



# AGENDA / MINUTES OF THE HOKOWHITU SCHOOL BOARD MEETING

Held on Tuesday 14th of May 2024 at 5.30 pm

## Our vision statement

Torongia ki te tihī 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

<b>Present:</b> Lin Dixon, Reece Hawkins, Philip Steer, Rachel Buckley, Tim Foss, Ewan Westergaard, Villi Tosi				
<b>Gallery:</b> Helen Griffin				
<b>Apologies:</b>		<b>Signed:</b>	<b>Chairperson</b>	<b>Date:</b>
<b>Agenda Item/Portfolio</b>	<b>Specific items</b>	<b>Minutes</b>		<b>Reports</b>
<b>Welcome</b> ● Philip	<ul style="list-style-type: none"> <li>● Karakia timatanga</li> <li>● Whanaungatanga</li> </ul>			<a href="#">Karakia</a>
<b>Apologies</b>		Nil		
<b>Conflicts of interest</b>		Nil		
<b>Minutes of previous meeting</b>		<i>Moved that the minutes are a true and accurate record of the previous meeting. Moved by P. Steer, seconded by R. Hawkins - All in favour.</i>		<a href="#">March Minutes 2024</a>
<b>Matters Arising (see action list)</b>				<a href="#">(March) Action List</a>

<p><b>Resolutions passed by email</b></p>		<p><b>01.05.2024 - NZSTA AGM</b></p> <p>1. <b>Moved</b> that the Board appoints the NZSTA Central West co-chairs, Gareth Marshall and Carl Triggs, as proxies to vote on our behalf at the AGM to be held Saturday 08 June 2024.</p> <p>2. <b>Moved</b> that the Board support Remit 1: "That NZSTA advocates to NZ Government to make seatbelts on NZ school buses mandatory".</p> <p>3. <b>Moved</b> that the Board support Remit 2: "That NZSTA advocates to NZ Government for sufficient seats on school buses for passengers".</p> <p>4. <b>Moved</b> that the Board allow our proxies to vote as they see fit on Remit 3: "That the NZSTA advocate for pay equivalency for Principals of U1 and U2 schools".</p> <p><b>Moved by P. Steer, All in favour.</b></p>	
<p><b>Correspondence</b></p> <ul style="list-style-type: none"> <li>Lin</li> </ul>		<p><b>Inwards</b></p> <ul style="list-style-type: none"> <li>- Letter from the Centenary Committee acknowledging and appreciating the Board's support and generosity with the Centenary.</li> <li>- Poutama Pounamu email regarding upcoming workshops.</li> <li>- Price increase from Tim</li> <li>- Resignation letter from D. Wackrow as office assistant. Query about what this will then look like going forward in an office capacity? Discussion around this.</li> <li>- The hire of I. Hill as a Learning Coach and then her resignation a short period after due to unforeseen circumstances. We are actively looking for another Learning Coach.</li> <li>- Offer of appointment for C. Hodge as Assistant Principal</li> <li>- Offer of appointment for N. Thompson as Learning Support Coordinator</li> <li>- Lee Builders email regarding a maintenance offer, that if the Board spends a certain amount and then will receive an amount back to put towards sports uniforms or the like. Discussion around this - we would need to weigh up what we pay on contracts already. We would also need to be mindful if there is a commitment to future Boards. When Villi and Ewan are in a position to talk to them we will possibly look at it, as</li> </ul>	<p><a href="#">May Correspondence Letter from Centenary committee</a>  <a href="#">NZSTA delegation form</a>  <a href="#">Poutama Pounamu</a>  <a href="#">EAP Membership Renewal</a></p>

		<p>we like the concept of having someone take responsibility for the school's building maintenance.</p> <ul style="list-style-type: none"> <li>- EAP Contract Renewal - Collective agreement that this is a valuable tool for staff to have access too.</li> </ul> <p><b>Outwards</b></p> <ul style="list-style-type: none"> <li>- Acceptance of offer for C. Hodge as Assistant Principal</li> <li>- Acceptance of offer for N. Thompson as Learning Support Coordinator</li> </ul> <p><b>Moved by L. Dixon, seconded by V. Tosi - All in favour.</b></p>	
<p><b>Planning and Reporting</b></p> <ul style="list-style-type: none"> <li>• Lin</li> </ul>	<ul style="list-style-type: none"> <li>• Principal's Report</li> </ul>	<p><b><u>Ensuring all ākongā gain confidence and experience success in literacy and numeracy</u></b></p> <ul style="list-style-type: none"> <li>- Take as read in report</li> </ul> <p><b><u>Increasing ākongā and kaiako knowledge of and engagement with te ao Māori</u></b></p> <ul style="list-style-type: none"> <li>- This target 2 data gives us great baseline data to see progress by the end of the year.</li> <li>- It is really comprehensive learning that staff are doing with Tahī from TePūkenga.</li> </ul> <p><b><u>Recognising, supporting, and celebrating the diversity of our ākongā</u></b></p> <ul style="list-style-type: none"> <li>- Observation regarding flag placement, we need to check if you are allowed to fly a flag underneath another flag. We will double check this.</li> </ul> <p><b><u>Enhancing ākongā wellbeing by encouraging participation in physical activity and performance arts</u></b></p> <ul style="list-style-type: none"> <li>- We had fantastic results in the Interschool Swimming Sports, taking third place overall.</li> <li>- Winter sports are underway, with 3 Basketball teams and 6 Hockey teams across the school.</li> <li>- 4 teams competed in the Rippa Rugby tournament towards the end of term 1.</li> <li>- Our performance arts coordinator has emailed around dance schools to get some support for the Major Production.</li> </ul>	<p><a href="#">Principals Report</a></p>

- The new senior playground is being WELL utilised - every day. Really well designed, as can have numerous students on it safely at the same time. The students have a system where 2 students can go on the basket swing at a time and have 30 swings, so it is fair for all wanting a turn.

**EOTC - EL RANCHO SUMMARY**

- Written report from S. Sloan and P. G-Moore regarding El Rancho camp, includes recommendations. Query if there were any Health and Safety concerns or issues on camp - No issues or concerns were reported.

**GENERAL**

- Question if we want to apply for a Grant for Major Production this year - Yes, we do.
- Attendance statistics - There are sometimes extenuating circumstances (or 'one off') reasons for chronic absences - such as an extended period of absence due to visiting another country for several weeks or even months. A very small number of those with chronic absences tend to be ongoing and are 'of concern' over a period of months/years. We keep working with the whānau to offer support, give suggestions on ways to improve attendance and sometimes need to involve attendance officers/truancy services. We work hard to establish good attendance patterns from when tamariki first start school, as poor attendance in early years is often ongoing if not addressed.
- Centenary - take as read
- NZSTA name change to Te Whakarōputanga Kaitiaki Kura o Aotearoa - New Zealand School Boards Association.

***Moved by L. Dixon, seconded by T. Foss - All in favour.***

<p><b>Policy</b></p> <ul style="list-style-type: none"> <li>Philip</li> </ul>	<ul style="list-style-type: none"> <li>Policy Report</li> </ul>	<p><b><u>Classroom Release Time</u></b></p> <ul style="list-style-type: none"> <li>This policy has been updated in line with the most recent collective agreement. It is presented here for information, as consultation needs to occur with teaching staff, but we should note that the cost of Board-funded teaching positions will be increasing with the new CRT allowances. We hope to present the policy for approval at the next meeting.</li> </ul> <p><b><u>Principal Professional Growth Cycle (PGC)</u></b></p> <ul style="list-style-type: none"> <li>This policy is replacing the previous Principal appraisal policy, just as a similar change occurred with teaching staff a few years ago. Previously, the Board would have appointed an appraiser, who would meet with the Principal several times during the year, and ultimately provide a report to the Board.</li> </ul> <p><b><i>Moved by P. Steer, seconded by R. Buckley - All in favour.</i></b></p> <p><b><u>Positive Behaviour</u></b></p> <ul style="list-style-type: none"> <li>This latest revision tries to offer a more meaningful shift away from the previous focus on behaviour management. The language of “positive behaviour” is associated with a Ministry scheme known as Positive Behaviour for Learning (PB4L), which we are not formally a part of but does resemble many aspects of our approach to school culture.</li> </ul> <ul style="list-style-type: none"> <li><b><i>Guideline 1.</i></b> STRIVE is positioned at the centre of our aspiration to a culture of positive behaviour, including a new subsection 1.c that highlights the way that STRIVE is integrated into a range of school activities.</li> <li><b><i>Guideline 2.</i></b> This takes the points on disciplinary process that were previously in Guideline 1, and separates them out to highlight the emphasis on restorative actions.</li> <li><b><i>Guideline 3.</i></b> This expands on the principles of natural justice, drawing on advice from Community Law NZ – this is no doubt primarily aimed at situations arising in secondary schools, but it might be worth strengthening our policy in this area just in case.</li> <li><b><i>Guideline 12.</i></b> Clarifying the scenarios when a stand-down or suspension is appropriate, and the reporting the Board can expect in relation to stand-downs (because these don’t require Board approval/involvement).</li> </ul> <p><b><i>Moved by P. Steer, seconded by E. Westergaard - All in favour.</i></b></p>	<p><a href="#">Policy Report</a>  <a href="#">Classroom Release Time</a>  <a href="#">Policy</a>  <a href="#">Positive Behaviour Policy</a>  <a href="#">Principals Professional</a>  <a href="#">Growth Cycle Policy</a>  <a href="#">Policy Tracked Changes</a></p>
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		<b>Policy Report moved by P. Steer, seconded by T. Foss - All in favour.</b>	
<b>Curriculum</b> <ul style="list-style-type: none"> <li>Reece</li> </ul>	<ul style="list-style-type: none"> <li>Staff Report</li> </ul>	Take staff report as read <b>Moved by R. Hawkins, seconded by V. Tosi - All in favour.</b>	Removed for child privacy. Attached report in school office.
<b>Personnel</b> <ul style="list-style-type: none"> <li>Rachel</li> </ul>	<ul style="list-style-type: none"> <li>NZSTA training/news</li> </ul>	<ul style="list-style-type: none"> <li>Had interviews for A/P and LSC jobs. Had a great range of diverse candidates. Interviewed 3 for the A/P position, 3 for LSC and 1 that applied for both. Immense discussions around who would be the best fits for these positions. C. Hodge getting the A/P role is a great internal appointment and N. Thompson comes from another school with lots of experience.</li> <li>Referees were contacted.</li> <li>All shortlisted applicants and everyone that applied have been informed of their outcome.</li> <li>Look at getting Helen back to help with the transition period for LSC.</li> <li>Rachel to write an EEO report.</li> </ul> <b>Moved by R. Buckley, seconded by L. Dixon - All in favour.</b>	
<b>Finance and Audit</b> <ul style="list-style-type: none"> <li>Ewan</li> </ul>	<ul style="list-style-type: none"> <li>Monthly Accounts</li> <li>Sensitive Expenditures</li> </ul>	<ul style="list-style-type: none"> <li>Take the April Governance report as read.</li> <li>Potential funding from PNCC to enhance school pools, with the goal of the community having full access. Meeting with Sport Manawatu, Lin and Reece regarding this and the potential barriers that were identified including but not limited to, who lifeguards it, who pays for the chemicals, the upgrades of the showers/toilets, better heating etc. We have been asked to collect a condition report and come back with an amount of what we think this would cost. Note that we would have to be careful around liability.</li> <li>1. Budgeted capital expenditure 2024 <ul style="list-style-type: none"> <li>Senior playground \$215,000 - done</li> <li>Replacement roofing - MOE \$TBC</li> <li>Painting - \$TBC (could be over the next 2-3 years)</li> <li>IT Equipment \$50k – when needed</li> <li>Furniture and Equipment \$20k – when needed</li> <li>Library Resources \$8k – when needed</li> </ul> </li> <li>2. Unbudgeted capital expenditure – Nil</li> </ul> <b>Moved by E. Westergaard, seconded by R. Hawkins - All in favour.</b>	<a href="#">Finance Report</a> <a href="#">April Governance Report</a>

<b>Property</b> <ul style="list-style-type: none"> <li>Villi</li> </ul>		<ul style="list-style-type: none"> <li>Senior playground finished, minor issues with loose bolts.</li> <li>Fort has come down.</li> <li>Shade sails have come down for the season.</li> <li>We have had another bill for new access areas for the roofing project.</li> <li>In terms of playground completion, have we signed it off with the Ministry and do we need to? We have a company come and audit the playgrounds. Reece to organise this to be done bi-annually. Also is it insured and is it on the asset register?</li> <li>The path that exits the school by the white shed, out onto Churchill Avenue, find out from the council if they will fix this?</li> </ul> <p><b>Moved by V. Tosi, seconded by R. Buckley - All in favour.</b></p>	
<b>Māori Engagement</b> <ul style="list-style-type: none"> <li>Villi</li> </ul>		<ul style="list-style-type: none"> <li>Whānau hui is coming up this term.</li> <li>Pae Tamariki is coming up this term.</li> <li>Staff are doing Te Reo P.D.</li> <li>Reece to meet this week with Eli and Anna regarding Kahui Ako updates and whānau hui plans.</li> </ul> <p><b>Moved by V. Tosi, seconded by R. Hawkins - All in favour.</b></p>	
<b>Risk and Compliance</b> <ul style="list-style-type: none"> <li>Tim</li> </ul>	<ul style="list-style-type: none"> <li>Privacy</li> <li>Health and safety</li> <li>First Aid Report</li> </ul>	<ul style="list-style-type: none"> <li>First Aid report - take as read</li> <li>To look at enrolment form to make sure it matches the NZ privacy act.</li> </ul> <p><b>Moved by T. Foss, seconded by V. Tosi - All in favour.</b></p>	<a href="#">Compliance Report</a>
<b>General Business</b>	<ul style="list-style-type: none"> <li></li> </ul>	Nil	
<b>Next Meeting:</b>	18.06.2024	18th of June 2024	
<b>Public-Excluded Business</b> <ul style="list-style-type: none"> <li>Lin</li> </ul>	<ul style="list-style-type: none"> <li>Personnel matters</li> <li>Physical restraint</li> </ul>	<p><b>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.</b></p>	
<b>Meeting Closed: 6.57pm</b> <ul style="list-style-type: none"> <li>Karakia whakamutanga</li> </ul>			<a href="#">Karakia</a>