



# AGENDA & MINUTES OF THE HOKOWHITU SCHOOL BOARD MEETING

**Tuesday 25th November 2025 at 5.30 pm**

Our vision statement

Torongia ki te tihī 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> Philip Steer, Lin Dixon, Ewan Westergaard, Hillary Salter, Villi Tosi, Scott Sherer, Natasha Thornton				
<b>Gallery:</b> Carlee Hodge, Reece Hawkins				
<b>Apologies:</b> Nil		<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>		Nil		
<b>Conflicts of interest</b>		Nil		
<b>Minutes of previous meeting</b>		<b>Moved that the minutes are a true and accurate record of the previous meeting. Moved by V.Tosi &amp; seconded E.Westergaard - All in favour.</b>	<a href="#">(21 October) Minutes</a>	

<p><b>Matters Arising (see action list)</b></p>		<p><b><u>Marie</u></b></p> <ul style="list-style-type: none"> <li>- Update the Conflict of Interest Register. - <b>Complete</b></li> </ul> <p><b><u>Lin</u></b></p> <ul style="list-style-type: none"> <li>- Alarm monitoring Tim Foss removed as a contact, Villi to be added as a contact - Lin to organise a key and code. - <b>Complete</b></li> <li>- Fencing - Lin to follow up on the status of the fencing. - <b>In progress</b></li> </ul> <p><b><u>Philip</u></b></p> <ul style="list-style-type: none"> <li>- Te Mahau - Specialist School, Philip to share the proposal with the Board to review. - <b>Complete</b></li> <li>- Philip to revoke his application to be added as a signatory with ASB. - <b>No action required</b></li> </ul> <p><b><u>Ewan</u></b></p> <ul style="list-style-type: none"> <li>- Ewan to review proposed insurance renewal. - <b>Complete</b></li> </ul> <p><b><u>Scott</u></b></p> <ul style="list-style-type: none"> <li>- Scott to review the 2026 Overnight Camp Proposal proposal. - <b>In Progress</b></li> </ul> <p><b><u>Lin &amp; Ewan</u></b></p> <ul style="list-style-type: none"> <li>- Add Natasha Thornton as a signatory with ASB &amp; Xero. - <b>Complete</b></li> </ul>	<p><a href="#">Action List</a></p>
---	--	--	------------------------------------

<p><b>Resolutions passed by email</b></p>		<p>Nil</p>	
<p><b>Correspondence</b></p> <ul style="list-style-type: none"> <li>Lin</li> </ul>		<p><b><u>Inwards</u></b></p> <p><b>1) NZSBA Annual Subscription</b></p> <ul style="list-style-type: none"> <li>- Continue Subscription</li> </ul> <p><b>2) Education Services - Cyclical Maintenance</b></p> <ul style="list-style-type: none"> <li>- Not enough information provided, in particular around the playground area.</li> <li>- Lin to contact Watershed (provider) and/or MoE to see if we can get an updated, more indepth report.</li> </ul> <p><b>3) Kindo - The Growth Collective - Expansion Proposal</b></p> <ul style="list-style-type: none"> <li>- Reece to contact The Growth Collective to clarify where the funds are held, and to get more information about their Data Protection policy.</li> </ul> <p><b>MOTION:</b> To pass, subsequent to the above questions, the Kindo expansion proposal - All in favour.  Moved: <b>V. Tosi</b>  Seconded: <b>H.Salter</b></p> <p><b>4) K O'Connor</b> - Position Acceptance  <b>5) E Mollet</b> - Position Acceptance  <b>6) K Wills</b> - Position Acceptance</p>	<p><a href="#">Correspondence</a></p>

		<p><b><u>Outwards</u></b></p> <p>1) <b>K O'Connor</b> - Successful applicant - Offers of scale A position  2) <b>E Mollet</b> - Successful applicant - Offers of scale A position  3) <b>K Wills</b> - Successful applicant - Offers of scale A position</p> <p><i>Correspondence moved by L. Dixon, seconded by E.Westergaard - All in favour.</i></p>	
<p><b>Presiding Member</b></p> <ul style="list-style-type: none"> <li>Philip</li> </ul>	<ul style="list-style-type: none"> <li>PM Report</li> </ul>	<ul style="list-style-type: none"> <li>- Board members support the motion to issue a statement to the community and a letter to the Minister, stating Hokowhitu Schools intention to continue the use of Te Tiriti o Waitangi principles in the school's governance and management.</li> <li>- Board members agreed that Te Tiriti o Waitangi principles are already a part of Hokowhitu School and acknowledge the wide range of diversity in the school.</li> </ul> <p>Proposed amendments to the draft letter to the community:</p> <ul style="list-style-type: none"> <li>Remove the words Pākehā &amp; Māori, replace with 'all cultures' to acknowledge all cultures within the school.</li> </ul> <p>Proposed amendments to the draft letter to the Minister:</p> <ul style="list-style-type: none"> <li>Include the lack of support and consultation from the Ministry.</li> <li>Include that the school felt the amendment had been rushed through by the Ministry, without enough time for the school to consider the amendment adequately.</li> </ul> <p>Philip &amp; Lin to revise the draft letters and make the noted amendments with the intention to send out by the end of the week.</p> <p><i>PM Report moved by P.Steer, seconded by N.Thornton - All in favour.</i></p>	<p><a href="#">PM Report</a></p>

<p><b>Planning and Reporting</b></p> <ul style="list-style-type: none"> <li>Lin</li> </ul>	<ul style="list-style-type: none"> <li>Principals Report</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>Take as read</li> </ul> <p><b><u>Increasing ākonga and kaiako knowledge of and engagement with te ao Māori</u></b></p> <ul style="list-style-type: none"> <li>Take as read</li> </ul> <p><b><u>Recognising, supporting, and celebrating the diversity of our ākonga</u></b></p> <ul style="list-style-type: none"> <li>Take as read</li> </ul> <p><b><u>Enhancing ākonga wellbeing by encouraging participation in physical activity and performance arts</u></b></p> <ul style="list-style-type: none"> <li>Take as read</li> </ul> <p><b><u>GENERAL</u></b></p> <p><b><u>ROLL/STAFFING/PERSONNEL</u></b></p> <ul style="list-style-type: none"> <li>I expect our school roll will be 401 when we meet. We have had 5 children leave the area since we last met.</li> <li>The Deputy Principal's position has been made - Ms Kat Wills is very much looking forward to joining Team Hokowhitu next year. She will join the leadership team when they meet next week, to plan 2026.</li> <li>Two Scale A teacher appointments have been made - Ms Kathryn O'Connor has accepted a permanent position with us and Miss Emma Mollet has accepted a fixed term position (for 2026), as we trial taking Carlee Hodge out of the classroom next year - to undertake more intervention work.</li> <li>We are in the process of finalising learning coach appointments as 3 of our current learning coaches will be leaving us at the end of 2025</li> </ul> <p><b><u>ATTENDANCE</u></b></p> <ul style="list-style-type: none"> <li>Hokowhitu School is transitioning towards the new attendance model required by the Ministry of Education and uses the</li> </ul>	<p><a href="#">Principals Report</a></p>
--	---	---	--

**Stepped Attendance Response (STAR)** to guide responses to absences.

- The attendance management plan needs to be on the school website by 1st Jan 2026.
- By 2030 the expected attendance rate from the Ministry will be 80%.
- Hokowhitu school is currently at 67% (term 3, 2025) with a goal of 75% by term 3 in 2027.
- Report students' attendance to parents/guardians on a regular basis. Currently reported twice a year, with a possible move to once a term.
- Add attendance information and expectations to all new student enrolment packs.

**MOTION:** To pass the Attendance Management Plan - All in favour.

Moved: **L.Dixon**

Seconded: **P. Steer**

**TARAKAMUKU CLUSTER**

- **Taramuku School Cluster: Strategic Collaboration 2026/2027**  
Following the disestablishment of Kahui Ako, we are keen to join this cluster to continue fostering collective guidance and strong connections to enhance educational outcomes for all tamariki across the cluster. The other schools that have expressed interest are Ashhurst, Freyberg, Parkland, Terrace End, St Marys and Whakarongo.

The Board supports the collaboration - All in favour.

**FUTURE MEETINGS(2026)**

Term 1

17th February

24th March

		<p><u>Term 2</u> 5th May 9th June</p> <p><u>Term 3</u> 4th August 8th September</p> <p><u>Term 4</u> 27th October 1st December</p> <p><i>Principals Report moved by L. Dixon, seconded by E. Westergaard - All in favour.</i></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> <li>Self-Review Policy</li> <li>Delegations Policy</li> <li>Board Procedures and Procedure Review</li> <li>Board Procedures for Board Roles</li> </ul>	<p><b><u>Policy Report</u></b></p> <ul style="list-style-type: none"> <li>Take as read</li> </ul> <p><b><u>Self - Review Policy</u></b></p> <ul style="list-style-type: none"> <li>Change emendations be adopted</li> </ul> <p><b><i>Self - Review Policy moved by P.Steer, Seconded by L.Dixon - All in favour</i></b></p> <p><b><u>Board Procedures for Policy and Procedure Review</u></b></p> <ul style="list-style-type: none"> <li>Change emendations be adopted</li> </ul> <p><b><i>Board Procedures for Policy and Procedure Review Policy moved by P.Steer, Seconded by N. Thornton - All in favour</i></b></p> <p><b><u>Board Procedures for Board Roles</u></b></p> <ul style="list-style-type: none"> <li>Change emendations be adopted</li> </ul> <p><b><i>Board Procedures for Board Roles moved by P.Steer, Seconded by E.Westergaard - All in favour</i></b></p>	<p><a href="#">Policy Report</a></p> <p><a href="#">Self-Review Policy</a></p> <p><a href="#">Delegations Policy</a></p> <p><a href="#">Board Procedures and Procedure Review</a></p> <p><a href="#">Board Procedures for Board Roles</a></p>

		<p><b><u>Delegations Policy</u></b></p> <ul style="list-style-type: none"> <li>- Section 31: The Board delegates to the holder(s) of the Risk and Compliance portfolio, is a duplicate of Section 28 - to be removed.</li> <li>- Change emendations be adopted</li> </ul> <p><b><i>Delegation Policy moved by P.Steer, Seconded by S.Sherer - - All in favour</i></b></p> <p><b><i>PM Report moved by P.Steer, seconded by V.Tosi- All in favour.</i></b></p>	
<p><b>Curriculum</b></p> <ul style="list-style-type: none"> <li>● Hilary</li> </ul>	<ul style="list-style-type: none"> <li>● Staff Report</li> </ul>	<ul style="list-style-type: none"> <li>- Staff report link removed from the Agenda published in the school newsletter to protect students' privacy.</li> <li>- Taken as read</li> </ul> <p><b><i>Staff Report moved by H.Salter, seconded by S.Sherer - All in favour.</i></b></p>	<p>Staff Report removed for student privacy reasons - A copy is available at the school office.</p>
<p><b>Personnel</b></p> <ul style="list-style-type: none"> <li>● Scott</li> </ul>		<p>Nil</p>	
<p><b>Finance and Audit</b></p> <ul style="list-style-type: none"> <li>● Ewan &amp; Natasha</li> </ul>	<ul style="list-style-type: none"> <li>● Finance Report</li> <li>● Management Report</li> <li>● Available funds forecast</li> <li>● Budget 2026</li> </ul>	<p><b>Finance Reports</b></p> <ul style="list-style-type: none"> <li>- Hokowhitu School is currently in a year to date (YTD) surplus of \$99,892. Maintenance work is set to be complete over the Christmas break period, lowering the surplus margin.</li> <li>- Term deposits set to mature over the Christmas period will not automatically be renewed/rolled over. Any interest accrued will be deposited into the corresponding bank account.</li> </ul> <p><b><i>Finance Reports moved by N. Thornton &amp; H.Salter - All in favour.</i></b></p> <p><b>Budget</b></p> <ul style="list-style-type: none"> <li>- Steve from Education Services was unable to meet last week due to a bereavement, rescheduled to this coming Friday. Steve provided a pre-populated budget template. Clarification on some of the pre-populated figures needed, will be discussed in the upcoming meeting.</li> </ul>	<p><a href="#">Finance Report</a></p> <p><a href="#">Management Report</a></p> <p><a href="#">October Available Funds Forecast</a></p> <p><a href="#">Budget 2026</a></p>

		<ul style="list-style-type: none"> <li>- The Board funds a teacher’s salary of \$90k.</li> <li>- Code 33 onwards includes the camp for 2026, the Board funds a portion to keep the costs down for families.</li> <li>- Senior management mobile phone plans, to be discussed with Steve on the best way to pay for plans or provide a tax free allowance for senior management staff.</li> <li>- Sports coordinator budget - Previously the school has tried to employ someone in the sports coordinator role, which was unsuccessful. A staff member currently fills the role with a financial incentive to do so.</li> </ul> <p>The final budget will be included in the next Board meeting agenda for approval once final attendance numbers are known.</p>	
<p><b>Property</b></p> <ul style="list-style-type: none"> <li>● Villi &amp; Ewan</li> </ul>		<ul style="list-style-type: none"> <li>- Fencing update from Kareen McLaren - Senior Project Manager</li> </ul> <p>Once the funding submission is approved by the Ministry, the key steps &amp; who leads/involved in each step are:</p> <ul style="list-style-type: none"> <li>● Complete procurement plan and request for price template – <u>current WIP (WSP)</u></li> <li>● Issue request for price &amp; programme to Contractors (WSP)</li> <li>● Evaluate prices and select preferred Contractor (School Evaluation Team)</li> <li>● Complete opening paperwork - procurement plan, opening forms, school invoice – need Board sign off on forms (WSP/School)</li> <li>● Receive MOE approval to proceed - project # confirmed / first claim paid across to school for cash flowing project (MOE)</li> <li>● Confirm Contractor to proceed - timing, claims logistics established. (WSP led)</li> <li>● Works undertaken, claims processed and paid. (Contractor / WSP / School)</li> <li>● Practical completion achieved (Contractor / WSP)</li> <li>● Defects period (Contractor / WSP)</li> <li>● Final completion achieved (Contractor / WSP)</li> <li>● Reconcile projects, closing forms completed (WSP)</li> </ul>	

		<ul style="list-style-type: none"> <li>● Project closed out (WSP)</li> <li>- The student that requires fencing is set to start in March 2026. The transition visits will have one on one support.</li> <li>- The new sliding door in TKP is due to be installed over the Christmas school holidays, this is the last one.</li> <li>- Email from Jos Broderick - Project Manager regarding AMS funding. There is currently \$274k in the AMS budget, this is to cover TKT modernisation &amp; staff toilets upgrades.</li> <li>- As of the 25th Nov the School pool is now in use. aPlus maintains the pool over the holidays, Mon - Fri . Keys available for staff and board members.</li> <li>- aPlus lease is expiring 31/12/2025. Email discussion to be had re renewal options.</li> </ul>	
<b>Whānau Māori</b> <ul style="list-style-type: none"> <li>● Villi</li> </ul>		Nil	
<b>Risk and Compliance</b> <ul style="list-style-type: none"> <li>● Scott</li> </ul>	<ul style="list-style-type: none"> <li>● Sick Bay Report</li> </ul>	<ul style="list-style-type: none"> <li>- Health &amp; Safety meeting held last week.</li> <li>- Support for new Deputy Principal and new staff to be provided</li> <li>- Playground bridge removed for repair</li> <li>- All kinetic sand removed from site, no asbestos detected in the air or the sand.</li> <li>- PeopleSafe - Staff can report potential risks around the school.</li> </ul>	<a href="#">Sick Bay Report</a>
<b>General Business</b>		<ul style="list-style-type: none"> <li>- A lot of upcoming events with the end of year approaching.</li> </ul>	
<b>Next Meeting:</b>		17th February 2026	
<b>Public-Excluded Business</b> <ul style="list-style-type: none"> <li>● Lin</li> </ul>	<ul style="list-style-type: none"> <li>● Leave requests</li> </ul>	<b><i>Moved that the public be excluded from the following parts of the proceedings of this meeting, namely, personnel matters and reporting of</i></b>	

		<p><i>use of physical restraint, to protect the personal privacy of natural persons, and property rental, for reasons of commercial sensitivity.</i></p> <p><i>Moved: That Reece Hawkins be permitted to remain at this meeting after the public has been excluded, because of his knowledge of school operations in 2026. This knowledge will be of assistance in relation to the matters to be discussed and is relevant to the matter because he will become Principal in January 2026.</i></p>	
<p><b>Meeting Closed: 8pm</b></p> <ul style="list-style-type: none"><li>• Karakia whakamutanga</li></ul>			<p><a href="#">Karakia</a></p>