>Apologies</b>				
<b>Minutes of previous meeting</b>		Move that the March minutes be a true and correct record. <b><i>Moved by P. Steer Secoded by L. Dixon. Carried</i></b>	<a href="#">March Minutes 2022</a>	
<b>Matters Arising (see action list)</b>			<a href="#">Action List (March)</a>	
<b>Correspondence</b>	Lin	Inwards - Quote for boundary fence, looking at August for the work to be done. - Ops grant and banked staffing has come through. - Annual boiler report. - TKT letters of thanks coming for the board re camp. - 10YPP report Outwards - Police report about broken windows on the second day of Term 2, (Alarm didn't go off as they didn't come inside). <b><i>Moved by L. Dixon Secoded by T. Foss. Carried</i></b>	<a href="#">Correspondence (May)</a>	

<p><b>Planning and Reporting</b></p>	<ul style="list-style-type: none"> <li>Principal's Report</li> </ul>	<ul style="list-style-type: none"> <li>- Roll is 368 today.</li> <li>- Absences are much better than they were in Term 1. No more Covid-19 self-isolators, all were back by the start of Term 2.</li> <li>Staff are getting hit more this term with Covid-19, either as positive cases or self-isolating. We had 9 staff down in 1 day last week. Relievers can be hard to come by however, we managed with the relievers we did have, as well as utilising the learning coaches. Discussion about at what point we would need to move to our Stage 2 plan. Decision that we need to pre warn whanau that we were close to being stretched and that it is not over yet. That Stage 2 could still be coming. We don't want it to come as a surprise to them if we do need to send children home. This will be put in the newsletter.</li> <li>Query if we need to be concerned about being able to get relievers in? If we found out 10 staff were off, we would have to run that day regardless. Depending how short staffed we were at the time it would just be supervision to get by for that day until the next stage could be implemented. We are prepared for this outcome; no child would be put at risk. Approximately 6 staff have tested positive so far and 6 have been self-isolating.</li> <li>- We have a small group of children moving from Waka to Huia after the Queen's birthday weekend. Parents were spoken to about this at their child's 6-week interview so this was not a surprise to them. This will boost numbers back up in Huia (lower due to children leaving) and make room for new entrant children coming into the school.</li> <li>- Shona Oliver has been in for Lin's Professional Growth Cycle - Tim has Shona's notes and recommendations.</li> <li>- Leadership teams are conducting observations on their staff at present.</li> <li>- Finance &amp; Property - Assessment Report has said there was no issue with the flat roof over TKW/Book Room, however this is not the case as there are severe leaks in heavy rain. Two MOE workers and a plumber have done a secondary assessment and believe the first report was inaccurate and that the roof does need a lot of work done to it. They are looking at repitching it; this will be a really big job. MOE has stated it won't be happening this year. We may still need to spend a few thousand dollars to get the plumber to keep patching it until it can be done.</li> <li>- SIP Project - There is a slight delay in starting this project, however, there have been contractors already coming in to price for materials etc.</li> <li>- Data - Extra filters this time for PATs and STAR tests. Standardised testing is for year 3 and up. Maori students sitting very close to national averages, comparatively our students are doing quite well. Everyone sits PAT maths. Number knowledge is where we would expect the child to be by the end of the year, not current expectations as PAT testing. Year 4 PAT maths was</li> </ul>	<p><a href="#">Principal's Report</a>  <a href="#">Literacy Data</a>  <a href="#">Data</a></p>
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		<p>really good, 19% were low in number knowledge but again, that's about where they will be by the end of the year not where they are now.</p> <ul style="list-style-type: none"> <li>- Returning Officer - Susan has declined to be the returning officer again, however is happy to help the new returning officer if required. Lin has spoken to Tim over the possibility of Jen being able to do it. Would need to clarify that there is no conflict of interest here. This would fit outside of Jen's regular duties as Office Manager. <b>Board in favour.</b></li> <li>Legislation isn't quite ready yet for election, however will start getting things in motion for this.</li> <li>- MentorEd (Therapy dog) - This would need to be considered, great opportunity, however, we would need to give whanau the chance to opt out if they do not want their child/children to take part. It is an ongoing programme. <b>Board in favour.</b></li> <li>- Camp feedback - Amazing opportunity for the students, and great value for money.</li> <li>- Website development - Training for this will take place in the coming weeks.</li> <li>- Community consultation - Review will be out this week. We will still do meet and greets at pick up/drop off zones, however, we will give the option for everyone to finish at 3pm or if we carry on with split finishes.</li> <li>- Ballot - Discussion on if the board would like to hold a third ballot this year before the September ballot? <b>Vote - Board not in favour.</b> A child can enter the September ballot and start at the beginning of 2023.</li> </ul> <p><b>The board resolved there will not be an additional ballot for 2022.</b>  <b>Moved by L. Dixon Seconded by R. Buckley. Carried</b></p>	
<p><b>Strategic Discussion</b></p>	<ul style="list-style-type: none"> <li>• Lin</li> </ul>	<p>Worked out well that Frank Hay didn't come in February as planned as he would have been in the new system, when he came last week we were on the newer again system. ERO have stated they need to get into schools and then write their profile report to put up on their website (They haven't been able to do this since Covid outbreak 2020). They are checking Health &amp; Safety measures, data, took samples of Professional growth cycles. Frank took photos of documents that he said will give him a baseline review. There was also comment that we were likely a 3-4 on the ERO School improvement framework. Looking like we are compliant with requirements. We are pleased Frank came and we got this review underway. We do get a draft review before it goes live on the ERO website.</p> <p>Self-review process - This is the current self-review process that keeps Lin on track about where we are at. The Teaching and Learning handbook is an ongoing and live document. A lot is happening in the curriculum at the moment.</p>	<p><a href="#">Strategic Discussion Hokowhitu School Self Review</a></p>

		<p>Planning and reporting - Additional documents from MOE - School charters are being replaced with an annual strategic plan. Proposed that the current charter stays in place until the end of 2023.</p>	
<p><b>Legislation / Policy</b></p>	<ul style="list-style-type: none"> <li>• Philip</li> </ul>	<p><u>Curriculum Delivery Policy</u> - Ministry statements about Māori and Pacific students are now expressed in two strategies and an action plan: Ka Hikitia – Ka Hāpaitia   The Māori Education Strategy; Tau Mai Te Reo   The Māori Language in Education Strategy; and Action Plan for Pacific Education 2020-2030. These are very broad, but are clearly based on the NELPs. Suggestion that we follow this example and replace our current points 2.a-d with statements drawn from the relevant NELPs. The strategies and action plan is also now listed as associated guidelines. Delete 2.e Do we also need to add the word whanau here to cover? <b><i>P. Steer moved that the Curriculum policy be approved following the deletion in this report Seconded by L. Dixon. Carried</i></b></p> <p><u>Financial Policy</u> -</p> <ul style="list-style-type: none"> <li>• Guideline 1 (budget process): <ul style="list-style-type: none"> <li>o Mention of 10 Year Property Plan</li> <li>o Expanded description of budget approval process (including shifting final ratification date allowed to first meeting of the new year)</li> <li>o Stipulation of registering conflicts of interest</li> </ul> </li> <li>• Guideline 2 (procedures for monitoring and controlling school’s finances): <ul style="list-style-type: none"> <li>o Separation of sensitive expenditures to separate point (Put into an agenda item and that way it is done)</li> <li>o Addition of point stipulating financial delegations</li> </ul> </li> <li>• Guideline 3: Addition of new point stipulating review of accounts at each Board meeting</li> <li>• Guideline 4: Addition of new point stipulating publication of audited accounts on website</li> </ul> <p><b><i>P. Steer moved that the Financial policy be approved Seconded by T. Foss. Carried</i></b></p> <p><u>Appointments Policy</u> -</p> <ul style="list-style-type: none"> <li>• Guideline 9 (induction process) replaces mention of appraisal with professional growth cycle.</li> <li>• New Guideline 10 specifies requirements of Equal Employment Opportunities Policy.</li> </ul> <p><b><i>P. Steer moved that the Appointments policy be approved Seconded by R. Naffa. Carried</i></b></p> <p><u>Trustee Code of Conduct</u> - The Code of Conduct Policy has been sourced from the NZSTA governance framework, and added into our policy review timetable on a triennial basis so that it can be signed by an incoming Board. As with the Delegations Policy, there is an accompanying Memorandum that each Board member will be required to sign.</p>	<p><a href="#">May Policy Report</a>  <a href="#">Board Code of Conduct Policy</a>  <a href="#">Financial Policy</a>  <a href="#">Curriculum Delivery Policy</a>  <a href="#">School Appointments Policy</a></p>

		<p><b><i>P. Steer moved that the Code of conduct policy be approved Seconded by R. Naffa. Carried</i></b></p> <p>Reports for review at the next meeting are the Privacy &amp; Treaty of Waitangi policies.</p>	
<b>Curriculum</b>	<ul style="list-style-type: none"> <li>• Staff Report</li> </ul>	<p>Life Education was here, children loved it.  We had goal sharing conferences via google meet.  Cross country is coming up at the end of this month, spectators are welcome.  Whole school has started Inquiry this term, Kaitiakitanga, which is about guardianship. All have taken on an area of the school with this.  TKT &amp; TKA loved their camp experience.  <b><i>Moved by C. Hodge Seconded by T. Foss. Carried</i></b></p>	<a href="#">Staff Report</a>
<b>Personnel</b>	<ul style="list-style-type: none"> <li>• NZSTA training/news</li> </ul>	<p>Governance report arrived today.</p>	
<b>Finance</b>	<ul style="list-style-type: none"> <li>• Tim</li> <li>• Monthly Accounts</li> </ul>	<p>Tidied up some miscoding for April. This is the March data attached to this agenda.  PTA events are in progress, with more planned.  There is an extra \$20,000 that hadn't been coded yet so actually is better than this data shows.  Banked Staffing is running in deficit because we have employed more staff. Will run into deficit then transfer one of our teachers (who is paid less than a reliever) will come out of bulk grant.  Pg. 11 with roll return, it's too early for that to show up on this data.  Playground matting - Will wait for approval then we will look at how we will raise the money, could be supported by the PTA? Will need to replace bark if we don't do matting sooner than later.  50% of our 10YPP is looking like it will be used for the roof. There is 10YPP money that is allocated just for updating classrooms - potentially TKT upgrades. Give staff a reminder that they can claim for petrol used etc.  Could we give petrol vouchers? This could be tricky for audit purposes so stick with doing claim forms.  <b><i>Moved by T. Foss. Carried</i></b></p>	<a href="#">Finance Report</a>
<b>Property</b>	<ul style="list-style-type: none"> <li>• Lin</li> </ul>		
<b>Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>• See Principal's report</li> <li>• First Aid</li> </ul>	<p>Minor injuries.  A child broke an arm at Hokowhitu Park but was outside of school hours.  Four children were at the park at 7.20am this morning. How can we prevent this? Not on school grounds but what can we do? Lin to follow up here.</p>	<a href="#">First Aid Report</a>

<b>General Business</b>		<p>Morning tea for staff from the board is happening soon. It will be an afternoon tea.</p> <p>Will promote the upcoming election in the newsletter, this will also help to recruit new board members.</p> <p>100-year centenary is coming up in February of 2024. Would need to look at starting preparations 18 months out.</p>	
<b>Next Meeting:</b>	21st of June		
<b>Business in committee</b>	<ul style="list-style-type: none"> <li>● Personnel Matters</li> </ul>		
<b>Meeting Closed:7.13pm</b>			<b>Next Meeting:</b> Tuesday 21st of June