



AGENDA / MINUTES OF THE HOKOWHITU SCHOOL BOARD MEETING

Held on Tuesday 28 of November 2023 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:		Signed:	Chairperson	Date:
Agenda Item/Portfolio	Specific items	Minutes	Reports	
Welcome ● Philip	<ul style="list-style-type: none"> ● Karakia ● Whanaungatanga 		Karakia	
Apologies				
Conflicts of interest				
Minutes of previous meeting		Moved by P. Steer, seconded by R. Hawkins - All in favour.	October Minutes 2023	
Matters Arising (see action list)			(October) Action List	
Resolutions passed by email		<p>27.10.2023 -</p> <p>1. On Wednesday 1 November, two staff will accompany 32 Year 6 students to PNINS for an orientation programme. This is a low-risk EOTC activity with a proposed adult:student ratio of 1:16. The person in charge for this activity will be Sam Sloan. They will depart the school at 9.00am and return at 10.30am.</p> <p>They will travel directly to and from PNINS by bus. Both staff members will remain at PNINS for the duration of the activity, and students will be</p>		

under the supervision of Hokowhitu and/or PNINS staff throughout the activity.

MOVED: L. Dixon SECONDED: P. Steer - All Approve

27.10.2023 -

2. On Wednesday 15 November, two staff will accompany 28 Year 6 students to Ross Intermediate for an orientation programme. This is a low-risk EOTC activity with a proposed adult:student ratio of 1:14. The person in charge for this activity will be Sam Sloan. They will depart the school at 1.15pm and return at 2.15pm. They will travel directly to and from Ross by bus. Both staff members will remain at Ross for the duration of the activity, and students will be under the supervision of Hokowhitu and/or Ross staff throughout the activity.

MOVED: L. DIXON SECONDED: P. Steer - All Approved

07.11.2023 -

3. TKA plans to have their end of year celebration on the 13th December. They wish to travel by bus to the cinema to watch a movie and travel back by bus. The teacher in charge will be Hilary Salter. 6 adults will accompany the tamariki - this is a ratio of 1:13.

MOTION: The Board approves the low risk EOTC activity for TKA on the 13th December with a reduced ratio of 1:13

MOVED: L. DIXON SECONDED: P. Steer - All Approve

13.11.2023 -

- A hall hire request for the 2nd of December 2023. 10 until 1pm - **All Approve**

20.11.2023 -

TKM and TKP plan to have their end of year celebration on the 11th December. They wish to travel by bus to the cinema to watch a movie and travel back by bus. The teachers in charge will be P Gifford Moore and C Hodge. 11 adults will accompany the tamariki - this is a ratio of 1:14.

MOTION: The Board approves the low risk EOTC activity for TKM and TKP on the 11th December with a reduced ratio of 1:14

Moved: L. Dixon Seconded: P. Steer - All Approve

<p>Correspondence</p> <ul style="list-style-type: none"> Lin 		<p>Inwards</p> <ul style="list-style-type: none"> We have received consent for the board funded property project Copyright licence - discussion around this. Going forward the school will purchase the music license on an annual basis. Draft plan of proposed upgrades on Roxburgh Crescent Pay increases from Flick Anticimex and Just Water Current stock held at Academy Apparel <p>Outwards</p> <ul style="list-style-type: none"> MOE staffing request Salesforce discussion - The school is requiring a delegated authorizer for this new property portal. There will be a training module for the delegated authorizer. This will be a role that we will want to specify in the delegations policy 2024. Philip volunteered to be this delegated authorizer as presiding member. <p>Moved by L. Dixon, seconded by E. Westergaard - All in favour.</p>	<p>Correspondence (November) Salesforce correspondence</p>
<p>Planning and Reporting</p> <ul style="list-style-type: none"> Lin 	<ul style="list-style-type: none"> Principal's Report 	<p><i>ROLL/STAFFING/PERSONNEL</i></p> <ul style="list-style-type: none"> We have had 6 unexpected (in zone) enrolments across the school since the Board last met. Lin is continuing to claim back the additional staffing allocations for every 3 new entrant students. Te Mahou - designated Teacher Only Days for 2024. The less disruptive proposals are: <p>Term 1 - Tuesday the 30th and Wednesday the 31st of January 2024.</p> <p>Term 2 - This is attached to a long weekend, Friday the 31st of May 2024.</p> <p>Term 3 - is TBC.</p> <p>Term 4 - This is attached to a long weekend, Friday the 25th of October 2024.</p> <p>Moved by L. Dixon, seconded by R. Buckley - All in favour.</p> <p><i>P.D</i></p> <ul style="list-style-type: none"> Take as read <p><i>PROPERTY</i></p> <ul style="list-style-type: none"> To be discussed in Property Report 	<p>Principal's Report Comparison Data ESOL & International Report Whole School Expectation Data Stock on Hand</p>

POLICY/PLANNING/REVIEW

- To be discussed in Strategic Discussion

ACHIEVEMENT/REPORTING

- 2023 ESOL report
- No full commentary yet with it being a busy Term 4 however, Reece has prepared literacy and numeracy data showing overall teacher judgments against expectations (based on national curriculum levels). The year level data compares the 2022-2023 cohort - i.e. ākongā who were present for end of year assessments in both years. This is the clearest way to monitor progress, as it is the identical children.

GENERAL

- **Centenary** - Take as read
- **Swimming Pool** - The matting has arrived and will be in place for the start of the season next week. We are having ongoing frustrations with the chlorine dosing system, the supplier from Christchurch is coming to look at it next week. Reminder, that the consumer guarantees act is still in place. The container in the swimming pool area is deteriorating badly. It either needs significant repair (leaks) or we need to look at removal/replacement. Vili and Reece to look into options of how to get rid of it and/or what options to replace it. Health and safety suggestion that we need more first aid kits closer to the pool. (Lin and Jen to look into).
- **Academy Apparel** - There is \$5000 worth of uniform stock, the options around this are:
 - **1.** They continue to sell it until they sell out or
 - **2.** For the Board to purchase the stock on hand and to sell it at second hand price at school. We would then be offering a cost effective option for families. If they do wish to purchase a new uniform they can do so at Academy Apparel. We are unsure how soon they can have the new uniform ready to sell. Lin to follow up. Discussion around these options.

L. Dixon moves that the Board buy the stock on hand (option 2) and have the new uniform in place as soon as available

		<p>seconded by T. Foss - All in favour. The phase in period will be until the start of 2026.</p> <p>Further uniform discussion surrounding shoe practicality and sock colour. Is the Board/school committed to upholding these requirements? If so, how do we enforce these? notes home, strive vouchers etc. We will incorporate this tighten up with the uniform change.</p> <ul style="list-style-type: none"> - Thank you to the Board for everything they do and all the support they provide. <p>Moved by L. Dixon, seconded by V. Tosi - 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 	<ul style="list-style-type: none"> - We will need to look at the format but it is a minor detail. - We have 4 strategic goals outlined. - We have added extra requirements about progression and secured a tutor for Te Reo P.D for staff. - The principal's report format will be against the strategic goals from the beginning of 2024. - The sentence “the school gives effect” we need to keep as this is legislation. - Celebrating diversity, this is based on the cultures of student enrolments. An idea to look at flying the flags of new students of which countries they have come from. - Resourcing for learning coaches for each kete - is there enough support in each area? This is timetabled, will word it “sufficient” learning coaches. - Will put this Strategic Plan up in every kete and the staff room and will make it visually impressive. <p>With those amendments P. Steer moves that the Strategic Plan for 2024/2025 be accepted, seconded by E. Westergaard - All in favour.</p>	<p>Draft Strategic Plan</p>
<p>Policy</p> <ul style="list-style-type: none"> • Philip 	<ul style="list-style-type: none"> • Policy Report 	<p>Query around monetary value of gifts for staff's family bereavements - as a board we acknowledge it as something that is appropriate. Discussion - we will base it off the bereavement leave taken. We will use the wellbeing budget to take gifts from. Philip and Lin to work on something.</p>	
<p>Curriculum</p> <ul style="list-style-type: none"> • Reece 	<ul style="list-style-type: none"> • Staff Report 	<p>Staff have been very busy with writing reports. A big Thank you to the board for the support over the year.</p>	<p>Removed for child privacy. Attached report in school office.</p>

		Moved by R. Hawkins, seconded by V. Tosi - All in favour.	
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"> Governance report - Take as read Budget - Met with Steven from Ed Services today, went through line by line tidying up codes. The money part will stay muchly the same, it's more the coding that's changing since the last draft budget. We need to include the playground amount in this year, we can't split it. This budget is going to more of a breakeven which is good. Steven has sent through the audit information today to start going over. We have allowed extra for the sports coordinator role. The Centenary budget is set for 2024, we will talk again in 2024 regarding if the Board is paying for all staff to go to all events or just some. We haven't included any grant information for next year yet (which we don't normally do until the year of). We are 1 less Teacher Aide in 2024 Discussion on EOTC outings - we generally do grants for these, however it is an educational activity. Do we as a Board provide a subsidy? We don't charge accompanied parents to camp. We need to let teachers know there is a furniture budget to buy chairs etc. Look at having a hot desk with extra monitors for staff. Are staff toilets in the budget? we will come to projects afterwards. We are best to remodel the toilet block, which will wait until after the roof project. We could start looking at putting things in place about modeling so it is ready to go. <p>The 2024 budget is then moved by E. Westergaard, seconded by R. Buckley - All in favour. To be ratified at the first meeting of 2024.</p>	Finance Report Management Report Available Funds Forecast Draft Budget 2024

		<ul style="list-style-type: none"> - Available Funds Forecast - These got done today with Steven, cyclical maintenance plan with codes. The 2022 years are needing to be painted. Steven requires to know if we are or aren't going to do this in 2024. Ewan suggests we don't do these until the next cycle, 2025. We will also need to change the labels so we know what they mean. E. Westergaard motions that the Cyclical Maintenance work due in 2022 is deferred to 2025, seconded by V. Tosi - All in favour. Capital Projects - We are making a plan regarding big plans coming up. There are 3 levels to it, capital, operational and cyclical. Cyclical almost becomes a part of projects. Maintenance schedule is an annual plan of projects and incorporating them but actually forecasting them. <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"> - Villi and Lin met with Shane from Proarch and Jos from WSP about the roof project. In short they have there needs to be more investigation around this. We are bound and have to either forge ahead or pull the pin. It won't cost us more, it will cost MOE. There is no point in opposing it, we will push forward and see what the investigation brings. - Senior playground - deposit has been paid. We unfortunately missed the deadline to get it done in the Christmas holiday timeframe. They aim to have the product completed by Easter. They will keep Villi posted on updates. - Cleaning of our domes and roof areas, Villi to look into having someone come and clean those water blasted. <p>Moved by V. Tosi, seconded by R. Hawkins - All in favour.</p>	
<p>Māori Engagement</p> <ul style="list-style-type: none"> • Villi 			

Risk and Compliance <ul style="list-style-type: none"> ● Tim 	<ul style="list-style-type: none"> ● Privacy ● Health and safety ● First Aid Report 	Take as read Moved by T. Foss, seconded by V. Tosi - All in favour.	Compliance Report (Nov) First Aid Report
General Business		A big thank you from Philip for being such a fantastic Board.	
Next Meeting:	20th of Feb, 19th of March 2024	Weeks 3 & 8 2024, on Tuesday evenings.	
Business in committee <ul style="list-style-type: none"> ● Lin ● Tim 	<ul style="list-style-type: none"> ● Personnel matters ● Physical restraint 		
Meeting Closed: 7.35pm			Next Meeting: 20th of Feb, 19th of March 2024