



AGENDA / MINUTES OF THE HOKOWHITU SCHOOL BOARD MEETING

Held on Tuesday 21st of June at 5.30 pm

Present: Tim Foss, Lin Dixon, Rachel Buckley, Carlee Hodge, Philip Steer, Rafea Naffa				
Gallery: Reece Hawkins, Helen Griffin				
Apologies:		Signed:	Chairperson	Date:
Agenda Item	Who	Minutes	Reports	
Welcome	Tim	Welcome everybody		
Apologies				
Minutes of previous meeting		<i>Moved by R. Naffa Seconded by P. Steer. Carried</i>	May Minutes 2022	
Matters Arising (see action list)			Action List (May)	
Correspondence	Lin	Inwards - 10YPP - Great to get clarity on this report. Rochelle (Property adviser for MOE) is really proactive which is great. Motion to accept the 10-year property plan as presented. All in favour. Moved by L. Dixon seconded by R. Buckley. Carried - The rest of the correspondence take as read. Moved by L. Dixon Seconded by T. Foss. Carried	Correspondence (June)	

<p>Planning and Reporting</p>	<ul style="list-style-type: none"> Principal's Report 	<ul style="list-style-type: none"> - Roll today is 377 - Staffing, all a balancing act. Close to 50% of staff have had Covid, hoping we will get through the winter illnesses. It is tricky with report writing and assessments as it puts a big workload on everyone. Thankfully we had increased CRT time for this year so this has helped. Discussion about staffing and how to help staff not burn out. Query on if there are any big events in Term 3 that we could scale back if we need to? We have hired a dance teacher to help take the load off teachers for this. If it is necessary, we can do what we did last production (2020 Lockdown movie). Staff found the online aspect of meetings in Term 1 worked really well and was manageable with their timeframes. There is a staff consultation out at the moment to gather the feel around this. - We have hired a full time reliever in Term 3 to help cover Lin's sabbatical and ease some pressure off of Reece and Helen. - Student absence information that was in the newsletter - We are looking at attendance for some children that have very low attendance. - We have now had 146 positive student Covid cases as of today. - Shona Oliver has been in and done Lin's Principal appraisal. - P.D - Great teacher only day working around Cultural competencies, ANZH curriculum and Social Sciences draft curriculum. - Election - There is a recommended election date. We have appointed a Returning Officer. - Assessments are underway. - Shell jacket - discussion on the new design compared to the old design, pricing, fit etc. happy to move forward with the new jacket as long as people know they can still wear the old one. - Do we want to opt into the \$150 per student scheme for 2023? L. Dixon move that we enter back into the scheme for 2023, Seconded P. Steer. Carried - Thanks from Lin for being a supportive Board. - Kindo - At this stage we only do sports registrations through here. Looking at the possibility of putting PTA fundraisers through it as well. Discussion around this, consensus was to try it and see if it worked more efficiently. Moved by L. Dixon Seconded by R. Naffa. Carried 	<p>Principals Report 10YPP</p>
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<p>Strategic Discussion</p>	<ul style="list-style-type: none"> Lin 	<p>Frank Hay from ERO visited yesterday. Gave his draft profile report. The report is all looking good, he will make future contact once or twice a year. Frank did a walk around and was happy with what was going on. This process helps hold us to account and shows us actively working towards improvement. We looked over and discussed the ERO School Improvement framework self-assessment.</p>	<p>Strategic Discussion School Improvement Framework</p>
<p>Legislation / Policy</p>	<ul style="list-style-type: none"> Philip 	<p><u>Treaty of Waitangi -</u> As stated at the last meeting, rewriting this policy would be challenging for the next Board. We are looking more at tweaks in respects to Maori learners being supported by the Board. The purpose has been taken from the Education Act. Challenge with that is that it is not meant to be generic but more localized. Acknowledgement that the Board stands as a representative of the Crown. From point .3 onwards thoughts are more for the next Board. The challenge for that Board will be how to navigate and integrate it all. This is being worked on at a Kahui Ako level. Point .7 is essentially the Treaty obligations and not just what's written on paper but that we as a school are actually living it. We will take this Policy and think about it more and come back to this at the next meeting. Link to this in the newsletter & circulate with staff. Reluctant to work with other groups because we are a part of the Kahui Ako especially if not within the Rangitane iwi.</p> <p><u>Privacy Policy -</u> 1-year review on this policy. Only minor wording tweaks, nothing major changed. Philip to check up on an added agenda item about "if there are any privacy breaches?" Do we have signs up where the security cameras are? Yes. Are we aware of any request to access personal information? No. Are we sharing data outside of the school? No.</p> <p><i>P. Steer moved that the Privacy Policy be approved, Seconded by R. Naffa. Carried</i></p>	<p>Treaty of Waitangi Policy Privacy Policy</p>

<p>Curriculum</p>	<ul style="list-style-type: none"> ● Staff Report 	<ul style="list-style-type: none"> - Matariki assembly this coming Thursday - Tim here with Harold catch ups that were missed due to Tim isolating - Massive thank you from the staff for the Teacher only day lunch or morning tea from the board - We had a successful cross country day - Interschool, we did really well - Student teachers in every kete bar TKA - Lots of Science for science week - Samoan language week - x2 guest speakers have been in, 1 Doc worker 1x with Antarctica experience. - EnviroSchools - we are getting a bronze award on the 5th of July for this. - Pae Tamariki - 4th of July <p>Moved by C. Hodge Seconded by T. Foss. Carried.</p>	<p>Staff Report</p>
<p>Personnel</p>	<ul style="list-style-type: none"> ● NZSTA training/news 		
<p>Finance</p>	<ul style="list-style-type: none"> ● Tim ● Monthly Accounts ● Sensitive Expenditures 	<ul style="list-style-type: none"> - Next month we will do our 6 monthly review. - Banked staffing is in the red at the moment, however, expected with high number of staff absences. - Audit - This Audit report was really clean. The main concern re errors going to the Auditor was outside of our control. - Board Election - Formal resolution 7th of September. T. Foss puts forward the motion that Hokowhitu School holds its election on 7th Sept 2022. All in favour. Approved. - Suggestion to change the September Board meeting to the Wednesday night or the week after the election? Change to 20th of September. - We need to consider the type of election we have. We have the following options to hold the election: - 1. The board appoints an accredited provider as their returning office to run electronic elections 2. The board appoints a returning officer to engage with an accredited provider and use their services to run electronic elections. 3. The board appoints a returning officer who will run paper elections and will not offer electronic elections. Discussion on this and have concluded we will do option 2. - Last meeting of this board will be week 3 the 9th of August. - PTA - Pie fundraiser raised \$2600 - Transfer of funds from PTA to support camp yet to be completed from PTA balance. - YTD actuals - surplus \$181 thousand - Good amount of ORS funding has come through that wasn't budgeted for. - In the bank about \$1.5 million, some of that is property funding. 	<p>Finance Report</p>

		Moved by T. Foss. Carried	
Property	<ul style="list-style-type: none"> Lin 	<p>- Covered with 10YPP. Analysis of mould done last week of stains in the book room. They are going to put a spore monitor in to check it all. In the meantime, staff are not to work there.</p> <p>- To go ahead with playground matting. Discussion around what the Board will commit to this and/or if we get any grants. Rachel to meet with Lotteries in a couple of weeks so will discuss. Reece to get the quotes updated. Rachel to chat with the grants people. Could also be a PTA fundraising option. Board will commit up to \$100 thousand dollars, and look at grant options for the balance.</p> <p><i>T. Foss put forward the motion that the Hokowhitu School Board commit up to \$100 thousand dollars to install the playground matting. All in favour. Approved.</i></p>	
Health & Safety	<ul style="list-style-type: none"> See Principal's report First Aid 	<p>Mould problem a Health and Safety issue.</p> <p>Small First Aid requirements, nothing requiring further treatment.</p>	
General Business		<p>- Website - The layout is now done and we can replace photos etc. Just need to check that the Policies match up to what they say they are. Aim to go live next term.</p>	
Next Meeting:	9 th of August		
Business in committee	<ul style="list-style-type: none"> Personnel Matters 		
Meeting Closed: 7.01pm			Next Meeting: 9th of August 2022