



# AGENDA / MINUTES OF THE HOKOWHITU SCHOOL BOARD MEETING

Held on Tuesday 19th of March 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

<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>		Reece early departure		
<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. Buckley - All in favour.</i>	<a href="#">February Minutes 2024</a>	
<b>Matters Arising (see action list)</b>			<a href="#">(February) Action List</a>	

<b>Resolutions passed by email</b>		<p><b>23.02.2024 - MOTION</b> - The Board approves the overnight EOTC camps and associated high-risk activities for year 5 and 6 students from TKT and TKA to be held on 11-13 and 13-15 March 2024. <b>Moved by P. Steer, seconded by L. Dixon - All in favour.</b></p> <p><b>27.02.2024 - MOTION</b> - Re-invest the following Term-Deposit funds: - \$230,000 onto Term-Deposit for 9 months maturing November 2024 @ a rate to be determined (approximately 6.10%) -\$230,000 onto Term-Deposit for 12 months maturing February 2025 once the \$200,000 term-deposit matures on the 7<sup>th</sup> of March (again approximately 6.10%) <b>Moved by E. Westergaard, seconded by T. Foss - All in favour.</b></p>	
<b>Correspondence</b> <ul style="list-style-type: none"> <li>Lin</li> </ul>		<p><b>Inwards</b></p> <ul style="list-style-type: none"> <li>- Paint quote coming later in agenda</li> <li>- Price increase letters from Balfours and Nova energy</li> <li>- Retirement letter and thanks from H. Griffin.</li> </ul> <p><b>Outwards</b></p> <ul style="list-style-type: none"> <li>- Principal and Presiding member audit requirements sent to CKS Auditors.</li> </ul>	<a href="#">(March) Correspondence</a>
<b>Planning and Reporting</b> <ul style="list-style-type: none"> <li>Lin</li> </ul>	<ul style="list-style-type: none"> <li>Principal's Report</li> </ul>	<ul style="list-style-type: none"> <li>- Take as read the progress/actions against our strategic goals.</li> <li>- 2024 Annual Implementation Plan attached</li> </ul> <p><b><u>Ensuring all ākonga gain confidence and experience success in literacy and numeracy</u></b></p> <ul style="list-style-type: none"> <li>- <b>Literacy commentary</b> - 61% of year 2s are tracking well and 18% above expected tracking levels. The 20% below or well below are already receiving extra support through support groups, reading recovery or RTLB service. Included in this data are also two of our ORRs students who receive individualised programmes integrated within</li> </ul>	<a href="#">Principal's Report</a>

the Kete. Māori students compared to other ethnicities are achieving as well or better.

- **Numeracy commentary** - Over 80% of year 2s are tracking at or above expected levels. 91% of Māori students are tracking at expected level.

**Increasing ākonga and kaiako knowledge of and engagement with te ao Māori**

- Preparing to administer NZCER assessment 'Te Reo Māori' for ākonga in Years 4 - 6 (to give us baseline information) - just awaiting NZCER action
- Preparing for staff to complete a Te Reo Māori online assessment with NZCER (baseline data)
- Kapa haka sessions are underway - just awaiting NZCER action
- Reece and Hannah have attended another Rangitane engagement session, facilitated by Tai Huki
- Anna and Hannah have conducted a Te Reo PD session with our Learning Coaches

**Recognising, supporting, and celebrating the diversity of our ākonga**

- Flags that represent each of the cultural backgrounds of our ākonga have been purchased. These will be flown on rotation
- Winchester School has sent a team to observe Gwenna's mahi with one of her ESOL groups
- Akonga are greeted in their native tongue in the morning
- Festival of Cultures event has been discussed in some kete and those who attended or participated were encouraged to share their experiences
- Ramadan has been acknowledged in the newsletter - in support of our Muslim whānau
- Use of 'google translate' to support ESOL ākonga
- Learning Support meeting with Te Mahau and RTLB liaison (Helen, Lin and Jo attend these meetings)

**Enhancing ākongā wellbeing by encouraging participation in physical activity and performance arts**

- Support staff sports coordinator position has been filled (J Bates)
- Sports available throughout the year (and how to register) are advertised in the newsletter regularly
- Our performance arts coordinator ( Stacey) is investigating potentially suitable external personnel to support gance/drama tuition in preparation for the Major Production at the end of T3.
- Hokowhitu School (Hilary) has taken the lead coordination role of the Northern Cluster Interschool Swimming Sports. This will bring back an event that has been in recess since covid hit.
- The Year 5 and 6 ākongā have all had a fantastic EOTC experience at El Rancho camp
- The new senior playground is underway. There is a real buzz about being able to get out and 'play' as soon as it is finished.

**GENERAL**

**Roll/Staffing/Personnel**

Expect our school roll will be 366 when we meet.

**Other Planning and Reporting**

Lin had a phone conversation with Frank Hay from ERO. He was checking in to see where we are at with regards to

- a) The cellphone ban process and
- b) meeting the 1 hour each per day requirement for reading/writing/maths

Lin sent Frank the Board consultation invitation that has been in the newsletter recently and explained that we would finalise our proposal following this consultation. He considers that we have this requirement 'met'.

		<p>Lin was also able to assure Frank that we have reviewed our timetables and can show that we are meeting/exceeding the 5 hours explicit instruction in the 3 R's!          Additionally, Frank requested a copy of our 2023 Analysis of Variance to upload into their portal. He commented that he had accessed our 'comprehensive' Strategic Plan from our website and that was uploaded too.</p> <p><b><u>Other Professional Development</u></b>          Nil</p> <p><b><u>Kahui Ako</u></b>          Heath Chittenden (Ashhurst) has been appointed to the co-lead role (he has been acting in this role since Term 4).</p> <p><b><u>Centenary</u></b>          The revised timetable has meant that the celebrations will MOSTLY go ahead as planned, minus the Saturday dinner and dance (and the Rangitane address has to be deleted from the programme due to double booking). We now have over 100 registrants and look forward to hosting the registrants          The committee will be working hard in the coming weeks to make up the registration packs, fill the walls with old photos, fine tuning last minute details etc</p> <p><b><u>Term 2 Meetings</u></b>          Proposal to meet in Weeks 3 and 8 of next term, 14th May and 18th June.  <i>Moved by L. Dixon, seconded by V. Tosi - All in favour.</i></p>	
<p><b>Strategic Discussion</b></p> <ul style="list-style-type: none"> <li>Lin</li> </ul>	<ul style="list-style-type: none"> <li>See Principal's report</li> </ul>	<p><b>See Principal's report</b> - (Jen to take this section out in future agendas)</p>	

<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>Communication Policy</u></b>  The draft rule changes have been available to the school community for the last few weeks, but there have not been any responses. Proposal that we adopt the draft policy.  <b><i>Moved by P. Steer, seconded by R. Hawkins - All in favour.</i></b></p> <p><b><u>Curriculum Delivery Policy</u></b>  1d - Taking out the word Charter and changing to Strategic Plan.  <b><i>Moved by P. Steer, seconded by L. Dixon - All in favour.</i></b></p> <p><b><u>Behaviour Management and Expectations Policy</u></b>  - Look at a name change for this Policy, to be more positive - we will sit with this until the next meeting. "Positive Guidance" was mentioned to possibly be an incorporation.  - Also has the word Charter in it, change to Strategic Plan.</p> <p><b><i>Policy Report moved by P. Steer, seconded by E. Westergaard - All in favour.</i></b></p>	<p><a href="#">Policy Report</a>  <a href="#">Communication Policy</a>  <a href="#">Curriculum Delivery Policy</a>  <a href="#">Behaviour expectations and management</a></p>
<p><b>Curriculum</b></p> <ul style="list-style-type: none"> <li>Reece</li> </ul>	<ul style="list-style-type: none"> <li>Staff Report</li> </ul>	<p>Take as read - very busy term 1.  Note regarding camp communication - Look at sending an App or some form of communication to parents that the children have arrived safe etc. Put in the newsletter the time that it takes for camp and the work that was put in.  <b><i>Moved by R. Hawkins, seconded by R. Buckley - All in favour.</i></b></p>	<p>Removed for child privacy.  Attached report in school office.</p>
<p><b>Personnel</b></p> <ul style="list-style-type: none"> <li>Rachel</li> </ul>	<ul style="list-style-type: none"> <li>NZSTA training/news</li> </ul>	<p>A sense of the LSC/Deputy Principal role going forward</p> <ul style="list-style-type: none"> <li>- Looking at advertising these as 2 separate roles. 1 as a LSC role and 1 as an Assistant Principal with a part time teaching component.</li> <li>- Kahui ako gave us funding for a full time LSC. The Kahui ako negotiated to have this.</li> <li>- Senior leadership have gone back through what this role has been and separated it out into the 2 separate roles.</li> <li>- Advantage to apply would be to come out of full time teaching and pay increase.</li> <li>- Timing/process - Will advertise before the holidays to get people in place for term 3.</li> <li>- Nothing is needed from the Ministry for this.</li> </ul>	

		<ul style="list-style-type: none"> <li>- Potentially in the capacity of our current team.</li> <li>- This year's part time teaching staff have already been appointed so for next year look at the Assistant principal person being the extra staff member.</li> <li>- Will need a Board panel for appointing these roles.</li> </ul>	
<p><b>Finance and Audit</b></p> <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>- Resolution for the new term deposit (above in motions)</li> <li>- Altered the items of significance accordingly</li> <li>- Banked staffing balancing act at the moment</li> </ul> <p><b>1. Budgeted capital expenditure 2024</b></p> <ul style="list-style-type: none"> <li>a. Senior playground \$215,000</li> <li>b. Replacement roofing - MOE \$TBA</li> <li>c. IT Equipment \$50k</li> <li>d. Furniture and Equipment \$20k</li> <li>e. Library Resources \$8k</li> </ul> <p><b>2. Unbudgeted capital expenditure – Nil (please see below)</b></p> <p>Annual Maintenance and Capital Plans Villi, Reece and Ewan met to discuss two key things:</p> <ol style="list-style-type: none"> <li>1. Annual maintenance plans.</li> <li>2. On-going capital replacement and upgrade.</li> </ol> <p>We quickly identified some key areas that need remediation, namely:</p> <ul style="list-style-type: none"> <li>i. Pooling/flooding of water around the school in several areas.</li> </ul> <p>Reece is having an audit completed shortly to see what areas require immediate attention, with the idea to sort the easy fixed now and plan for the future.</p> <p>There is a long list of things that ‘could’ be done, it is now a case of prioritising and funding options. We will continue to put this document together so it is a living Board/Management document.</p> <p><b>3. Painting Quote</b></p> <p>We usually pay for and do painting over several years to spread the financial load. This has become a lot more expensive with the current cost of living.</p>	<p><a href="#">Finance Report</a>  <a href="#">Governance Report</a></p>

		Decision made to keep a term deposit aside to cover when painting gets done. We believe we would have to go to the Ministry to get it signed off when we accept the quote. <b>Moved by E. Westergaard, seconded by T. Foss - All in favour.</b>	
<b>Property</b> ● Villi		<ul style="list-style-type: none"> <li>- Shade sails are now fixed - will come down again in April</li> <li>- Pricing around the old fort (slide) to smooth it out and grass seed it \$7700.00 plus gst. They will also compact it down etc. <b>All approve to go ahead with this quote.</b></li> <li>- Senior Playground - they hit unexpected riverbed when digging - it then became our responsibility to get it sorted. They will include removing the stone as that will cost us too much to do ourselves. It will be completed by the end of next week. We are committed to get it done and finished. Approximately an extra \$15/\$20 thousand to cover this hiccup.</li> </ul> <b>Moved by V. Tosi, seconded by E. Westergaard - All in favour.</b>	
<b>Māori Engagement</b> ● Villi		<ul style="list-style-type: none"> <li>- As per Strategic Plan</li> </ul>	
<b>Risk and Compliance</b> ● Tim	<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>- Take as read</li> <li>- Board report on camp (EOTC) for the next meeting as high risk and compliance.</li> </ul>	<a href="#">Compliance Report March</a>
<b>General Business</b>	● Board member eligibility	Nil	
<b>Next Meeting: 14th May, 2024</b>			
<b>Public-Excluded Business</b> ● Lin ● Tim	<ul style="list-style-type: none"> <li>● Personnel matters</li> <li>● Physical restraint</li> </ul>	<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>	
<b>Meeting Closed: 6.54pm</b> ● Karakia whakamutanga			<a href="#">Karakia</a>