



AGENDA / MINUTES OF THE HOKOWHITU SCHOOL BOARD MEETING

Held on Tuesday 6th of August 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				
Conflicts of interest		Nil		
Minutes of previous meeting		<p>Policy Report - Classroom release time addition, there was no staff feedback.</p> <p><i>With this addition, P. Steer moves that the minutes are a true and accurate record of the previous meeting. Moved by V. Tosi, seconded by T. Foss - All in favour.</i></p>	June Minutes 2024	

Matters Arising (see action list)			(June) Action List
Resolutions passed by email			
Correspondence <ul style="list-style-type: none"> ● Lin 		<p><i>Inwards</i></p> <ul style="list-style-type: none"> - Kindo price increase - Hygiene Systems increase - Offer of appointment for E. Payne as Learning Coach. - Offer of appointment for J. Burr as Learning Coach. - Auditor General letter regarding possible change of auditor. (Note - If we want to keep our auditor, no action is required. We will wait for their offer and bring it back to the Board). <p><i>Outwards</i></p> <ul style="list-style-type: none"> - Acceptance of offer for E. Payne as Learning Coach. - Acceptance of offer for J. Burr as Learning Coach. <p><i>Moved by L. Dixon, seconded by E. Westergaard - All in favour.</i></p>	August correspondence Police Acknowledgment report Hokowhitu School Pool
Presiding Member <ul style="list-style-type: none"> ● Philip 		<p><i>Noting the following items</i></p> <ul style="list-style-type: none"> - Upcoming training workshops in our area and a webinar for curriculum changes. - Upcoming Board election (1 year's time). The board needs to be aware of projects that are in place and that these projects are completed by next year's election. - Making sure we have a governance policy in place for the next Board. Suggestion to also have annual reviews on EOTC policy and the Complaints and Concerns policy. 	

<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 ākongā 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 ākongā 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 ākongā</u></p> <ul style="list-style-type: none"> Take as read in Principal's report. <p><u>Enhancing ākongā 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"> Current school roll is 386 Extra addition - we are about to advertise internally for a kete leader role. This is not a vacancy that we need to outsource for, as it is replacing C. Hodge who has gone into the Assistant Principal role. Attendance data - 19 of our families have currently received letters about attendance. Some children are down between 50-60% attendance for Terms 1 and 2. It is really hard to change attendance patterns. Only a few that are away, are not for legitimate reasons. Major Production - Discussion around ratios for this event, as it includes the entire school to be at the Regent theatre for dress rehearsal on the day of the production. Query on if we could get relievers in and ask learning support staff to stay on later to help bulk up these ratios. Lin and Reece to think about ratio numbers and get back to the Board. EOTC - Year 4 Sleepover and Nga Manu visit - Proposed dates are 31.10.24 and 01.11.24. The ratio fits in 1-5 and the estimated cost will be \$45 (but a PTA subsidy would assist this). <p><i>L. Dixon requests the Board approve the year 4 sleepover in principle with the rest of the paperwork to come. The cost being \$30 to whānau, with the PTA contribution of \$10 and the Board contribution of \$5 (\$45 total) - seconded by R. Buckley - All in favour.</i></p>	<p>Principal's Report Attendance Data</p>
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- We are currently requesting enrolment details for Terms 1 and 2 of next year. A ballot, if required, will be held on the 5th September. The details have been advertised in the newsletter and placed on the website.
- Term Dates for 2025 - We are required to start Term 1 between 27.1 and 7.2, Term 2 is 28.4 - 27.6, Term 3 is 14.7 - 19.9, Term 4 opens on 6.10 and we must close by 19.12. School must be open for 386 half days in total. This means that if we were to add any additional teacher only days, our closing date would be extended.

L. Dixon requests the Board approve that the 2025 term dates for Hokowhitu School are:

- Term 1: 3.2 - 11.4 (2 teacher only days will precede the start of the year), Waitangi Day public holiday
- Term 2: 28.4 - 27.6 King's Birthday and Matariki public holidays
- Term 3: 14.7 - 19.9
- Term 4: 6.10 - 16.12 Labour Day public holiday

Moved by L. Dixon, seconded by P. Steer - All in favour.

Principal's report moved by L. Dixon, seconded by R. Buckley - All in favour.

<p>Policy</p> <ul style="list-style-type: none"> Philip 	<ul style="list-style-type: none"> Policy Report 	<p>Recognition of Service Policy - Follow-up from last meeting Revisions to the draft policy are as follows:</p> <ul style="list-style-type: none"> New guideline 3 specifies that the school must be able to afford any gift Guidelines 6 and 7: Amounts for Christmas function and morning teas reflect discussion at last meeting Guideline 8: No specific amount mentioned for a koha payment Guideline 10: Long service recognition proposed to be a \$200 gift card for every five years, i.e., no increasing amount for longer periods of service. It is proposed that this be inclusive of leave periods so as not to suggest a disincentive/penalty for taking parental leave, etc. Guideline 13: Retirement/resignation acknowledgment is now structured in bands, i.e., up to 2 years, 3-5 years, 6-9 years, and 10+ years. <p>Discussion - <i>When will this be implemented? Once the policy has been approved it is in motion. There are approximately 3 staff reaching 5 years service in 2024. In upcoming years we are looking at 6-8 staff members reaching a 5 year band. How will this be given? Gift card. Word it as "regular employment" not "permanent employment" for 5 years service.</i></p> <p><i>The morning tea allocation will be a maximum of \$25 per head, and \$60 per head for the Christmas function.</i></p> <p><i>- Note to add it into future budgets (guideline 3) - we would be able to forecast how many are upcoming for that year. Philip to reword and circulate back to the Board. Up to senior management about which vouchers to use. Lin to create a document regarding anniversary dates.</i></p> <p>International Student Policy Proposed additions to guideline 2 spell out conditions under which tuition fees may be refunded. These additions arise from the school's self-review and attestation for international students conducted in 2023.</p> <p>Moved by P. Steer, seconded by L. Dixon - All in favour.</p> <p>Policy report moved by P. Steer, seconded by R. Hawkins - All in favour.</p>	<p>Policy report Recognition of Service International Student Policy</p>
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Curriculum <ul style="list-style-type: none"> Reece 	<ul style="list-style-type: none"> Staff Report 	Take as read <i>Moved by R. Hawkins, seconded by E. Westergaard - All in favour.</i>	Removed for child privacy. Attached report in school office.
Personnel <ul style="list-style-type: none"> Rachel 	<ul style="list-style-type: none"> NZSTA training/news 	Resolution to apply for grants	
Finance and Audit <ul style="list-style-type: none"> Ewan 	<ul style="list-style-type: none"> Monthly Accounts Sensitive Expenditures 	Take as read <ul style="list-style-type: none"> Painting quote approved last meeting Villi, Reece and Ewan have put together a draft capital project maintenance plan. Ewan will circulate these. <i>Moved by E. Westergaard, seconded by T. Foss - All in favour.</i>	Finance Report Governance Report
Property <ul style="list-style-type: none"> Villi 		Roofing Project - A meeting was held with Lin, Reece, Jos (Ministry of Education) and Shane (Proarch). Structurally, there needed to be more done in the design phase. This should be with us in the next 2 weeks. TKM Sliding Doors - We are looking at adding sliding stacker doors to TKM to be a more open flexible learning space. Potential resolution to come for this to go ahead. There is a \$30 thousand limit to what we can spend without Ministry approval. Two quotes will be circulated in the coming days. Lin to check with Shane from Proarch about if that wall will be ok regarding fire safety. <i>Moved by V. Tosi, seconded by R. Hawkins - All in favour.</i>	Property Report
Māori Engagement <ul style="list-style-type: none"> Villi 		Covered in Lin's report	
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 <i>Moved by T. Foss, seconded by L. Dixon - All in favour.</i>	First Aid Report
General Business	<ul style="list-style-type: none"> 	Nil	
Next Meeting:	10.09.2024		
Public-Excluded Business <ul style="list-style-type: none"> Lin 	<ul style="list-style-type: none"> Personnel matters Physical restraint 	<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>	

Meeting Closed: 7.07pm

- Karakia whakamutanga

[Karakia](#)