



AGENDA / MINUTES OF THE HOKOWHITU SCHOOL BOARD MEETING

Held on Tuesday 17th of June 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, Rachel Buckley

Gallery: Carlee Hodge, Karl Schalkwijk

Apologies:		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		Nil		
Conflicts of interest		Declaration that R. Buckley sits on another school Board		
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 T. Foss - All in favour.</i>		(May) Minutes
Matters Arising (see action list)				(May) Action List

Resolutions passed by email		<p>MOVED that the Hokowhitu School Board Procedures for Policy and Procedure Review be accepted, with the revised review timetable to take effect from term 4, 2025. Moved by P. Steer, seconded by V. Tosi - All in favour.</p> <p>MOVED that the review dates of all existing Board policies and procedures be updated to reflect the revised review timetable from term 4, 2025. Moved by P. Steer, seconded by V. Tosi - All in favour.</p> <p>MOVED that with amendments to guidelines 2.b. and 3.c. the revised Health and Safety Policy be accepted. Moved by P. Steer, seconded by T. Foss - All in favour.</p>	<p>Board Procedures for Policy & Procedure Review</p> <p>Tracked Health & Safety Policy</p> <p>Approved Health & Safety Policy</p>
Correspondence <ul style="list-style-type: none"> Lin 		<p>Additional Correspondence</p> <ul style="list-style-type: none"> - Inwards and outwards, new Office Manager has been appointed - Central business innovation - photocopiers - it is an All of Government contract, cheaper than our current contract, to look at in general business. - Resignation letter from H.Puts in her full time teacher position (she is currently on leave for this position until the end of 2025). Hannah is currently in a part time teaching position and will continue with this. - Letter from L. Dixon resigning from her position as principal of Hokowhitu School from the 16th of December 2025. <p>Correspondence moved by L. Dixon, seconded by R. Buckley - All in favour.</p>	<p>(June) Correspondence</p> <p>Board Election Information</p>
Presiding Member <ul style="list-style-type: none"> Philip 		<p>P. Steer moves that payment to employ the Returning Officer be a one off payment of \$1250.00, seconded by E. Westergaard - All in favour.</p> <p>Presiding Member report moved by P. Steer, seconded by L. Dixon - All in favour.</p>	<p>PM Report</p>

<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 <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"> Roll is 377 We will open our final NE classroom Waki Iti at the beginning of Term 3. M. Hawkins and Whaea Hannah (McKeag) will staff this. H. Griffin has accepted an additional component (0.4FTE) on her current part time contract. This is to cover Merryn's current release mahi. Kathryn O'Connor will teach full time in TKM for the rest of the year (she is currently 4 days a week). The Office Manager position has closed, interviews were held and an appointment made. Cohort Entry - Consultation is currently open with current whānau, prospective whānau and a range of ECE's regarding us potentially commencing cohort entry in 2026. We set term 2 attendance at 78%, a little bit lower than term 1 to account for winter illnesses. Lin is working on a report from her Hauora P.D, this will be included at the next meeting. Dissolution of the Kahui ako, we are waiting for more details surrounding this. Lin has met with the Northern Cluster of schools, they are quite keen to still work together, even if there is no funding going forward. What we do not yet know is the impact 	<p>Principal's Report</p>
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		<p>on our Learning Support Coordinators. The Board may have to consider funding this position going forward.</p> <ul style="list-style-type: none"> - Week 3 & Week 8 for the Term 3 Board meetings. <p><i>Principal's Report moved by L. Dixon, seconded by R. Hawkins - All in favour.</i></p>	
<p>Policy</p> <ul style="list-style-type: none"> • Philip 	<ul style="list-style-type: none"> • Policy Report 	<p><u>Finance policy</u></p> <p>This policy is up for its regular three yearly review. Main suggested changes are:</p> <ul style="list-style-type: none"> • Change in title from “Financial Policy” to “Finance Policy.” • Separating guideline 2 into two guidelines, to better differentiate between Board policies and management procedures, and providing a more thorough account of both of these. • New guideline 5.b. adding the requirement that the Board reviews and actions recommendations from the auditor’s letter. • Suggest deleting guideline 6, and using an appropriate accounting system to meet legislative requirements, as seems to already be covered by guideline 4. <p>Comments - There are checks and balances throughout the year, practically speaking these are done. Guideline 3, D and E to remove, C to remain.</p> <p><i>Moved with amendments by P. Steer, seconded by E. Westergaard - All in favour.</i></p> <p><u>Appointments policy</u></p> <p>This policy is also up for its regular three yearly review. Main suggested changes are:</p> <ul style="list-style-type: none"> • Updating guideline 1.c. to refer to the strategic plan. • Additional guidelines 3.a. and 3.b. to clarify the Board’s approach to Principal appointment. • Rewording guideline 5 to clarify membership of the appointment committee for any permanent teacher appointment, specifically around parent representative involvement. <p>Comments - Board member, staff rep and Principal, add “usually a senior leadership member”</p> <p>.3 Appointing principal - It is either the full Board or a committee. The committee can only recommend to the Board, not appoint the new principal. Common practice is the board appoints an adviser. Update wording “certification” to “registered teacher” in guideline 7.</p>	<p>Policy Report Finance Policy Financial Procedures Appointments Policy</p>

		<p><i>Moved with amendments by P. Steer, seconded by R. Buckley - All in favour.</i></p> <p><i>Policy Report Moved by P. Steer, seconded by V. Tosi - All in favour.</i></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 Chess team - The PTA are helping to support the chess team. <p><i>Staff report moved by R. Hawkins, seconded by L. Dixon - All in favour.</i></p>	<p>For privacy reasons the Staff Report can be viewed in the office.</p>
<p>Personnel</p> <ul style="list-style-type: none"> Rachel 	<ul style="list-style-type: none"> NZSBA training/news 	<p>R. Hawkins has left the meeting - due to conflict of interest regarding the Principal position.</p> <ul style="list-style-type: none"> We need to choose an adviser for the appointment of principal. Lin has provided a short list. Schoolboard says to spend a max of 15% of the principals salary, but cost is not the primary consideration, it will be what we are actually needing. Four advisers were approached to submit a proposal, 3 accepted and presented their offers. Following discussion around the best fit option for Hokowhitu School the preferred adviser was selected. <p><i>P. Steer moves that David Reardon from Evaluation Associates be appointed as adviser, seconded by T. Foss - All in favour.</i></p> <ul style="list-style-type: none"> Principal Appointment Committee - School community member Megan Fang has agreed to join the committee, she has been involved with the school for the last couple of years. Villi Tosi Māori rep and Board rep. Carlee Hodge Staff rep. Ewan Westergaard Board rep and Philip Steer will be the committee chair. <p><i>P. Steer moves that we establish the Principal appointment committee as specified in the terms of reference, seconded by T. Foss - All in favour.</i></p> <p><i>P. Steer moves that the people named above are part of the Principal appointment committee, seconded by V. Tosi - All in favour.</i></p>	<p><u>Principal Appointment Committee</u></p>

Finance and Audit <ul style="list-style-type: none"> Ewan 	<ul style="list-style-type: none"> Monthly Accounts Sensitive Expenditures 	<p>Key Points re current financials</p> <ol style="list-style-type: none"> FY Budgeted deficit - \$82,607 <ol style="list-style-type: none"> 43% of year, surplus of \$72,986 Available funds <ol style="list-style-type: none"> \$508,896 Current \$106,571 Savings Treasury <ol style="list-style-type: none"> \$244,030 Matures 7 March 2026 4.20% \$354,434 Matures 19 July 2025 5.90% Items of significance/not budgeted <ol style="list-style-type: none"> Maintenance consulting – playground audit, look to include a budgeted line item for 2026 if required. Over budget on Swimming Pool maintenance for 2025, understandable. Pool Party – PTA expenses code change. Banked staffing – negligible <p>Recommendation</p> <p>“That we place a \$200,000 Term Deposit for a period of 6 months at an interest rate of 4.00%”</p> <p><i>Recommendation moved by E. Westergaard, seconded by R. Buckley - All in favour.</i></p> <p><i>Finance report moved by E. Westergaard, seconded by T. Foss - All in favour.</i></p>	<p> Finance Report May Management Report Financial Position (provided by Ed Services) </p>
Property <ul style="list-style-type: none"> Villi 		<ul style="list-style-type: none"> Handover date is dependent on the interior ceilings. Funding to replace the ceiling, needs to be approved first. Lin will check if we pay first for the ceiling, could we still get it reimbursed? Discussion around the leaks that have happened. AMS project, Jos meeting with Shane to talk about this. It is possible we will need a building consent. <p><i>Property Report moved by V. Tosi, seconded by E. Westergaard - All in favour.</i></p>	<p> Property Report Site Photos </p>

Māori Engagement <ul style="list-style-type: none"> Villi 		<ul style="list-style-type: none"> Whānau hui is coming this Thursday. The consultation has gone out to Māori whānau. Te Pae Tamariki was great, awesome feedback. Our Kapa Haka group has been approached by someone who is a part of the Diwali festival, seeing if they could open this event later in the year. 	
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"> Approved the Health and Safety policy at the last meeting We are required to have meetings every 3 months We need more members to be a committee. Reece to get more staff involved. 	Nil
General Business		<ul style="list-style-type: none"> Looping back to the photocopier contracts. Discussion around the options. We need to have a bit more scrutiny of the proposal as we are committing future Boards. Tim to have a proper look through then he will liaise with Lin. It will be put through email for approval. 	
Next Meeting:		<ul style="list-style-type: none"> 29 July, 2025 	
Public-Excluded Business <ul style="list-style-type: none"> Lin 	<ul style="list-style-type: none"> Personnel matters Physical restraint Property rental 	<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, and property rental, for reasons of commercial sensitivity.</i></p> <p><i>Moved by P. Steer - All in favour.</i></p>	
Meeting Closed: 7pm <ul style="list-style-type: none"> Karakia whakamutanga 			Karakia