



# AGENDA / MINUTES OF THE HOKOWHITU SCHOOL BOARD MEETING

Held on Tuesday 9th of August at 5.30 pm

<b>Present:</b> Tim Foss, Reece Hawkins, Rachel Buckley, Carlee Hodge, Philip Steer, Rafea Naffa				
<b>Gallery:</b>				
<b>Apologies:</b> Helen Griffin (Gallery)		<b>Signed:</b>	<b>Chairperson</b>	<b>Date:</b>
<b>Agenda Item</b>	<b>Who</b>	<b>Minutes</b>	<b>Reports</b>	
<b>Welcome</b>	Tim	Welcome everyone. It is the last meeting for Carlee & Rafea. Thank you to them for their contributions to the Board and the School.		
<b>Apologies</b>	Rafea Naffa	For ½ an hour lateness		
<b>Minutes of previous meeting</b>		<i>Moved by R. Buckley Seconded by P. Steer. Carried</i>	<a href="#">June Minutes 2022</a>	
<b>Matters Arising (see action list)</b>		Received quote for playground matting. \$103 thousand. Also received an extra quote for the grassed area outside of TKP.	<a href="#">Action List (June)</a>	

<b>Correspondence</b>	Reece	<b>Inwards</b> <ul style="list-style-type: none"><li>- Hygiene Systems price increase.</li><li>- Hygiene report from Precise came back. Overall review of this report suggests that the areas in question just need a really good clean. No suggestion to do any structural type work. Decision made that the first clean will be done by a professional cleaner and then maintained by the caretaker.</li><li>- Equity Index number &amp; Isolation Index number - We have been given our equity and isolation index numbers which are believed to be replacing the decile and funding systems. Not much is known yet, further information is coming from the Ministry.</li><li>- PNCC - Discussion around the proposed shared pathway. The Board will consent to 2 of the 3 proposed paths. Suggestions on the third to not run down behind aPlus as too close to the building that damage could occur. Going to suggest going on a diagonal rather than straight across.</li><li>- Albert Street cycle plan - Late information added, will share this out to the Board in hard copy (Is a summary of proposed changes to the legislation). They are asking for public consultation on proposed changes. Project has been pushed back further. Reece to do their community consultation.</li></ul> <b>Outwards</b> <p>Take as read.</p> <p><b><i>Moved by R. Buckley Seconded by P. Steer. Carried</i></b></p>	<a href="#">Correspondence (August)</a> <a href="#">Suggested shared pathway</a> <a href="#">Cycle Plan for Albert Street</a>
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<p>Planning and Reporting</p>	<ul style="list-style-type: none"> <li>Acting Principal's Report</li> </ul>	<ul style="list-style-type: none"> <li>- Roll is 389.</li> <li>- J. Mullinger - <b><i>The Board passes the motion to fund .1 of J. Mullinger's existing position, due to loss of .1 of Orrs funding, until the end of Term 4. Board in favour.</i></b></li> <li>- New entrant class opening up early September.</li> <li>- P.D - Numerous webinars and courses completed throughout the staff since our last Board meeting (See Principal's Report for specific details).</li> <li>- Health and safety - A decaying tree was removed in the holidays. The slide was also removed due to a complaint to the PNCC about an injury that occurred out of school hours. Looking at different slide options for that space now. The Board will wait for prices and decide, however are committed to replacing the slide. Reece to get option quotes. Part of the Swimming pool fence blew down due to heavy weather, T &amp; C Maintenance were able to come in and fix that part of the fence for us that day. Tim to look into an insurance claim for this.</li> <li>- Property - The contractor has confirmed that they are on track for the SIP/LSC Project 5<sup>th</sup> of September start date. Property advisor applied for supplementary funding for the school, which was approved. Shane Lewer from Proarch has inspected the Archgola and signed it off after affected leak areas were remedied.</li> <li>- Assessment - Mid Year assessments have all been completed (See attached for data and commentary). Literacy, there is a slight dip in literacy for "at expectation" across the school. Numeracy, year 4 has done a great job in gaining more children being "at expectation". Some year 2 students are of concern, discussions with parents have taken place, strategies have been put in place to support these students. Māori student's data - Literacy, 89% of students are working AT expected level in literacy. In year 4 and 6 we have a child working well below. From a Board point of view are we doing enough? Do we have enough resources to support? Numeracy, as a whole Māori are achieving well as their peers or close to.</li> <li>- ERO report take as read.</li> <li>- Election - We did not need to go to an election with there being the same amount of nominations as spots to be filled. The same with the Staff Representative. Thank you to the outgoing Board members and your contributions to the school.</li> <li>- Year 4 sleepover proposal - approximate cost of \$35 a student (at this stage, TBC). The year 5 students who did not get to make camp due to Covid will get the opportunity to join the sleepover.</li> <li><b><i>The Board passes a resolution that they approve the sleepover proposal on those dates subject to a health and safety plan being put in place. All approve.</i></b></li> <li><b><i>Moved by T. Foss Seconded by R. Hawkins. Carried</i></b></li> </ul>	<p><a href="#">Acting Principal's Report</a>  <a href="#">Mid Year Data</a></p>
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<p><b>Strategic Discussion</b></p>	<ul style="list-style-type: none"> <li>• Reece</li> </ul>		<p><a href="#">Hokowhitu School Profile Report</a></p>
<p><b>Legislation / Policy</b></p>	<ul style="list-style-type: none"> <li>• Philip</li> </ul>	<p><b><u>Treaty of Waitangi</u></b> - Finalizing this policy from the previous Board meeting. Consultation was put to staff and the wider community. Proposed feedback that was given has helped with the amendment of guideline 1 and 5. Making it clear it isn't just about our school but about building relationships with the community and not that we have to do it but because we want to. <b><i>P. Steer moved that the amended Treaty of Waitangi policy stand Seconded by R. Naffa. Carried</i></b> Website changes have been done re policies. Both websites new and old have been updated.</p>	<p><a href="#">Policy Report</a> <a href="#">Treaty of Waitangi Policy</a></p>
<p><b>Curriculum</b></p>	<ul style="list-style-type: none"> <li>• Staff Report</li> </ul>	<ul style="list-style-type: none"> <li>- Celebration of learning nights took place. Was a good turnout.</li> <li>- Dance lessons for production have started.</li> <li>- Ricoh tournament is going ahead.</li> <li>- Winter sports are finishing up at the moment. Term 4 we have volleyball starting.</li> <li>- Started showing staff how to use the house of science kits.</li> </ul> <p><b><i>Moved by C. Hodge Seconded by R. Hawkins. Carried</i></b></p>	<p>This report is available on request at the school office.</p>
<p><b>Personnel</b></p>	<ul style="list-style-type: none"> <li>• NZSTA training/news</li> </ul>		
<p><b>Finance</b></p>	<ul style="list-style-type: none"> <li>• Tim</li> <li>• Monthly Accounts</li> <li>• Sensitive Expenditures</li> </ul>	<p>Following up from the Action list - clarification on what the debt monitor is. The debt monitor picks up codes from Xero. A big part of what's in that monitor is money that comes in from MOE but hasn't been spent yet. Over the past year we have accumulated over \$200 thousand here. This will gradually get spent when the Toilet, Learning support and storage upgrade gets started.</p>	<p><a href="#">Finance Report</a></p>

		<p>The capital purchases questioned last meeting are this year's I.T purchases. Banked staffing \$50 thousand in the red, effectively is money we owe to MOE. This is high due to covid sickness and relievers. We seem to be tracking similarly to last year.</p> <p>Budget - check why cleaning supplies are higher? As well as ground maintenance.</p> <p>Jen to change water rates code to water code not rates.</p> <p>Rough number about \$700 thousand are put towards commitments at the moment.</p> <p>PTA money is sorted re camp payment per child.</p> <p>Term deposits - Next board to do resolution for these term deposits and what we do with them next.</p> <p><b>Moved by T. Foss. Carried</b></p>	
<b>Property</b>	<ul style="list-style-type: none"> <li>• Reece</li> </ul>		
<b>Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>• See Principal's report</li> <li>• First Aid</li> </ul>	<ul style="list-style-type: none"> <li>- Leg burn from a thermos. Run under water for 15 minutes and monitored throughout the day, phoned parent to let them know.</li> <li>- Suspected concussion, child sent home.</li> </ul>	<a href="#">First Aid Report</a>
<b>General Business</b>		<ul style="list-style-type: none"> <li>- Sandpit - organise more sand for both.</li> <li>- Discussion around Board portfolios. Maybe add Health and Safety and Privacy portfolios. Question on if portfolios actually worked and if we keep them going forward.</li> <li>- Tim spoke with NZSTA about a possible conflict of Reece being Principal and the Staff Rep for the next meeting while he is in the acting principal role. For the next meeting Reece will only be in the acting principal role, not staff representative.</li> </ul>	
<b>Next Meeting:</b>		20 <sup>th</sup> September 2022	
<b>Business in committee</b>	<ul style="list-style-type: none"> <li>• Personnel Matters</li> </ul>		
<b>Meeting Closed: 6.45pm</b>			<b>Next Meeting: 20<sup>th</sup> September 2022</b>