



AGENDA / MINUTES OF THE HOKOWHITU SCHOOL BOARD MEETING

Held on Tuesday 13th of May 2025 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

Gallery: Carlee Hodge

Apologies: Rachel Buckley, Jennifer Bates		Signed:	Chairperson	Date:
Agenda Item/Portfolio	Specific items	Minutes		Reports
Welcome <ul style="list-style-type: none"> Philip 	<ul style="list-style-type: none"> Karakia timatanga Whanaungatanga 			- Karakia
Apologies		- Rachael Buckley, Jennifer Bates		
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 T. Foss, seconded by V. Tosi - All in favour.</i>		- (March) Minutes
Matters Arising (see action list)				- (March) Action List

Resolutions passed by email		- Nil	
Correspondence <ul style="list-style-type: none"> Lin 		<ul style="list-style-type: none"> Best term 1 attendance in years <p><i>Correspondence moved by L. Dixon, seconded by R. Hawkins - All in favour.</i></p>	<ul style="list-style-type: none"> (May) Correspondence Term 1, 2025 Attendance Data
Presiding Member <ul style="list-style-type: none"> Philip 		<ul style="list-style-type: none"> Moved that the date for the Hokowhitu School Board election be Wednesday, 10 September 2025. <p><i>Moved by P. Steer, seconded by V. Tosi - All in favour.</i></p> <ul style="list-style-type: none"> Moved that Jennifer Bates be appointed as Returning Officer for the Hokowhitu School Board election. <p><i>Moved by P. Steer, seconded by E. Westergaard - All in favour.</i></p> <p><i>Presiding Members Report moved by P. Steer, seconded by L. Dixon - All in favour.</i></p>	<ul style="list-style-type: none"> Presiding Member Report
Planning and Reporting <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 <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 <p><u>Recognising, supporting, and celebrating the diversity of our ākonga</u></p> <ul style="list-style-type: none"> Take as read <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 <p><u>General</u></p> <ul style="list-style-type: none"> The Board is happy to support cohort entry. Have some thoughts, and come back by the first meeting of term 3. Moved that the proposed 2026 term dates be accepted. <p><i>Moved by L. Dixon, seconded by E. Westergaard - All in favour.</i></p> <p><i>Principal's Report moved by L. Dixon, seconded by P. Steer - All in favour.</i></p>	<ul style="list-style-type: none"> Principal's Report Notes & Draft Policy on enrolment & Cohort entry

Policy <ul style="list-style-type: none"> Philip 	<ul style="list-style-type: none"> Policy Report 	<ul style="list-style-type: none"> <u>Assessment Policy</u> Moved by P. Steer, seconded by R. Hawkins - All in favour. <u>Recognition of service Policy</u> Moved with amendments by P. Steer, seconded by E. Westergaard - All in favour. <u>Governance Policy</u> - reviewed - to approve by email following further amendments <u>Board procedures for Roles and Portfolios</u> - Add Property portfolio - to approve by email following further amendments <u>Board Procedures for Policy Review</u> - reviewed - to approve by email following further amendments <u>Code of Conduct</u> Moved by P. Steer, seconded by V. Tosi - All in favour. Policy Report Moved by P. Steer, seconded by L. Dixon - All in favour. 	<ul style="list-style-type: none"> Policy Report Assessment Policy Recognition of Service Policy Governance Policy Board Procedures for Board Roles & Portfolios Board Procedures for Policy Review Code of Conduct
Curriculum <ul style="list-style-type: none"> Reece 	<ul style="list-style-type: none"> Staff Report 	Staff report moved by R. Hawkins, seconded by T. Foss - All in favour.	<ul style="list-style-type: none"> Removed for privacy - request for this at the school office
Personnel <ul style="list-style-type: none"> Rachel 	<ul style="list-style-type: none"> NZSBA training/news 		
Finance and Audit <ul style="list-style-type: none"> Ewan 	<ul style="list-style-type: none"> Monthly Accounts Sensitive Expenditures 	Finance report moved by E. Westergaard, seconded by R. Hawkins - All in favour.	<ul style="list-style-type: none"> Management Report
Property <ul style="list-style-type: none"> Villi 		<ul style="list-style-type: none"> Reece to investigate more water fountains Lin and Reece met with MOE to get the ball rolling with AMS (Accelerated Modernisation Scheme) funding. Main focus will be around TKT updates and staff toilets. Property Report moved by V. Tosi, seconded by L. Dixon - All in favour. 	<ul style="list-style-type: none"> Property Report AMS Project Offer of Service
Māori Engagement <ul style="list-style-type: none"> Villi 			
Risk and Compliance <ul style="list-style-type: none"> Tim 	<ul style="list-style-type: none"> Privacy Health and safety First Aid Report 	<ul style="list-style-type: none"> The next Health and Safety committee meeting is on 11/06/2025. Risk & Compliance report moved by T. Foss, seconded by P. Steer - All in favour. 	<ul style="list-style-type: none"> First Aid Report
General Business		<ul style="list-style-type: none"> Asking Aplus whether they would like to renew or review 	

		- Security cameras with Armstrong are still good for purpose	
Next Meeting:		- 17th June, 2025	
Public-Excluded Business <ul style="list-style-type: none"> Lin 	<ul style="list-style-type: none"> Personnel matters Physical restraint Property rental 	<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, and property rental, for reasons of commercial sensitivity. Moved by P. Steer - All in favour.</i>	
Meeting Closed: 6.40pm <ul style="list-style-type: none"> Karakia whakamutanga 			- Karakia