



## AGENDA / MINUTES OF THE HOKOWHITU SCHOOL BOARD MEETING

Held on Tuesday 20th of September at 5.30 pm

<b>Present:</b> Tim Foss, Reece Hawkins, Rachel Buckley, Philip Steer, Villi Tosi, Ewan Westergaard				
<b>Gallery:</b> Helen Griffin				
<b>Apologies:</b> Rachel Buckley 1 hour		<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>	<b>Reece</b>	Welcome by Reece and introductions of the new Board.		
<b>Apologies</b>	<b>Reece</b>	Rachel for 1 hour lateness.		
<b>Appointment of Presiding Member</b>	<b>Reece</b>	Reece called for nominations for Presiding Member. <i>T. Foss nominates P. Steer to be presiding member. P. Steer accepts the nomination. No other nominations. P. Steer elected as presiding member.</i> Reece handed the Chairing of the meeting to the new Presiding member.		
<b>Appointment of Deputy Presiding Member</b>	<b>Philip</b>	<i>P. Steer now calls for a deputy presiding member. V. Tosi is nominated and accepts the nomination. No other nominations. V. Tosi Elected as deputy presiding member.</i>		
<b>Trustee Conflict of Interest</b>	<b>Philip</b>	Presiding member to request that any new conflict of interest to be declared Philip discussed how the conflict of registrar works. Note that 2 board members' spouses are employed by the school - See conflict register for details.		
<b>Trustee Code of Conduct</b>	<b>Philip</b>	Present and Discuss Code of Conduct Philip presented the code of conduct with the new board and discussed that it entails the following: Board obligations, roles the board holds, strategic direction, confidentiality, following correct policies, professional development and the board standing together as one.		
<b>Minutes of previous meeting</b>		<i>Moved by T. Foss seconded by R. Hawkins. Carried</i>	<a href="#">August Board Minutes</a>	
<b>Matters Arising (see action list)</b>		Discussion around how portfolios work and if we want to go ahead with keeping these this term.	<a href="#">Action List (August)</a>	

		<p>Tim explained the <b>finance</b> role and what goes into the finance report, and how we have an auditor and an accountant for yearly audit work.</p> <p>Philip explained the <b>policy</b> portfolio. That it takes reading, background work, keeping up with the calendar, and making sure we are living up to governance.</p> <p>The Finance and Policy portfolios are the heavy roles that need monthly work.</p> <p><b>Grants</b> portfolio - Rachel has held.</p> <p><b>Property</b> portfolio - a point person that is involved with architects, builders, seeing if a quote is reasonable etc.</p> <p><b>Maori engagement</b> - we want to make sure that we are using this voice.</p> <p><b>Community portfolio</b> - Will run community surveys etc</p> <p>Discussion around adding a compliance person/role in? Would be good to spread the load around.</p> <p>These will get laid out for the next meeting and then see where we want to go from there.</p> <p>Villi stated property and Maori affiliation would be his skillset so keen on those.</p> <p>Ewan stated finance and/or policy would be fine.</p> <p>Could look at splitting the finance between Tim and Ewan?</p> <p>Ewan has said about doing an audit and risk portfolio?</p> <p>Ability to co-opt if needed.</p>	
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<p><b>Correspondence</b></p>	<p>Reece</p>	<p>We just note correspondence, generally don't discuss it too much. Academy Apparel - is there any way to bulk buy through other schools? not something we have discussed before but a thought.</p> <p>Brand new school in Ruapehu drive. We had heard about it last year. 183 of our students come from that area so it would/could affect us. It will definitely affect our school zone because our zone goes up there. Proposed date of opening is 2026.</p> <p>Lots of implications on losing children, numbers changing. A new school on Ruapehu Drive will have a number of implications, especially around our roll. The biggest question the board has is -</p> <ul style="list-style-type: none"><li>• Will the Ministry review the school zones of all schools in this area?</li></ul> <p>The board's general view is we want clarity around zoning. Will this school have a zone at all? We are concerned it will affect our zone. If our school zone is affected we believe other schools in our area would also need to review their zones.</p> <p>Philip will draft a letter regarding this for Reece to follow up.</p> <p>(Rachel now here,her introduction)</p>	<p><a href="#">Correspondence (September)</a> <a href="#">New Primary School on Ruapehu Drive</a></p>
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<p><b>Planning and Reporting</b></p>	<ul style="list-style-type: none"> <li>Acting Principal's Report</li> </ul>	<p>-Roll is 391 today.          - Lots of International students enquiries at the moment. 1 coming in Term 4, 1 in the process.          -Stats on covid and masks and teacher sickness decrease          -P.D          -Visitors have come and loved our environment - See report          -Green fort (that had a slide, cut someone, decided to get rid of it). Reece got quotes that are attached. In talking with the quote people, they have said they won't do it with the existing green fort in place. Board needs to make a decision on what we need to do. Discussion around if we get rid of everything and build new or build onto the existing fort. Need to look at the following: Matting in that area? Is that the right spot to put a new fort in or is this a prime opportunity to look at developing a new area? Comment made that building anything like this on the flat is easier to do than on a hill where you would need engineers etc          (looking like we explore this option but maybe look at different locations and separate quotes)          Possible grant available for playground upgrade. Also a possible contact with a Wellington design company (wood playground design).          Old board had committed 100 thousand to doing the junior playground matting.          A potential big cost on doing the senior playground when that needs upgrading.          (get staff and student voice on seeing what we could do then get quotes on it).          - Sandpits in progress          - The fence down the back is being fixed          - SIPs and LSC money getting spent on project at the moment          - Production success, we need to sort how much has been paid as we may have under spent on quotes, which will affect grant money.          - The website is now live, we just need to update the board part. All info has been transferred over          - Welcome again to Ewan and Villi          - Thank you from Reece to the Board for the term as Acting Principal  <b>Moved by R. Hawkins seconded by T. Foss. Carried</b></p>	<p><a href="#">Acting Principal's Report Slide/Fort Quote</a></p>
<p><b>Strategic Discussion</b></p>	<ul style="list-style-type: none"> <li>Reece</li> </ul>	<p>Next meeting could be a discussion around the NELPS and Charter.</p>	

<p><b>Legislation / Policy</b></p>	<ul style="list-style-type: none"> <li>Philip</li> <li>Privacy Breaches</li> </ul>	<p>A look over the school index and calendar  Most policies are a 3 year review, some are a bit more regular.  The 3 year policies are ones that don't change too much, they just need updating or reviewing.  Philip discussed most of what policies are there and that they are kept on a drive and uploaded onto the website.  - No privacy breaches for this meeting.</p>	<p><a href="#">Hokowhitu School Policy Index and Calendar</a></p>
<p><b>Curriculum</b></p>	<ul style="list-style-type: none"> <li>Staff Report</li> </ul>	<p>Take as read.  <b>Moved by R. Hawkins seconded by V. Tosi. Carried</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/new s</li> </ul>	<p>No training yet as boards are just getting announced.</p>	
<p><b>Finance</b></p>	<ul style="list-style-type: none"> <li>Tim</li> <li>Monthly Accounts</li> <li>Sensitive Expenditures</li> </ul>	<p>-Xero generates the spotlight report.  -The bank balance creeps up and up so there is plenty of money to spend in the bank. Some figures we have airlocked for painting etc.  -We run funds for the PTA  -Banked staffing is when the Board staffs the school as needed but then if it doesn't match your roll you can go into the red or the black. So currently we are funding an extra teacher. That was done to keep class sizes smaller.  Board pays support staff, not teachers.  -we are reasonably amount in the red at the moment due to Covid sickness  -We are giving extra release days.  -Covid funding has come through.  <b>The rest of this report take as read.</b>  next meeting or meeting after will do budgets for 2023  PTA has abit in their funds at the moment.  Nothing to note on sensitive expenditures  <b>Moved by T. Foss seconded by R. Buckley. Carried</b></p>	<p><a href="#">Finance Report</a></p>
<p><b>Property</b></p>	<ul style="list-style-type: none"> <li>Reece</li> </ul>	<p>Query on where we are at with the playground matting?  Updating quotes. Looking over the Christmas holidays to have this work carried out. (Week 3 we want to decide where we are going with it. focus on just doing the matting then save the grants for the newer playground).</p>	
<p><b>Health &amp; Safety</b></p>	<ul style="list-style-type: none"> <li>See Principal's report</li> <li>First Aid</li> </ul>	<p>Take as read.</p>	<p><a href="#">First Aid Report</a></p>

<b>General Business</b>		<p>- Community pool use enquiries are starting, discussion on opening for the community.</p> <p>The board has spent a significant amount of money on keeping the pool usable.</p> <p>Looked over another lease that would be similar to ours which says there is no need for community use.</p> <p>It is heavy management on distribution of keys, if there was damage to the cover, no lifeguard in place for Health and Safety. The pool needs to be tested during weekends however no one is able to do this at the moment. aPlus uses it during the holiday weekdays so they upkeep it then.</p> <p>No decision was made, just discussion around this.</p>	
<b>Next Meeting:</b>	Week 3 november the 1st	week 8 29th november	
<b>Business in committee</b>	<ul style="list-style-type: none"> <li>● Personnel Matters</li> </ul>		
<b>Meeting Closed: 7.41pm</b>			<b>Next Meeting:</b> 1st of November 2022