



AGENDA / MINUTES OF THE HOKOWHITU SCHOOL BOARD MEETING

Held on Tuesday 18th of February 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

Apologies:		Signed:	Chairperson	Date:
Agenda Item/Portfolio	Specific items	Minutes		Reports
Welcome <ul style="list-style-type: none">Lin	<ul style="list-style-type: none">Karakia timatangaWhanaungatanga			- Karakia
Call for Nominations <ul style="list-style-type: none">Lin		L. Dixon calls for nominations for Presiding member - P. Steer Nominated: T. Foss, Seconder: V. Tosi - Elected L. Dixon calls for nominations for Deputy Presiding member - V. Tosi Nominated: E. Westergaard, Seconded: R. Buckley - Elected Call for nominations for Policy portfolio - P. Steer Call for nominations for Personnel portfolio - R. Buckley Call for nominations for Whānau Māori portfolio - V. Tosi		

		<p>Call for nominations for Finance and Audit portfolio, and associated delegations - E. Westergaard</p> <p>Call for nominations for Property portfolio, and associated delegations - V. Tosi</p> <p>Call for nominations for Risk and Compliance portfolio, and associated delegations - T. Foss</p> <p>Call for nominations for Grants portfolio, and associated delegations - R. Buckley</p>	
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 L. Dixon, seconded by R. Hawkins - All in favour.</i>	- (December) Minutes
Matters Arising (see action list)			- (December) Action List
Resolutions passed by email			
Correspondence <ul style="list-style-type: none"> Lin 		<ul style="list-style-type: none"> Take as read <i>Moved by L. Dixon, seconded by R. Buckley - All in favour.</i>	- Correspondence
Presiding Member <ul style="list-style-type: none"> TBC 		<ul style="list-style-type: none"> Election time frames To clarify which option the Board wants to take. The timing difference is when the main roll closes. Board discussion on if we appoint a returning officer or get an outsider. To think on and decide at the next meeting 	- Board Elections
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 We are really pleased with the progress made on groups of students in maths. In literacy we chose students that needed more assistance than others. There was progress made with all 	<ul style="list-style-type: none"> Principal's Report Statement of Variance

		<p>of those students. We are looking at ways to better align ESOL with classroom programmes.</p> <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"> - 37 new students on day 1 of 2025 - Ruma Marino is up and running, “calm room”. It has learning resources, play equipment, couches etc. We lock away anything we need to - Summer sports have started - no netball teams this time, Netball Manawatu have changed things up which has made it harder for us to put a team together - EOTC week - Reece has shared the plan for this - We are currently completing the 2025 annual implementation plan and it will be ready for presenting at next month’s meeting - Roll is 353, class sizes are really good - Great to have extra learning support coaches - Frank Hay from ERO is coming 18th and 19th of March - TODs - maths curriculum - <i>L. Dixon moves the 30th of May and the 25th of July as Teacher Only Days. Moved by L. Dixon, seconded by V. Tosi - All in favour.</i> <p><i>Principal’s Report moved by L. Dixon, seconded by E. Westergaard - 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>Delegations Policy</u></p> <p>We don’t currently have a delegation for setting bylaws (school rules with disciplinary consequences) - The Board could retain this authority or delegate it to the Principal. Following discussion, we will leave it at Board level. Lin brings it to the Board and then the decision is made.</p>	<ul style="list-style-type: none"> - Policy Report - Delegations Policy (Clean) - Delegations Policy (Tracked)

		<p>Key updates for discussion:</p> <ul style="list-style-type: none"> • Board responsibilities for employment (new section 5b): aligning with the Appointments Policy current policy that permanent teacher appointments are made by an ad hoc committee established by the Board • Board responsibilities for student behaviour and discipline (new section 9): clarifying the Board's approach to suspension meetings, which is to form an ad hoc committee of 2-3 elected parent representatives • Principal responsibilities for employment (section 11b): clarifying the full range of the Principal's authority to appoint staff, as per the Appointments Policy • Principal responsibilities for finance (section 12a, e): updating mention of Charter to Strategic Plan, and adding the maintenance of the register for recognition of staff service • Presiding Member responsibilities (section 19a, b): adding that the PM is responsible for managing Principal/Board relationship, and adding that the PM has signatory powers on behalf of the Board • Finance and Audit portfolio responsibilities (section 23): an expanded description of responsibilities for reviewing financial statements/information, and clarifying that the role involves oversight of preparing the annual budget and accounts rather than necessarily doing the actual work. • Property portfolio responsibilities (section 24): clarified wording <p>With the listed amendments and the addition that the board retains the authority to set bylaws.</p> <p><i>Moved by P. Steer, seconded by T. Foss - All in favour.</i></p> <p><u>Child Protection Policy</u></p> <p>Key updates for discussion:</p> <ul style="list-style-type: none"> • Minimising risk of abuse (section 4a, d): clarifying wording • Minimising risk of abuse (new section 4e): is there value in stating that the Board is prepared to trespass anyone who there is reasonable basis to believe poses a risk? <ul style="list-style-type: none"> - Clarifications/proposals 4a and 4d similar wording about putting either party at risk. 4d ensures police vetting occurs every 3 years. - Lin keeps track of teacher registrations. Discussion around if a teacher doesn't get it done in time, then what would happen. 	<ul style="list-style-type: none"> - Child Protection Policy (Clean) - Child Protection Policy (Tracked)
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		<p>Not likely to happen as Lin keeps a database. Lin to look into if the board could pay for the teacher registration fee.</p> <p>Report moved by P. Steer, seconded by R. Hawkins - All in favour</p>									
Curriculum <ul style="list-style-type: none">Reece	<ul style="list-style-type: none">Staff Report	<ul style="list-style-type: none">Take as read <p>Moved by R. Hawkins, seconded by V. Tosi - All in favour</p>	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 AccountsSensitive Expenditures	<ul style="list-style-type: none">Wasn't too far off for the end of financial year -the painting contract was more than quoted in the cyclical maintenance plan.2024 budget - a reasonable increase on learning coach salaries but to be expected.Board expenses are higher - wellbeing is there if needed. We are supplementing a teacher. We are comfortable with the deficit. Have a look next year and access <p>E. Westergaard moves the 2025 budget, seconded by R. Buckley - All in favour</p> <p>Motion: That Hokowhitu School increases its ASB credit card facility limit to \$4,000. With ASB card limits as follows:-</p> <table><tr><td>Principal</td><td>\$2,000</td></tr><tr><td>Deputy Principal</td><td>\$1,000</td></tr><tr><td>Assistant Principal</td><td>\$1,000</td></tr><tr><td>Total</td><td>\$4,000</td></tr></table> <p>Moved by E. Westergaard, seconded by T. Foss - All in favour</p> <p>Report moved by E. Westergaard, seconded by R. Buckley - All in favour</p>	Principal	\$2,000	Deputy Principal	\$1,000	Assistant Principal	\$1,000	Total	\$4,000	<ul style="list-style-type: none">November Management ReportDecember Management ReportFinal Budget 2025
Principal	\$2,000										
Deputy Principal	\$1,000										
Assistant Principal	\$1,000										
Total	\$4,000										
Property <ul style="list-style-type: none">Villi		<ul style="list-style-type: none">Take as readLin is having to police vet a large number of contractors. Going forward, get an MOU? where every contractor signs in. Would need to make sure the project manager puts this into our requirements. Lin to check the policy to sort out access to toilets for the contractors.	<ul style="list-style-type: none">Property Report								

		<ul style="list-style-type: none"> - Lin is meeting Jos from WSP this Thursday. Some minor damage from the contractors. - The new concrete path is complete and repairs to the asphalt by the hall - TKM/TKA deck is past its use by date - it's on the capital plans wish list. If we were going to do something with it we would want to make it waterproof. - Senior playground - they dug out all the stones in the senior playground when the new one went in. That is possibly why it floods, more than it used to. <p>Report moved by V. Tosi, seconded by L. Dixon - All in favour</p>	
Māori Engagement <ul style="list-style-type: none"> • Villi 		<ul style="list-style-type: none"> - Outline of the Big Day Out, is based at Foxton, making links with wider Rangitane. Will be in the township and out at the beach, as well as the museum, estuary, windmill. A local carver will be open for the older kids to see, swimming at the pool, and going to sand dunes. Lunch out at the park at the beach. All kete sticking together, will be on rotation. Thinking about the next EOTC week in 2027, we look at the immediate Manawatu area. 	
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"> - Big Day Out - Water is the biggest risk - 1-5 ratio (no swimming at the beach) - Take as read - Tim and Reece to set up Health and Safety meetings <p>Report moved by T. Foss, seconded by P. Steer - All in favour</p>	<ul style="list-style-type: none"> - First Aid Report - BIG DAY OUT Action Plan
General Business	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> - The pool pump is still not working effectively and is needing to be manually dosed. This has increased chlorine costs and service costs. When the new pump is installed, we need to review the system's effectiveness. We may need another company to access this? - Reece to contact Mayfair, there is a concern that it isn't fit for purpose. This is a Health and Safety concern. - Set the date for the next ballot - 1st of April 	
Next Meeting:	Week 8	<ul style="list-style-type: none"> - 25.03.2025 	
Public-Excluded Business <ul style="list-style-type: none"> • Lin 	<ul style="list-style-type: none"> • Personnel matters 	<p>Moved that the public be excluded from the following parts of the proceedings of this meeting, namely, personnel matters and reporting</p>	

	<ul style="list-style-type: none">Physical restraint	<i>of use of physical restraint, to protect the personal privacy of natural persons. Moved by P. Steer - All in favour.</i>	
Meeting Closed: 7.15 <ul style="list-style-type: none">Karakia whakamutanga			- Karakia