



AGENDA/MINUTES OF THE HOKOWHITU SCHOOL BOARD MEETING

Held on Tuesday 2nd September 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: Natasha Thornton, Carlee Hodge

Apologies:		Signed:	Chairperson	Date:
Agenda Item/Portfolio	Specific items	Minutes		Reports
Welcome Philip	- Karakia timatanga - Whanaungatanga			Karakia
Apologies		Nil		
Conflicts of interest		Nil		
Minutes of previous meeting		Amendments made to the Policy section: <i>Recommendation to add the implementation of the cohort entry and adding the school Karakia moved with amendments by P. Steer & V. Tosi - All in favour.</i>		(July) Minutes

		Recommendation to review Preparing Attendance Management Plans (July 2025) yearly Policy Moved by P. Steer, seconded by R. Hawkins - All in favour. Enrolment, Entry and Attendance Policy moved by P. Steer & L.Dixon amended to: Enrolment, Entry and Attendance Policy with amendment for yearly review moved by P. Steer & L.Dixon Moved that the minutes are a true and accurate record of the previous meeting. Moved by P. Steer, seconded by L.Dixon - All in favour.	
Matters Arising (see action list)			(July) Action List
Resolutions passed by email		Nil	
Correspondence Lin		1) <u>Overnight Stay Proposed Plan</u> - TKM 23/24 October -Police vetting underway - Safety action plan to be complete - Decided to go to Ngā Manu, Waikanae, over Bushy Park in Wanganui - 1 to 5 ratio, Hilary Salter in charge, with assistance from Kathryn O’Conner & Clayton Evans. 2) <u>Hall Hire 6/7 September</u> - Approved	Correspondence

		- New Plymouth Brass band to hire the call 6/7 September 3) <u>Cornerstone Christian School request to increase their maximum roll</u> - No feedback required 4) <u>Coordination of Pre-Enrolment Dates for Enrolment Schemes</u> - Proposed MOE dates too late for 2025, Lin to inform them of Hokowhitu Schools current dates for 2025 - 2026 MOE to lead the way with dates, with plenty of notice. 5) <u>School pool set up</u> - Take as read 6) <u>Building Warrant of Fitness</u> - New WoF issues and displayed. <u>ADDITIONAL CORRESPONDENCE</u> 7) <u>Sam Sloan sabbatical</u> Sam has been awarded a sabbatical for 2026. He will take this in Term 2 2026. 8) <u>MoE staffing -maths yr 3-6</u> MoE to provide staffing for a 12 week math programme, to be taught in small groups. Maximum of .4 staffing provided, with the school required to match. Hokowhitu School to apply for .1 staffing as a starting point to run 2 programmes. <i>Correspondence moved by L. Dixon, seconded by R. Hawkins - All in favour.</i>	
Presiding Member ● Philip	● PM Report	- Board election voting closes at midday 10th Sep. Philip thanked the current Board members for their commitment to the board, in particular Tim & Rachel, who are not re-standing. Thank you to Reece for his staff representation on the board also.	September PM Report

		- Tim & Rachel to meet with Philip after the meeting to discuss the principal appointment. The board acknowledges Lin & Reece's position during this time and thanks them for their support. <i>Presiding Member report moved by P. Steer, seconded by V. Tosi, - All in favour.</i>	
Planning and Reporting • Lin	• Principals Report	<u>Ensuring all ākonga gain confidence and experience success in literacy and numeracy</u> - Take as read <u>Increasing ākonga and kaiako knowledge of and engagement with te ao Māori</u> - Take as read <u>Recognising, supporting, and celebrating the diversity of our ākonga</u> - Take as read <u>Enhancing ākonga wellbeing by encouraging participation in physical activity and performance arts</u> - Take as read <u>GENERAL</u> <u>ROLL/STAFFING/PERSONNEL</u> - Roll is 391 not 392 <u>REPORTING</u> - MoE requires we report to parents in writing twice a year, this year has been done early term 2 & term 4. This allows for any learning gaps to be addressed during term 4.	Principals Report to the Board - Sep 25

		<u>INTERVENTIONS</u> - Intervention letter clause added - attendance to be at a minimum of 80% to qualify for tier 3. If attendance is too low they will go into a group rather than 1 on 1. <i>Principal's Report moved by L. Dixon, seconded by R. Buckley - All in favour.</i>	
Policy • Philip		- Currently reviewing the finance reports - in progress. - Website policies to be updated/corrected, Marie & Hilary tasked with this.	
Curriculum Reece	• Staff Report	- Query about the TKM maths left & right improvements, how was this identified? The results indicated improvement was needed from the PAT testing. <i>Staff Report moved by R. Hawkins, seconded by E. Westergaard- All in favour.</i>	Staff Report available at the School office on request
Personnel • Rachel		Nil	
Finance and Audit • Ewan	• Financial Report • Available funds forecast • July Management	- One more roofing payment is due, approx \$50k. - Audit on asset register, nothing under \$1000 needs to be registered. Steve to confirm. - banked staffing, using surplus to offset the cost of the newest new entrant class. <i>Finance & Audit Reports moved by E. Westergaard & R. Buckley - All in favour.</i>	August Financial Report Available funds forecast July Management
Property • Villi	• Property Report	- Final defects walk around with Jos & Shane to be conducted. - Upcoming property projects happening in the school holidays - Admin area - New lighting and carpet - TKT - Toilet upgrade	Property Report

		- TKA - Sliding doors going in. - Liaising continuing regarding the fencing, currently a 2 phase model - phase one is the front of the school, phase two - fencing the school off from the park. Lin has met with the council to discuss. The fencing will be 1.8m pool fencing. The fences running around the neighbouring properties will be wooden, consultation with those owners to be conducted, there will be no cost to them. If they are not willing to allow the new wooden fencing, we have been advised the pool fencing could be constructed within the boundary of the school. Some uncertainty around whether they will still have access via gates into the school grounds. The fencing upgrades are due to a student who will be transitioning to the school in 2026. <i>Property Report moved by V. Tosi, seconded by L. Dixon - All in favour.</i>	
Māori Engagement Villi		Nil	
Risk and Compliance Tim	Sick Bay Report	- Health & Safety meeting to be scheduled. - The injury requiring future medical attention was a fractured arm. <i>Sick Bay Report moved by T.Foss, seconded by V. Tosi- All in favour.</i>	Sick Bay Report
General Business		Rachel has kindly offered to do a handover of funding grants and processes to the new elected Board member/s.	
Next Meeting:		October 21st at 5.30pm	
Public-Excluded Business Lin		<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.</i> <i>Moved by P. Steer, seconded L.Dixon - All in favour.</i>	

Meeting Closed:

- Karakia whakamutanga

[Karakia](#)