



AGENDA / MINUTES OF THE HOKOWHITU SCHOOL BOARD MEETING

Held on Tuesday 18th of June 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				
Gallery: Helen Griffin				
Apologies: R. Buckley		Signed:	Chairperson	Date:
Agenda Item/Portfolio	Specific items	Minutes	Reports	
Welcome ● Philip	<ul style="list-style-type: none"> ● Karakia timatanga ● Whanaungatanga 		Karakia	
Apologies		Full meeting R. Buckley, Lateness by 20 minutes E. Westergaard		
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 T. Foss - All in favour.</i>	May Minutes 2024	
Matters Arising (see action list)			(May) Action List 2024	

Resolutions passed by email			
Correspondence <ul style="list-style-type: none"> Lin 		<p><i>Inwards</i></p> <ul style="list-style-type: none"> - Price increase Waste Management. - Attendance data (part of Principal's report). - National Curriculum changes and what the government wants going forward. Suggested changes by 2025 onwards. - Superclean Proposal - Change toilet roll holders over to more cost effective. - Audit from CKS. - Management report from CKS. - Offer of appointment for J. Robertson as Learning Coach. - Offer of appointment for K. O'Connor for fixed term Teaching role to help cover maternity leave. - Argest has issued us 3 minor WRNs. We got Max Tarr in to quote on one of these and they have noted it is all compliant. Suggestion is we do not carry on with the quotes and leave them be. To follow up with them. Notify that we have put up the exit signs. - Fundraiser request - we are happy to promote it as a community event in the newsletter but not to do it as a fundraiser. <p><i>Outwards</i></p> <ul style="list-style-type: none"> - Acceptance of offer for J. Robertson as Learning Coach. - Acceptance of offer for K. O'Connor in current Teaching role. <p><i>Moved by L. Dixon, seconded by R. Hawkins - All in favour.</i></p>	(June) Correspondence

<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"> Current school roll is 378, M. Hawkins and H. Griffin will both teach in Waka Iti when it opens Term 4. Attendance statistics - Shows the impact that Covid had on attendance. On a 'national level' we are comparatively still doing really well. Discussion on how we can help our Maori students, where it showed 8% with chronic attendance patterns. We will receive this report every term, to be able to help as a baseline. Casual Lease Agreement for Hall Hire Users - Lin to find out if we have to follow this document? Do we use this agreement and then slowly transition the long term ones over to this agreement. Do we look at any additional insurance? Lin to ask Gallagher (our insurance broker) if we actually have public liability insurance already to cover this and what the amount is covered? <p><i>Moved by L. Dixon, seconded by V. Tosi - All in favour.</i></p>	<p>Principal's Report</p>
--	--	---	---

Policy <ul style="list-style-type: none"> Philip 	<ul style="list-style-type: none"> Policy Report 	<p><u>Classroom Release Time</u></p> <ul style="list-style-type: none"> classroom release time policy - no feedback. <p><i>Moved by P. Steer, seconded by E. Westergaard - All in favour.</i></p> <p><u>Recognition of Service Policy</u></p> <ul style="list-style-type: none"> We have the capacity to broaden this out. There have been queries from staff about if 8 years is the end. What about staff that have worked 20+ years? We may need to look at service in bands, recognition based on that. Suggestion to try and retain staff - after 10 years you get a monetary payout (long service leave type of thing). Lin to put some thought into it. It would have to be subject to finance available. Christmas function - if we go out we are looking at \$30 a head. Staff morning tea - \$15 a head. Is there a working from home reimbursement? keep the terminology reasonable. <p><i>Moved by P. Steer, seconded by L. Dixon - All in favour.</i></p>	<p>Policy Report Classroom Release Time Policy Recognition of Service Policy</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. Lots of full school events. Te Reo P.D - great that the teaching staff are all doing it together. Assessment and Reporting. Data should be up early next week. Waka Iti to open in Term 4. <p><i>Moved by R. Hawkins, seconded by T. Foss - All in favour.</i></p>	<p>Removed for child privacy. Attached report in school office.</p>
Personnel <ul style="list-style-type: none"> Rachel 	<ul style="list-style-type: none"> NZSTA training/news 		
Finance and Audit <ul style="list-style-type: none"> Ewan 	<ul style="list-style-type: none"> Monthly Accounts Sensitive Expenditures 	<ul style="list-style-type: none"> Take report as read <i>Treasury</i> - <ul style="list-style-type: none"> a. \$334,312 Matures 19 July 2024 5.85% b. \$233,459 Matures 27 November 2024 6.10% 	<p>Finance Report May Management Report Available Funds & Items of Significance</p>

		<p>c. \$230,000 Matures 7 March 2025 6.10%</p> <ul style="list-style-type: none"> - Operational grant is due in early July - Cyclical maintenance plan at budget time. On the agenda around October/November meetings. - Education services - Do we want a 6 month midyear check on the budget? We won't at this stage as dont think it is necessary. - PTA - query and discussion on who the control belongs to? The board or the PTA themselves? Suggestion is to keep the PTA under the board. We could formalize it by creating an official sub committee of the Board. We would still have control and delegate authority. Will go back to what Philip started in draft form. Philip to give it some thought. - Pg 9 on Audit report, dual approval required when entering payroll information. Jen to make a doc for Lin to sign off. - Lin to use her wellbeing budget. If Sam recovers well, she will go to Christchurch. Will continue to explore options. <p>Moved by E. Westergaard, seconded by V. Tosi - All in favour.</p>	
<p>Property</p> <ul style="list-style-type: none"> • Villi 		<ul style="list-style-type: none"> - Urgent - Toilet incident on Friday, wipes went down the sickbay toilet and we needed it to be unblocked by the plumber. They have now found a pipe that is collapsing. They will need to redirect it and pipe it. We can use it at the moment, however, it is going to keep blocking so a rough plan is attached. We think the estimate will be on the light side. Will do in the school holidays for the safety of the children. To check if this could be an insurance claim? Think the Ministry insure the buildings, will need to check the ministry scheme. Lin to contact Tracey Mouat. - Villi to do a snapshot of what's happening on the roofing project for the next Board meeting. - Reece to look into some non-slip mats to install in the junior playground on spots where there is no matting or coverage. - Lots of grass up in the spouting. To sort annually, before painting?. - Paint quotes - looking at Doug Bradley out of these attached quotes, his company has done a lot of schools. Lin has put it out to local schools and the ones that have come back have said he is great to use. Will need to add in a bit extra for fencing. We will need to remove the agapanthus around the 	<p>Estimate Plan Damage</p>

		<p>pool for this fence to get painted. Possibly look at Jungle Tamers for this work. Tim makes the recommendation then gets the timing schedule sorted and to Lin and Reece.</p> <p><i>T. Foss moves that we engage Doug Bradley to paint the school with him updating the quote to include fencing. Moved by T. Foss, seconded by E. Westergaard - All in favour.</i></p> <ul style="list-style-type: none"> - We must ensure if we paint the whole school now that we will have enough money for future boards to get it done every 8-10 years. <p><i>Moved by V. Tosi, seconded by R. Hawkins - All in favour.</i></p>	
Māori Engagement <ul style="list-style-type: none"> • Villi 		<ul style="list-style-type: none"> - Te Pae Tamariki was really cool, the kids' performance was amazing. - Whānau hui - Reece will have a meeting with Anna and Hannah regarding this and will then forward that on to Villi. <p><i>Moved by V. Tosi, seconded by P.Steer - All in favour.</i></p>	
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"> - Take as read - First aid report noted <p><i>Moved by T. Foss, seconded by L. Dixon - All in favour.</i></p>	Compliance Report
General Business	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> - Tim checking on retention books about historic records. - Poutama Pounamu course got cancelled that Philip was going to attend. 	
Next Meeting:		06.08.2024 & 10.09.2024	
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: 7pm <ul style="list-style-type: none"> • Karakia whakamutanga 			Karakia