



AGENDA / MINUTES OF THE HOKOWHITU SCHOOL BOARD MEETING

Held on Tuesday 25th of March 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
Agenda Item/Portfolio	Specific items	Minutes	Date:
Welcome • Philip	<ul style="list-style-type: none"> Karakia timatanga Whanaungatanga 		- Karakia
Apologies			
Conflicts of interest			
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 L. Dixon - All in favour.</i>	- (February) Minutes
Matters Arising (see action list)			- (February) Action List

Resolutions passed by email		<p>MOTION: That we allow a staff member to use the school hall for a private function from 11am to 1pm on Saturday 15 March. Moved by L. Dixon, seconded by E. Westergaard - All Approved</p> <p>MOTION: That the Child Protection Policy, with the revisions specified in the attached document as tracked changes, be approved. Moved by P. Steer, seconded by L. Dixon - Confirm if approved Confirmation of Approval at meeting</p>	
Correspondence <ul style="list-style-type: none"> Lin 		<p>Inwards</p> <ul style="list-style-type: none"> - MOE everyday matters attendance data Term 4, 2024 74% We are being very proactive regarding low attendance. - Price increases - Gateway student visiting on Thursdays from PNGHS - Academy Apparel - new contract proposal, terms have not changed - All approve - Audit is in progress, from CKS to BDO <p>Outwards</p> <ul style="list-style-type: none"> - Initial discussions with a property person from MOE about possible fencing of the school. <p>Moved by L. Dixon, seconded by R. Buckley - All in favour.</p>	<ul style="list-style-type: none"> - Correspondence - Attendance Data
Presiding Member <ul style="list-style-type: none"> Philip 		<ul style="list-style-type: none"> - Take as read - Do we carry on with our current board election process? For all to think about and discuss at next meeting <p>Moved by P. Steer, seconded by V. Tosi - All in favour.</p>	<ul style="list-style-type: none"> - Presiding Member Report
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"> - Term 1 assessments have been completed - PAT tests (as available Y 3 - 6). STAR tests Y 3, ORF oral reading fluency tests - school wide, writing samples, JAM tests or number knowledge checks, Phonics checks are completed after 10, 20 and 40 weeks at school - The literacy and mathematics curriculum teams are up and running. They are developing timelines for actions to be taken over the year to realign our learning and teaching handbook with the new curriculum 	<ul style="list-style-type: none"> - Principal's Report - March 2025 PAT Data - Annual Implementation Plan

		<p>documents, and also ensuring we have the resources we need to implement the curriculum</p> <ul style="list-style-type: none"> - Question regarding year 5 girls in maths. Considerably lower than year 5 boys and also in literacy. Frank Hay from ERO noted disparities are in literacy between reading and writing. Writing is harder for second language learners. Maths is somewhat easier as it is a universal language. A start has been made with the annual plan. Lin to look into those factors and report any findings. - Annual implementation plan - we are still fine tuning. (target 1.b), will make it more specific. Reece to explore possibilities of making a chart with the numbers on the annual implementation plan. <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"> - Extra from Principal's report - The strategic plan is due to be rewritten for 2026. Lin doesn't think it is feasible for a new board to get it done all at the end of the year. Lin has reached out to MoE to see what they thought. There are options to either extend the timing, or that this board does it and has the data for the new board to then finalise. - The roll is 364 tomorrow - We have booked a community officer to come to supervise the ballot. Possible waitlist of approximately 6 children. - Term 2 meetings are weeks 3 and 8 - therefore 13/5 and 17/6 <p><i>Moved by L. Dixon, seconded by E. Westergaard - All in favour.</i></p>	
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Policy <ul style="list-style-type: none"> Philip 	<ul style="list-style-type: none"> Policy Report 	<p><u>Assessment Policy</u></p> <p>- This needs further time for management to look at. We will return to this next board meeting.</p> <p><u>Health and Safety Policy</u></p> <p>- Placing Board responsibilities at the start</p> <p>- Clarifying who we are responsible for - workers and others (children)</p> <p>- Rejigging of guidelines but no big deletions</p> <p>- Guideline 4 grouping together - basically what the Board do in meetings</p> <p>- Guideline 5 is referring to staff</p> <p>- Guideline 6 is people on school grounds</p> <p>Discussion - Where to put a hazard register on Peoplesafe. For Tim and Reece to follow up</p> <p>- 3c question - staff Health and Safety, need some more staff volunteers for meetings.</p> <p><i>Report moved by P. Steer, seconded by R. Hawkins - All in favour</i></p>	<ul style="list-style-type: none"> - Policy Report - Assessment Policy - Assessment Policy (Tracked) - Health and Safety Policy - Health and Safety Policy (Tracked)
Curriculum <ul style="list-style-type: none"> Reece 	<ul style="list-style-type: none"> Staff Report 	<p>- Take as read</p> <p><i>Moved by R. Hawkins, seconded by R. Buckley - All in favour.</i></p>	<ul style="list-style-type: none"> - 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 	<p>Nil</p>	
Finance and Audit <ul style="list-style-type: none"> Ewan 	<ul style="list-style-type: none"> Monthly Accounts Sensitive Expenditures 	<p>- Lin and Ewan talking about putting funds into another term deposit, will just wait for final numbers re painting etc.</p> <p>- Capital expenditure - staff toilets, drainage, TKA deck cover. Feasibility of what these things might cost and what time frame they will take. Will all go back and have a look at the doc to decide which takes priority. We could commit some money to a couple of plans, concept level. Our next job on 10YPP suggested by Tracey Mouat from MOE is to start looking at TKT modernising. There is also money in 10YPP to replace lighting, carpet in the admin area. Lin to have a conversation with Shane about this. Drainage is ongoing.</p> <p>Lin to follow up on what's been done on toilets in the past. Tracey suggested that we combine the TKT modernization and the admin area together. Query on if we could add the toilets on to that? Will find out.</p> <p>TKT - wallcoverings, lighting, internal connections to glazed sliders, front windows to double glazed. There is money aside for this already and it is an authorised project.</p>	<ul style="list-style-type: none"> - March Finance Report - January Management Report - February Management Report

		Progress this at the next meeting. <i>Report moved by E. Westergaard, seconded by V. Tosi - All in favour</i>	
Property ● Villi		- We believe the asbestos work has been completed this evening. - The building project will take about 10 weeks from now to complete.	
Māori Engagement ● Villi		- Whānau hui next term	
Risk and Compliance ● Tim	<ul style="list-style-type: none"> ● Privacy ● Health and safety ● First Aid Report 	<ul style="list-style-type: none"> - A few injuries, however, no pattern of anything that could have been avoided. - First Health and Safety meeting of the year has been completed. - The handling of chlorine for the pool was brought up in the meeting. - Will look into the safety of the fencing for the roofing project so people can't get in. Need to make sure there are no gaps in the fencing. Reece to follow up. 	- First Aid Report
General Business		<ul style="list-style-type: none"> - ERO is expected to return in 3 years - Lin to update the Board on a staff morning tea. We will wait for the report and then do that. 	
Next Meeting: as above			
Public-Excluded Business ● Lin	<ul style="list-style-type: none"> ● Personnel matters ● Physical restraint ● Property rental 	<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. Moved by P. Steer - All in favour.</i>	
Meeting Closed: 6.34pm ● Karakia whakamutanga			- Karakia