



AGENDA / MINUTES OF THE HOKOWHITU SCHOOL BOARD MEETING

Held on Tuesday 30th of October 2024 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	Date:
Agenda Item/Portfolio	Specific items	Minutes		Reports
Welcome ● Philip	<ul style="list-style-type: none"> ● Karakia timatanga ● Whanaungatanga 			Karakia
Apologies		Nil		
Conflicts of interest		Nil		
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 R. Hawkins - All in favour.</i>		(10 September) 2024 Agenda & Minutes.docx

Matters Arising (see action list)			(September) 2024 SCHOOL BOARD ACTION LIST
Resolutions passed by email		<p>Lin has met with Dylan from Gallagher Insurance - they insure all our 'overcode' property.</p> <p>Given that we now know exactly how much it costs to build a new playground, we have increased our cover on the junior playground. I have also agreed to have the pool sheds added to our pool cover.</p> <p>He has also suggested that an inflationary figure of 5% increase in the sum insured on all our items would be appropriate and prudent.</p> <p><i>Motion: To increase cover on all items insured by Gallagher by 5% for the coming year, seconded by, E. Westergaard - All in favour.</i></p>	
Correspondence <ul style="list-style-type: none"> ● Lin 		<p><i>Inwards</i></p> <ul style="list-style-type: none"> - Insurance overcode - resolution passed by email (above) - PNCC asking for rates records update - We were going to look at changing the name from Hokowhitu Board of Trustees to Hokowhitu School Board, however, we would have had to go through a lawyer to do this. Decision to keep this as Hokowhitu Board of Trustees. - Auditor General letter - Process of arrangements for 2024-2026 audits. If we get the choice, we are happy with our current auditor. <p><i>Outwards</i></p> <ul style="list-style-type: none"> - Application for Cohort 3 Structured Literacy support in 2025 - Application for staffing resource Literacy support Y 0 -2 <p><i>Moved by L. Dixon, seconded by E. Westergaard - All in favour.</i></p>	October Correspondence 2024
Presiding Member <ul style="list-style-type: none"> ● Philip 		<p>1. Suspension meetings training items of interest</p> <ul style="list-style-type: none"> - If the Principal decides to suspend a student, the Board must hold a suspension meeting within 7 school days/10 calendar days. 	Presiding Member Report

		<ul style="list-style-type: none"> - Either a quorum of the Board must attend, or a delegated committee of at least two members can hold the meeting – either way, this cannot include the Principal, as they are an interested party. Discussion around how this would look - Consensus to use a smaller committee not the full Board as we do not want to appear intimidating. It would not need to be the same members of the Board everytime (in case of unavailability). <p>2. Other items of interest</p> <ul style="list-style-type: none"> - Philip attended a staff morning tea on the 14th of October and handed out the prezzy cards to staff in acknowledgement of long service, as per our recently approved policy. <p><i>Moved by P. Steer, seconded by V. Tosi - All in favour.</i></p>	
<p>Planning and Reporting</p> <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"> - Take as read in Principal's report. <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 in Principal's report. <p><u>Recognising, supporting, and celebrating the diversity of our ākonga</u></p> <ul style="list-style-type: none"> - Take as read in Principal's report. <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 in Principal's report. <p><u>GENERAL</u></p> <ul style="list-style-type: none"> - Expected roll will be 404 when we meet. Waka Iti started with 16 new students in term 4. There are no more expected ākonga for this year. - We will be requesting a staffing increase (after 5 days of maintaining this roll) as we have been staffed on 399 pupils. Discussion around possible cohort entries. This would need a lot of prep time if it were to happen in the future. We would need to consult first. 	<p><u>PRINCIPAL'S REPORT TO THE BOARD - October 2024</u></p>

		<ul style="list-style-type: none"> - Frank Hay from ERO is coming to review our school in Term 1, 2025. He is coming in November 2024 for a briefing for this visit. - Swimming pool discussion - We are still in the same position as the last couple of years. Potential Health and Safety risks dictate that the pool will not be open for public use for the 2024/2025 season. aPlus is ok to use it as they have all their safety measures in place. <i>Motion for the 2024/2025 arrangements of the swimming pool will match those of 2023/2024 year. Moved by L. Dixon, seconded by E. Westergaard - All in favour.</i> - Final Board meeting for 2024 is on Tuesday the 3rd of December. <p>Addition to Principal's Report</p> <ul style="list-style-type: none"> - Next Tuesday the 5th of November some year 6s are attending the PNINS roadshow - at this point in time the ratio is 1-10. <i>Request for a motion for a reduced ratio of 1:11 (given relatively low risk) to be approved for the transportation by bus to PNINS on the 5th of November. Moved by L. Dixon, seconded by R. Buckley - All in favour.</i> - In consultation with the Presiding member - The principal's hauora PLD at the School of Transformation has been booked for 2025. <i>Request for a motion for any leftover funds from the 2024 principal's wellness budget be carried into the 2025 principal's wellness budget. Moved by L. Dixon, seconded by T. Foss - All in favour.</i> <p><i>Principal's report moved by L. Dixon, seconded by P. Steer - All in favour.</i></p>	
<p>Policy</p> <ul style="list-style-type: none"> • Philip 	<ul style="list-style-type: none"> • Policy Report 	<p>Health Eating/Healthy Food and Drink Policy</p> <ul style="list-style-type: none"> - Suggested title change from “healthy eating” to “healthy food and drink,” and removal of mentions of physical activity from the policy purpose and Guideline 4, to better reflect the focus of the policy - unless the scope is to be broadened out to be a more general policy on physical health? - Guideline 1 updated to reflect Ministry of Health definitions of food groups as “Green,” “Amber,” and “Red” 	<p>Policy Report Healthy Food & Drink Policy Digital Citizenship Policy</p>

		<ul style="list-style-type: none"> - Guideline 2 is a suggested addition to express an overall school approach to these food groups, in line with the Ministry of Health guidance - Guideline 3.d. is a suggested addition around managing situations where there are severe food allergies - Guideline 4 (about curriculum and classroom issues) incorporates what was previously a separate guideline about events and initiatives - Guideline 5.a. is a suggested addition that water will be the only drink provided to children at school events. <p><i>Moved by P. Steer, seconded by R. Buckley - All in favour.</i></p> <p>Online Safety/Digital Citizenship Policy</p> <ul style="list-style-type: none"> - Suggested title change from “online safety” to “digital citizenship” to reflect the breadth of the policy, and set a more positive tone - Suggested reordering of Guidelines 1 and 2 to start with what the school provides, before shifting to how it is implemented - Guideline 2 expands the concept of “digital citizenship” to “safe and responsible digital citizenship” in accordance with phrasing used by Netsafe - Guideline 4 reflects the rewritten Communication policy in line with “phones away for the day” - Addition to Guideline 5 - “This would normally occur during school hours” <p><i>With this amendment, P. Steer moves the Digital Citizenship Policy, seconded by L. Dixon - All in favour.</i></p> <p><i>Policy report moved by P. Steer, seconded by R. Hawkins - All in favour.</i></p>	
Curriculum <ul style="list-style-type: none"> ● Reece 	<ul style="list-style-type: none"> ● Staff Report 	<ul style="list-style-type: none"> - Take as read <p><i>Staff report moved by R. Hawkins, seconded by V. Tosi - All in favour.</i></p>	Staff Report 7 - 30 October 2024
Personnel <ul style="list-style-type: none"> ● Rachel 	<ul style="list-style-type: none"> ● NZSBA training/news 	<ul style="list-style-type: none"> - Rachel to do the accountability report for the grant we received for Major Production. 	

<p>Finance and Audit</p> <ul style="list-style-type: none"> • Ewan 	<ul style="list-style-type: none"> • Monthly Accounts • Sensitive Expenditures 	<ul style="list-style-type: none"> - Painting - \$198,619 (approved by the Board, currently underway). Discussed at the September Board meeting that a painting provision bank account (or similar) be established for the purposes of ensuring the school has sufficient funds aside for the next incoming Board. - Budget 2025 - Is a draft budget until the first meeting of 2025 and then it gets approved. - Capital expenditure plans - Ewan will put a report together from the circulated list. We are still getting the drain looked at down by the senior playground. Some things are more pressing and some are just maintenance. - Possible furniture audit within the school (at the start of 2025) - some is tired, some is mix-matched. There is a capital budget and a replacement budget - will use those. - Query - personnel (code) is down from last year, probably pay equity. <p><i>Finance report moved by E. Westergaard, seconded by R. Buckley - All in favour.</i></p>	<p>Hokowhitu School - Finance Report October 2024.pdf Governance Report</p>
<p>Property</p> <ul style="list-style-type: none"> • Villi 		<ul style="list-style-type: none"> - Roofing Project - Jos from WSP has sent the drawings through to the Ministry for assessment. The next stage after approval is for it to go to tender. - TKM Sliding Doors - Completed, did not require an exemption from PNCC. - Painting - Once the painters started waterblasting, some of the older parts of the building required some building maintenance. The painting is coming along in a timely manner. - Shade sails - Are reinstalled for the upcoming hotter weather. - Concreting and drainage - This is about to get done so the bridge out the back of TKM can be removed. <p><i>Property report moved by V. Tosi, seconded by T. Foss - All in favour.</i></p>	
<p>Māori Engagement</p> <ul style="list-style-type: none"> • Villi 			
<p>Risk and Compliance</p> <ul style="list-style-type: none"> • Tim 	<ul style="list-style-type: none"> • Privacy • Health and safety • First Aid Report 	<ul style="list-style-type: none"> - Take as read - Query as to whether we need to add in a wellbeing section here? it is becoming more and more prevalent to have. 	<p>First aid report</p>

		<p>Possibly a part 2 topic, due to privacy. Philip to consider where to put this on the agenda.</p> <p><i>Risk and compliance moved by T. Foss, seconded by L. Dixon - All in favour.</i></p>	
General Business	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> - Attendance report - waiting for it to be sent by the Ministry. - No other general business 	
Next Meeting:		<ul style="list-style-type: none"> - 3rd of December 2024 	
Public-Excluded Business <ul style="list-style-type: none"> • Lin 	<ul style="list-style-type: none"> • Personnel matters • Physical restraint 	<p><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. Moved by P. Steer - All in favour.</i></p>	
Meeting Closed: 6.40pm <ul style="list-style-type: none"> • Karakia whakamutanga 			Karakia