



AGENDA / MINUTES OF THE HOKOWHITU SCHOOL BOARD MEETING

Held on Tuesday 20 of February 2024 at 5.30 pm

Torongia ki te tihi o te maunga
Striving to get to the top of the mountain

Step up - Manawanui | Try new things - Kia Kaha | Respect - Ngā Whakaute | Investigate - Whakataki
Value others - Atawhai | Enthusiasm for learning - Ngā Whakapuke

Present: Lin Dixon, Reece Hawkins, Philip Steer, Rachel Buckley, Tim Foss, Ewan Westergaard, Villi Tosi				
Gallery: Helen Griffin				
Apologies: Jen Bates		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 timatanga Whanaungatanga 		Karakia	
Call for Nominations <ul style="list-style-type: none"> Lin 		<p><i>L. Dixon calls for nominations for Presiding member - P. Steer Nominated: T. Foss, Seconder: R. Buckley</i></p> <p><i>L. Dixon calls for nominations for Deputy Presiding member - V. Tosi Nominated: R. Buckley, Secoded: T. Foss</i></p>		
Apologies		Jen Bates		
Conflicts of interest				
Minutes of previous meeting		<p><i>Moved that the minutes are a true and accurate record of the previous meeting. Moved by P. Steer, seconded by Villi Tosi - All in favour.</i></p> <p>Amendment: The board resolved to apply to Mainland Foundation for funding for camp.</p>	November 2023 Minutes	

Matters Arising (see action list)			(November) Action List
Resolutions passed by email		Nil	
Correspondence • Lin		<u>Outwards</u> The Mainland grant has been applied for in regards to EOTC (camp subsidy)	Call for Remits to the NZSTA AGM
Planning and Reporting • Lin	• Principal's Report	<p>New format of report to fit in with strategic goals.</p> <p><u>Ensuring all ākongā gain confidence and experience success in literacy and numeracy</u></p> <ul style="list-style-type: none"> • 2024 Assessment underway • Intervention (support) groups established for Y2 literacy, Ys 4/5 maths, Y6 writing, and ESOL learners <p><u>Increasing ākongā and kaiako knowledge of and engagement with te ao Māori</u></p> <ul style="list-style-type: none"> • PD - THEN Histories of Pamutana (Warren and Virginia Warbrick) • Mihi whakatau held on Day 1 to welcome new ākongā and kaiako • Baseline data to be collected from NZCER assessment 'Te Reo Māori' for ākongā in Years 4 - 6 and staff • Kapa Haka underway <p><u>Recognising, supporting, and celebrating the diversity of our ākongā</u></p> <ul style="list-style-type: none"> • Flags have been ordered to represent the cultures within the Hokowhitu School community • Bilingual teacher aide is working 2 ½ hours a week supporting a refugee migrant Y4 student and his whānau 	Principals Report Analysis of Variance Annual Implementation Plan

- Tūrangawaewae inquiry encompassing health programme
- 'The world comes together at Hokowhitu School' wall in the foyer has been revamped and updated

Enhancing ākonga wellbeing by encouraging participation in physical activity and performance arts

- Sports coordinators job to be advertised more widely with staff and the community. Possibly Kelly's Sports, UCOL, Massey etc as other options
- Sports available and registrations have been advertised in the newsletter
- Baseline data being collected on the number of sports teams registered
- Fixed term salary units allocated for teaching staff in sports coordination and performance arts

Roll: 368 at the beginning of the year - a number of new students started with us.

Analysis of Variance:

Progress identified with the majority of students, they continued to be monitored.

Resources invested to improve outcomes for students.

Annual Implementation Plan:

5 targets identified for 2024

Increase from 2 targets to 5 - responsibility for implementation and tracking will be spread across personnel which will help to manage

Working/living document

Uploaded by the 31st of March - we are on track

First aid certificates have been renewed by staff

Kahui Ako - co-lead role has been filled by Heath Ch (with Jaco B)

Centenary

Doesn't appear to be the interest that we thought there would be - we will need to make a call on the 5th March.

Proposed celebration will be modified.

		<p>Discussion re cover for staff due to absences - COVID an issue at the moment. Board ready to provide resourcing to help if required.</p> <p>Report moved by L. Dixon, seconded by T.Foss - All in favour.</p>	
<p>Strategic Discussion</p> <ul style="list-style-type: none"> Lin 	<ul style="list-style-type: none"> Strategic plans and implementation plans 	<p>See Principal's report</p>	
<p>Policy</p> <ul style="list-style-type: none"> Philip 	<ul style="list-style-type: none"> Policy Report 	<p><u>Board Responsibilities and Conduct Policy.</u> Forms presented to be signed. Moved by P. Steer, seconded by E. Westergaard - All in favour.</p> <p><u>Delegations Policy</u> Amendments acknowledged. Moved by P. Steer, seconded by V. Tosi - All in favour.</p> <p><u>Complaints and Concerns Policy</u> Amendments acknowledged. Moved by P. Steer, seconded by E. Westergaard - All in favour.</p> <p><u>Communication Policy</u> New requirements from government re cell phones - already have a version of this in place within the Communication Policy - information for cell phones will remain within this policy. Discussion around procedures and practices to manage this. Consultation with the community. Approved at the next board meeting ready for Term 2. Lin had an email from ERO today - 10-15 minute conversation with Frank Hay Thursday where we are at with cell phones & reading/writing/maths. Frank has accessed information about the school Emails with sensitive information - Philip will look at this to see if this would fit Report moved by P.Steer, seconded by E. Westergaard - All in favour.</p>	<p>Policy Report Board Responsibilities and Conduct Policy Delegations Policy Communication Policy Complaints and Concerns Policy</p>
<p>Curriculum</p> <ul style="list-style-type: none"> Reece 	<ul style="list-style-type: none"> Staff Report 	<p>Great that the TO Days were before school started. The explanation regarding the number of school days in relation to TO Days was helpful for whānau. Busy start to the term - lots of events under way. Kete have regular release staff which means there are 4 key teaching staff within each - consistency for the learners.</p>	<p>Removed for child privacy. Attached report in school office.</p>

		<p>Health Curriculum - information presented. Mixed responses from whānau - staff explained the modules well and informed whānau of options.</p> <p>Report moved by R. Hawkins, seconded by L. Dixon - All in favour.</p>	
<p>Personnel</p> <ul style="list-style-type: none"> Rachel 	<ul style="list-style-type: none"> NZSTA training/news 	<p>Report moved by R. Buckley, seconded by R. Hawkins - All in favour.</p>	
<p>Finance and Audit</p> <ul style="list-style-type: none"> Ewan 	<ul style="list-style-type: none"> Monthly Accounts Sensitive Expenditures 	<p>Available funds - day to day account - playground - reinvest after payment</p> <p><u>2024 finalised budget</u></p> <p>Adjustments have been made following discussion between Lin, Jen, Steven, Ewan. This has been seen by Steven Whittaker.</p> <p>PTA fundraising discussion.</p> <p>Small surplus.</p> <p>Discussion regarding whānau who have financial difficulty - supporting them through various means.</p> <p>Budget moved by E. Westergaard, seconded by R. Hawkins - All in favour.</p> <p>Report moved by E. Westergaard, seconded by R. Buckley - All in favour.</p>	<p>Governance Report</p> <p>2024 Budget</p> <p>Finance Report</p>
<p>Property</p> <ul style="list-style-type: none"> Villi 		<p>Pressure washing and spraying completed - need to add this to routine maintenance.</p> <p>Pool area development.</p> <p><u>Shade Sails</u></p> <p>Ongoing challenges with the attachment for the blue sail - additional poles to be added. Villi challenged the original price for this modification and managed to get this reduced. Resolved.</p> <p><u>Senior Playground</u></p> <p>Villi has had discussions with PlayCo regarding the start and finish date of this project as they have moved this to April which was not the original agreement.</p> <p>New expected dates - 25th March start date - completed by 29th March.</p> <p>Old playground removed, (25th) new playground installed (26th-29th).</p> <p><u>Roofing</u></p>	

		Lin to contact Tracey Mouat from MOE. Report moved by V. Tosi, seconded by E. Westergaard - All in favour.	
Māori Engagement ● Villi		Nil	
Risk and Compliance ● Tim	<ul style="list-style-type: none"> ● Privacy ● Health and safety ● First Aid Report 	Nil	
General Business	<ul style="list-style-type: none"> ● Board member eligibility ● Camp Planning 	<p>All board members are eligible to stay on the board as per the Children’s Act.</p> <p>Sam Sloan (Kete Leader TKT) and Priscilla Gifford-Moore (Kete leader TKA) have provided all the paperwork for camp Week 7. TKT 11-13th March, TKA 13-15th March.</p> <p>Police vetting has occurred - waiting for 2 to come back.</p> <p>Board will read this with a resolution passed at a later date to ensure due diligence (Beginning of next week).</p> <p>Reece to send a copy to Philip who will coordinate for the board.</p>	Action plan
Next Meeting:	19 March, 2024	Meeting closed: 7:36pm	
Public-Excluded Business ● Lin ● Tim	<ul style="list-style-type: none"> ● Personnel matters ● Physical restraint 	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.	
Meeting Closed: 7.36pm ● Karakia whakamutanga			Next Meeting: 19 March, 2024