



# AGENDA / MINUTES OF THE HOKOWHITU SCHOOL BOARD MEETING

**Held on Tuesday 30th of July 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, Scott Sharer, Nicole Beehre, Rachel Pellow, Natasha Thornton, Karl Schalkwijk, Renee Wyatt Clinch.

Apologies:		Signed:	Chairperson	Date:
Agenda Item/Portfolio	Specific items	Minutes		Reports
<b>Welcome</b> <ul style="list-style-type: none"><li>• Philip</li></ul>	<ul style="list-style-type: none"><li>• Karakia timatanga</li><li>• Whanaungatanga</li></ul>	Introductions.		<a href="#">Karakia</a>
<b>Apologies</b>		Nil		
<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 T. Foss - All in favour.</i>		<a href="#">(June) Minutes</a>

Matters Arising (see action list)			<a href="#">(June) Action List</a>
Resolutions passed by email		<p><b>Moved</b> that the Board form an ad hoc suspension committee comprising Rachel Buckley, Tim Foss, and Philip Steer to consider the decision to suspend a student in July 2025.</p> <ul style="list-style-type: none"> <li>- <b>Motion moved 6 July by P. Steer (Presiding Member)</b></li> <li>- <b>All in favour</b></li> <li>- <b>L. Dixon and R. Hawkins did not participate in the discussion or vote due to conflict of interest</b></li> </ul> <p><b>Moved</b> that the Board delegate its decision making powers to the ad hoc suspension committee in accordance with the attached terms of reference.</p> <ul style="list-style-type: none"> <li>- <b>Motion moved 6 July</b></li> <li>- <b>Moved by P.Steer (Presiding Member)</b></li> <li>- <b>All in favour</b></li> <li>- <b>L. Dixon and R. Hawkins did not participate in the discussion or vote due to conflict of interest</b></li> </ul> <p><b>Moved</b> that Hokowhitu School enter a new 60-month whole All of Government contract with Fujifilm for three new replacement A3 Multifunction Devices and proceed with Option 1 – Brand-new (like-for-like).</p> <ul style="list-style-type: none"> <li>- Monthly Rental \$338.17+GST, with estimated printing cost of \$459.86 per month. Total estimated costs per month \$798.03+GST (Total Contract estimated at \$47,881.80+GST over the next 60 months).</li> <li>- <b>Motion moved 18 July by T. Foss</b></li> <li>- <b>Seconded by L. Dixon</b></li> <li>- <b>All in favour</b></li> </ul>	<a href="#">Suspension Committee</a>
Correspondence <ul style="list-style-type: none"> <li>• Lin</li> </ul>		<b><u>Short Form Agreement for Consultant Engagement</u></b>	<a href="#">(July) Correspondence</a>

		<ul style="list-style-type: none"> <li>- Take as read</li> </ul> <p><b><u>Next Steps for Kāhui Ako Communities of Learning following Budget 2025</u></b></p> <p>-Funding discontinued, financial implication for Hokowhitu School. Kāhui Ako, a group of schools that collaborate, share expertise between schools, including a cultural lense, 5 ‘across school’ teachers. In conjunction with schools close by in the area to provide a similar philosophy, seamless transitions. Hokowhitu will need to contribute to keeping a full time LSC some time in the future. I believe it is vital to retain.</p> <p><b><u>FastNet Business Change Request Form</u></b></p> <ul style="list-style-type: none"> <li>- Take as read</li> </ul> <p><b><u>Representation Letter for the year ended 31 Dec 2024</u></b></p> <ul style="list-style-type: none"> <li>- Take as read</li> </ul> <p><b><u>Wormald WRN No: 41023296 &amp; WRN No: 1023294</u></b></p> <p>Wormald isolated - signed off when finished.</p> <p><b><u>Copyright Licence 2025-2026</u></b></p> <p>Copyright licence to be renewed - Invoice to be paid</p> <p><b><u>Acceptance of change of hours on 2025 contracts</u></b></p> <p>Acceptance of hours for - H. Griffin, H. McKeag, M. Hawkins, K O’Connor</p> <p><b><u>Additional Correspondence - Hall Hire</u></b></p>	
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		<p>A parent from the Nepalese community to hire the hall each Sunday for community activities.</p> <p><b>-Passed</b></p> <p><i>Correspondence moved by L. Dixon, seconded by R. Buckley - All in favour.</i></p>	
<p><b>Presiding Member</b></p> <ul style="list-style-type: none"> <li>Philip</li> </ul>		<p>Survey conducted for feedback on changing to a Cohort entry system. Results from the community, ECE and staff majority in support to change to a cohort entry. Divert to Lin.</p> <p>To notify the community at least one term in advance and notify the Ministry of Education.</p> <p><i>Recommendation to change to a Cohort Entry moved by L. Dixon, seconded by R. Buckley - All in favour.</i></p> <p><i>Presiding Member report moved by P. Steer, seconded by E. Westergaard - 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>Principal's Report</li> <li>MOE Term 2 attendance</li> <li>MOE 20 Week Phonics Test</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><a href="#">PRINCIPAL'S REPORT TO THE BOARD - July 2025</a></p> <p><a href="#">Term 2 MOE attendance</a></p> <p><a href="#">MOE 20 Week Phonics Test</a></p>

		<p><b><u>ATTENDANCE</u></b></p> <p>Attendance officer/police involved with 2 families - active. Absents include all reasons to be away including sickness.</p> <p><b><u>2026 MOE NO FEES SCHEME</u></b></p> <p>\$150 per year per student received from MOE for schools agreeing not to charge parent donations. <b><i>Motion to remain a 'No Fees' school Moved by L.Dixon, seconded by R.Hawkins - All in favour.</i></b></p> <p><b><u>Term 2 MOE attendance</u></b></p> <p>- Take as read</p> <p><b><u>MOE 20 Week Phonics Test</u></b></p> <p>-Phonics Report -Standard testing. Tracked by government Red(4 students) - gives a solid base to recognise needing help, already in intervention. Overall the results are very pleasing (large numbers in 'proficient' and 'exceeding' bands).</p> <p>-Cohort will streamline data, termly reports.</p> <p>-Next Board meeting Sep 2nd 2025 at 5.30pm</p> <p>With elections being held - current board members for the next meeting will depend on election results.</p> <p><b><i>Principal's Report moved by L. Dixon, seconded by R. Hawkins - All in favour.</i></b></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>Tiriti o Waitangi policy</li> </ul>	<p><b><u>Policy Report</u></b></p> <p>- Take as read</p> <p><b><u>Tiriti o Waitangi Policy (2025)</u></b></p>	<p><a href="#">Policy Report</a></p> <p><a href="#">Tiriti o Waitangi Policy (2025)</a></p>

	<ul style="list-style-type: none"> <li>Enrolment, Entry, and Attendance policy</li> <li>Preparing Attendance Management Plans</li> <li></li> </ul>	<p>-Revised 3 years ago. Implementation of the cohort entry to the Tiriti o Waitangi Policy (2025) and adding the school Karakia.  <b><i>Recommendation to add the school Karakia and moved with amendments by P. Steer &amp; V. Tosi - All in favour.</i></b></p> <p><b><u>Enrolment, Entry, and Attendance Policy</u></b></p> <p>-Enrolment - Hokowhitu school has the power to retract enrollment if any information provided is not correct.</p> <p>-Cohort entry will apply from Term 1 2026, this does not apply to students over 6 years old or for students transferring from another school.</p> <p>-AttendanceManagement Plans are required through government legislation.</p> <p><b>Enrolment, Entry and Attendance Policy with amendment for yearly review moved by P. Steer &amp; L.Dixon</b></p> <p><b><u>Preparing Attendance Management Plans (July 2025)</u></b></p> <p>-Preparing Attendance Management Plan currently reviewed every 3 years, recommended changing to yearly due to the government requirements around reporting attendance. Next review date July 2026.</p> <p>-Regulations still to come out - Hokowhitu School to align with this.  <b><i>Policy Report Moved by P. Steer, seconded by R. Hawkins - All in favour.</i></b></p>	<p><a href="#">Enrolment, Entry, and Attendance Policy</a></p> <p><a href="#">Preparing Attendance Management Plans (July 2025)</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>-Phillip attended a Staff Morning tea on Wed 23 Jul for Tumuaki Day to recognise the outstanding commitment Lin makes to the ākonga, kaiako and Hokowhitu School community and all that Lin does as a principal at Hokowhitu School.  <b><i>Staff Report moved by R. Hawkins, seconded by E. Westergaard- All in favour.</i></b></p>	<p><a href="#">Staff Report</a></p>
<p><b>Personnel</b></p> <ul style="list-style-type: none"> <li>Rachel</li> </ul>			<p>Nil</p>

<p><b>Finance and Audit</b></p> <ul style="list-style-type: none"> <li>Ewan</li> </ul>	<ul style="list-style-type: none"> <li>Financial Report</li> <li>Available funds forecast</li> <li>June Management</li> <li>Hokowhitu School Audit Completion Report for year ended 31 Dec 2024-</li> </ul>	<p><b><u>June Financial Report</u></b></p> <p>Hokowhitu School is in a strong position, able to fund additional staff, allowing for lower ratios.</p> <p><b><u>Available funds forecast</u></b></p> <ul style="list-style-type: none"> <li>Take as read</li> </ul> <p><b><u>June Management</u></b></p> <p>-Hokowhitu School uses Education Services - funding forecast aims for 80K deficit, tracking/predicting income and outgoing.</p> <p>-Swimming pool - money and effort spent on this, currently getting quotes to repaint.</p> <p><b><u>4.20.04 Hokowhitu School Audit Completion Report for year ended 31 Dec 2024</u></b></p> <p>Audit Report Findings -</p> <ul style="list-style-type: none"> <li>Payroll changes are not evidenced by independent review <ul style="list-style-type: none"> <li>Simple fix to highlight any payroll change for the month for Finance portfolio holder to initial</li> </ul> </li> <li>Cash handling procedures lack documented dual sign-off <ul style="list-style-type: none"> <li>Simple fix to ensure dual signature on cash handling</li> </ul> </li> <li>Bank Direct Credit schedules are not printed or independently reviewed. <ul style="list-style-type: none"> <li>EW to speak with Tim on a better process through ASB</li> </ul> </li> <li>GST has been incorrectly claimed on some reimbursements and vouchers <ul style="list-style-type: none"> <li>Nothing to note here, normal to pick things like this up, Education Services should pick this up too</li> </ul> </li> <li>Credit card transactions are missing supporting invoices in some cases</li> </ul>	<p><a href="#">June Financial Report</a></p> <p><a href="#">Available funds forecast</a></p> <p><a href="#">June Management</a></p> <p><a href="#">4.20.04 Hokowhitu School Audit Completion Report for year ended 31 Dec 2024</a></p>
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<b>Property</b> <ul style="list-style-type: none"> <li>• Villi</li> </ul>	<ul style="list-style-type: none"> <li>• Roofing Project</li> <li>• Quote</li> <li>• Roof Cleaning Overview</li> </ul>	<p><b><u>Roofing Project</u></b></p> <p>- Scheduled to be complete and handed over by the end of next week.</p> <p><b><u>Quote</u></b></p> <p>-Roof Treatment to go ahead on 23rd August, the cost was under the threshold for full board approval.</p>	<p><a href="#">Roofing Project</a></p> <p><a href="#">Quote</a></p> <p><a href="#">Roof Cleaning Overview</a></p>



		<p><b><u>General</u></b></p> <p>-AMS project - pending on hold until roof done.</p> <p>-Safety Fencing: WSP, Jos, Project Manager, does not have capacity to Project manage the fencing. Careen McLaren, with WSP could fill the PM role.</p> <p><b><i>Motion to appoint Careen McLaren as the Project Manager for the Safety Fencing Moved by R. Buckley, seconded by L.Dixon - All in favour.</i></b></p> <p>The fencing is Ministry funded, they must liaise with the council as a portion of Hokowhitu School on council land, the Ministry has a rental arrangement for said land. Tracey, Occupational Therapist, has done a walk around of the school to assess the fencing. It is proposed the fencing will go building to building, rather than an entire fence on Albert St. Update from Tacey next meeting.</p> <p><b><i>Property Report moved by V. Tosi, seconded by L. Dixon - All in favour.</i></b></p>	
<p><b>Māori Engagement</b></p> <ul style="list-style-type: none"> <li>Villi</li> </ul>		<ul style="list-style-type: none"> <li>- A Whānau Hui was held at the end of last term with feedback for whānau.</li> <li>- A survey was sent out with good feedback</li> <li>- Ideas discussed with how to better engage Māori whanau, better communication in the community conveying Hokowhitu Schools initiatives/commitment in the Māori and Te Reo Matrix space eg. greater exposure in the newsletter etc.</li> </ul> <p><b><i>Māori Engagement moved by V. Tosi, seconded by P. Steer &amp; - All in favour.</i></b></p>	
<p><b>Risk and Compliance</b></p> <ul style="list-style-type: none"> <li>Tim</li> </ul>	<ul style="list-style-type: none"> <li>Sick Bay Report</li> </ul>	<p>-H&amp;S meeting coming up, held once a term.</p> <p><b><i>Sick Bay Report moved by T.Foss, seconded by V. Tosi- All in favour.</i></b></p>	<p><a href="#">Sick Bay Report</a></p>
<b>General Business</b>		<p>-Board nominations explained.</p> <p>-A year 4 sleepover is planned for 23rd October - day out 24th either Bushy Park in Whanganui or Ngā Manu Waikanae end of week 3 term 4.</p>	
<b>Next Meeting:</b>		September 2nd at 5.30pm	

<b>Public-Excluded Business</b> <ul style="list-style-type: none"> <li>Lin</li> </ul>	<ul style="list-style-type: none"> <li></li> <li></li> <li></li> </ul>	<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, seconded L.Dixon - All in favour.</i>	
<b>Meeting Closed:</b> <ul style="list-style-type: none"> <li>Karakia whakamutanga</li> </ul>			<a href="#">Karakia</a>