



AGENDA / MINUTES OF THE HOKOWHITU SCHOOL BOARD MEETING

Held on Tuesday 10th of September 2024 at 5.30 pm

Our vision statement

Torongia ki te tihi 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: Lin Dixon, Reece Hawkins, Philip Steer, Tim Foss, Ewan Westergaard, Villi Tosi, Rachel Buckley				
Gallery: Carlee Hodge				
Apologies:		Signed:	Chairperson	Date:
Agenda Item/Portfolio	Specific items	Minutes	Reports	
Welcome ● Philip	<ul style="list-style-type: none"> ● Karakia timatanga ● Whanaungatanga 		Karakia	
Apologies		Nil		
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 P. Steer, seconded by E. Westergaard - All in favour.</i>	August Minutes 2024	
Matters Arising (see action list)			(August) Action List	

<p>Resolutions passed by email</p>		<p><u>Staff Recognition of Service policy - Motions</u></p> <p>a. That the revised Staff Recognition of Service policy, as circulated on Monday 26 August, be approved.</p> <p>b. In light of the implementation of a new policy for the recognition of long service by staff, the Board approves a one-off gift of a \$200 gift card for each current school staff member who had completed more than five years of continuous employment at Hokowhitu School by the end of term 2, 2024.</p> <p><u>Summary of revisions to guidelines since last version</u></p> <p>a. The need for a guideline around ensuring staff recognition payments don't have a negative financial impact on the school. I've looked at the Auditor General's advice around this area, which talks about approving sensitive expenditure only when it will be within budget, so the revised guideline now reads:</p> <p>3. Any Board funding in recognition of staff service must be within budget.</p> <p>b. In an overabundance of caution, there was a guideline that all spending on staff recognition would be discussed and minuted, but the Principal's delegations include "Managing and monitoring of all expenditure on entertainment and gifts." The revised guideline therefore confirms that the Principal is delegated to approve all expenditure in the policy, with two exceptions: (1) Koha payments, because the amount isn't specified in the policy; and (2) Anything in excess of amounts specified in the policy:</p> <p>4. The Principal is delegated to approve all expenditure detailed in this policy, other than the exceptions specified below, in accordance with the Delegations Policy.</p> <p>a. Any koha payment made in accordance with Guideline 7 must be approved in advance by the Board and minuted in Part 1 of a Board meeting.</p> <p>b. Any financial contribution in excess of the amounts specified in this policy must be approved in advance by the Board and minuted in Part</p>	

		<p>1 of a Board meeting.</p> <p>c. Revisions to the long service recognition reflect: (1) our discussion about "continuous employment"; (2) not making the choice of gift cards onerous on the Principal; and (3) expectations around tracking spending on gift cards, on Tim's advice:</p> <p>8. At the full discretion of the Board, the service of staff members will be formally recognised at the completion of every five years of continuous employment, inclusive of all leave periods.</p> <p>9. The recommended Board acknowledgment for completion of milestone anniversaries is \$200 per five-year period.</p> <p>a. The Board's acknowledgment will take the form of a gift card.</p> <p>b. The school will maintain a register of gift card purchases, and all recipients will acknowledge in writing their receipt of a gift card.</p> <p>d. Given the scale of changes in this policy, a review date of 12 months will allow us to reflect on its implementation.</p> <p>Moved by P. Steer, seconded by L. Dixon - All in favour.</p>	
<p>Correspondence</p> <ul style="list-style-type: none"> Lin 		<p>Inwards</p> <ul style="list-style-type: none"> - DRAFT - Maths Curriculum - DRAFT - English Curriculum - Building WOF - Acceptance of Kete Leader Position - Additional inwards - Gallager insurance to come and visit - Additional inwards - Hall hire for a spiritual programme - due diligence would be to get more information. Would our insurance cover candle lighting if there was a fire? Lin to follow up, the decision is it can be approved as long as there are no candles. <p>Outwards</p> <ul style="list-style-type: none"> - Application for a grant to support costs of Major Production - Offer of Kete Leader Position <p>Moved by L. Dixon, seconded by V. Tosi - All in favour.</p>	<p>September Correspondence</p>

<p>Presiding Member</p> <ul style="list-style-type: none">● Philip		<p><i>Noting the following items</i></p> <ul style="list-style-type: none">- Curriculum change webinar items of interest (26 August) - see report- Meeting with Lin items of interest (2 September) - see report- NZSBA items of interest - see report - Recommended date for next Board election is Wednesday 17 September 2025- Other items of interest - see report <p><i>Moved by P. Steer, seconded by R. Buckley - All in favour.</i></p>	<p>Presiding Member Report</p>
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<p>Planning and Reporting</p> <ul style="list-style-type: none"> Lin 	<ul style="list-style-type: none"> Principal's 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 in Principal's report. <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 in Principal's report. <p><u>Recognising, supporting, and celebrating the diversity of our ākonga</u></p> <ul style="list-style-type: none"> Take as read in Principal's report. <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 in Principal's report. <p><u>GENERAL</u></p> <ul style="list-style-type: none"> Staffing - stable roll at the moment - There will be 12 new entrant students starting in Waka Iti at the start of term 4. There will be a learning coach in there as well to support the high needs of a child. Major production - learning coaches have agreed to stay on. <i>Request for a motion for a reduced ratio of 1:13 (given relatively low risk) to be approved for the transportation by bus to the Regent Theatre on the 26th September - for the purpose of a rehearsal for Major Production later that evening. Moved by L. Dixon, seconded by R. Buckley - All in favour.</i> Upcoming EOTC Events - RAMS and Safety action plans are attached for Ice-skating, sleepover and the Ngā Manu visit. Discussion re the Ngā Manu day trip - addition of sunsmart gear and raincoats. We will have contact details for parents and staff on the day trip in case of emergencies. <i>L. Dixon requests the Board approve the Safety Action Plan and timetable for Ngā Manu. Moved by L. Dixon, seconded by R. Hawkins - All in favour.</i> Ice-skating - We had this opportunity come through via email - a lot of children don't get an opportunity to do this. We have booked for a week in October, the 21st - 25th. The safety action plan is really comprehensive. The company provides helmets. We will need to get parent approval to do this as well. Will only be in daytime hours/school hours to keep it simple. Will have a working bee to set it up. 	<p>Principal's Report</p> <p>Year 4 Nga Manu Program & Safety Action Plan</p> <p>Ice-Skating Health & Safety Management Plan</p>
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		<p>L. Dixon requests the Board approve the set up of the temporary ice-skating rink. Moved by L. Dixon, seconded by R. Hawkins - All in favour.</p> <ul style="list-style-type: none"> - Out of zone enrolments - We have closed out of zone applications for Terms 1 and 2 of next year. A ballot was not required as the number of applications did not exceed the allocation. - Proposed meetings for term 4 are Wednesday 30th October (Tuesday is our Teacher Only day) and Tuesday 3rd December. <p>Principal's report moved by L. Dixon, seconded by E. Westergaard - All in favour.</p>	
<p>Policy</p> <ul style="list-style-type: none"> • Philip 	<ul style="list-style-type: none"> • Policy Report 	<p>Recognition of Service Policy - Circulated and approved via email. Moved by P. Steer, seconded by L. Dixon - All in favour.</p> <p>New policy for review - Property Policy</p> <ul style="list-style-type: none"> - The policy has been reorganised to achieve greater clarity as to the Board's overall property responsibilities by aligning with the key sections of the Property Occupancy Document (POD). - Substantive changes and questions for discussion are in the policy report. - Guideline 3 and 5 - We have little say in either the 5YPP or the 10YPP, MOE decides this. - Guideline 7, 8 and 9 - With regards to these guidelines, who gets named as ensuring these things occur? Board - Cyclical maintenance (guideline 7), Senior management - guideline 8 and 9. <p>With this amendment, P. Steer moves the Property Policy, seconded by R. Hawkins - All in favour.</p> <p>Policy report moved by P. Steer, seconded by L. Dixon - All in favour.</p>	<p>Policy Report</p> <p>Recognition of Service Policy</p> <p>Property Policy 2024 Tracked Property Policy</p>
<p>Curriculum</p> <ul style="list-style-type: none"> • Reece 	<ul style="list-style-type: none"> • Staff Report 	<ul style="list-style-type: none"> - Take as read - To do up a wish list for staff - any appliances needed for staffroom etc? <p>Moved by R. Hawkins, seconded by E. Westergaard - All in favour.</p>	<p>Removed for child privacy. Attached report in school office.</p>
<p>Personnel</p>	<ul style="list-style-type: none"> • NZSBA training/news 		<p>NZSBA Elections 2025</p>

<ul style="list-style-type: none"> • Rachel 			
<p>Finance and Audit</p> <ul style="list-style-type: none"> • Ewan 	<ul style="list-style-type: none"> • Monthly Accounts • Sensitive Expenditures 	<ul style="list-style-type: none"> - Capital projects - a follow on from our last meeting, we can't tie down future Boards. This is a working document. - Health and safety - there was an incident (slip) out the back by the caretakers shed. We will need to fast track this. - The drain person has been in to have a look at the bottom court, they can't pump it, we will need to put in more sumps if we are going to do anything down there. - We are coming into budget season soon. - Any other items on cyclical maintenance? - normally these are done as we update areas. We have a painting account that we are about to spend some of and then we will reset it for when we need to do it again in 8 years time. <p><i>Moved by E. Westergaard, seconded by R. Buckley - All in favour.</i></p>	<p>Finance Report</p> <p>Management Report</p> <p>Capital Projects</p>
<p>Property</p> <ul style="list-style-type: none"> • Villi 		<ul style="list-style-type: none"> - TKM Sliding Doors - Shane from Proarch came in to look at the proposed TKM sliding doors and has concerns around fire escapes and the weight of the doors. Shane has gone away to look over this and come back with possible solutions. One is to apply to the council for an exemption. We are hopeful this will be remedied quickly. Lin to follow up with Shane this week. - Roofing Project - Jos from WSP has sent the plan through to Tracey from MOE. Waiting now for approval from MOE. - Small amount of building work on the pool to be done. <p><i>Moved by V. Tosi, seconded by L. Dixon - All in favour.</i></p>	
<p>Māori Engagement</p> <ul style="list-style-type: none"> • Villi 			
<p>Risk and Compliance</p> <ul style="list-style-type: none"> • Tim 	<ul style="list-style-type: none"> • Privacy • Health and safety • First Aid Report 	<p>Health and Safety</p> <ul style="list-style-type: none"> - 2 staff incidents - 1 was ACC (day and half off of work). - Pool chemical re-training for Steve. Reece to go over that with him. - Reece to get the drain guy in to look at the TKM bridge slip and drainage, and to investigate the concrete. It is a fire exit - we need to get onto it ASAP! - Ice rink - permissions out soon early next term 	<p>First Aid Report</p>

General Business	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> - Kevin from aPlus wants to meet with Lin and a couple of representatives from the Board. Philip is happy to be involved with this. Lin will liaise with Kevin. 	
Next Meeting:			
Public-Excluded Business <ul style="list-style-type: none"> • Lin 	<ul style="list-style-type: none"> • Personnel matters • Physical restraint 	<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. Moved by P. Steer - All in favour.</i></p>	
Meeting Closed: 6.50pm <ul style="list-style-type: none"> • Karakia whakamutanga 			Karakia