



AGENDA / MINUTES OF THE HOKOWHITU SCHOOL BOARD MEETING

Held on Thursday 24th of October 2023 at 5.30 pm

Torongia ki te tihi o te maunga
Striving to get to the top of the mountain

Step up - Manawanui | Try new things - Kia Kaha | Respect - Ngā Whakaute | Investigate - Whakataki
Value others - Atawhai | Enthusiasm for learning - Ngā Whakapuke

Present: Lin Dixon, Reece Hawkins, Philip Steer, Rachel Buckley, Tim Foss				
Gallery: Helen Griffin				
Apologies:		Signed:	Chairperson	Date:
Agenda Item/Portfolio	Specific items	Minutes		Reports
Welcome • Philip	<ul style="list-style-type: none"> • Karakia • Whanaungatanga 			Karakia
Apologies		Ewan Westergaard, Villi Tosi		
Conflicts of interest				
Minutes of previous meeting		Email resolutions - reminder to add the date (September minutes add the hall hire date - 29.08.2023). Moved by P. Steer, seconded by L. Dixon - All in favour.		September Minutes 2023
Matters Arising (see action list)				Action List (September)
Resolutions passed by email		17.10.2023 R. Hawkins moves that the Hokowhitu School Board is prepared to contribute the full cost of a new senior playground of \$248,956.82 inc GST (\$216,484.00 ext GST) seconded by L. Dixon - All in favour.		

<p>Correspondence</p> <ul style="list-style-type: none"> Lin 		<ul style="list-style-type: none"> - Hall hire request for an ongoing karate class on Tuesday nights. (because it is a staff member - they are ok if there are school functions on a Tuesday night that they can then relocate). Moved by L. Dixon, seconded by T. Foss - All in favour. - New school on Summerhill isn't going ahead at this point in time. - Job offers went out, both have accepted. - Waiting for the insurance quote to come back to us. - NZSTA - Discussion regarding retention money. Ewan to look into this and Tim will help with wording. Moved by L. Dixon, seconded by R. Hawkins - All in favour. 	<p>Correspondence (September/October) Construction Contracts (Retention Money) Amendment Act 2023</p>
<p>Planning and Reporting</p> <ul style="list-style-type: none"> Lin 	<ul style="list-style-type: none"> Principal's Report 	<ul style="list-style-type: none"> - Most take as read. - 1 more child than first stated in this report on the roll that starts tomorrow. - Insurance - Clarified with MOE and the hall is covered under MOE insurance scheme (so we should not be paying a separate fee), the caretaker's sheds and ancillary buildings are NOT covered (and we don't have them specified), and then there is the issue of the swimming pool and buildings. Discussion around this. Regarding the swimming pool, we may need to look at insuring it ourselves. Lin will circulate the quote once it comes through. We will need clarification. - P.D take as read - Property - awaiting MOE approval to then move ahead with paying the deposit to Playco for the new senior playground. - Attached links are not for discussion this evening - just some background reading. - Policy/Planning/Self Review - Senior leadership will sit down this week and draft out some goals for the strategic planning meeting. - Achievement and reporting - Teachers are preparing for Term 4 assessment and will subsequently commence report writing. - Centenary - covering updates on these meetings. - Swimming pool - Prior to covid times we used to sell keys, and have community volunteers to test/clean the pool each day when Steve was on holiday, and over weekends. Discussion and decision to follow about the 2023/2024 season. Due to Health 	<p>Principal's Report</p>

		<p>and Safety regulations and protocols, it is not deemed safe to have the pool open for community use for the 2023/2024 season. The staff will need to sign a safety pool agreement to have a key over this time.</p> <p>L. Dixon moves that we will not be selling pool keys to the community for the 2023/2024 season, seconded by T. Foss - All in favour.</p> <p>Principal's Report moved by L. Dixon, seconded by R. Buckley - All in favour.</p>	
<p>Strategic Discussion</p> <ul style="list-style-type: none"> Lin 	<ul style="list-style-type: none"> Strategic plans and implementation plans 	<p>We will meet for a strategic plan meeting next week 31.10.2023 at 4pm.</p> <p>We will be going through our sense of school values and where we want to be heading in the next 2 years. Are there things missed or needing more consideration? We will look through both Rongohia te Hou data and the 2023 Community consultation survey.</p>	<p>School planning and reporting: Te Whakangārahu Ngātahi Planning Together for Ākonga Success – Education in New Zealand.</p>
<p>Policy</p> <ul style="list-style-type: none"> Philip 	<ul style="list-style-type: none"> Policy Report Education Outside the Classroom (EOTC) Policy Sun Protection Policy 	<p>EOTC Policy -</p> <ul style="list-style-type: none"> Policy report covers key changes. Revised and expanded guideline 4. Guideline 4.a.i - The board would be happy to approve this as long as there is a safety action plan in place. Guideline 8 strengthening these guidelines. <p>Query and discussion on if 1 first aid person is enough on camps - at least 2, just in case something happened to the 1st first aid person - change 7c 1 people to 2 people.</p> <p>7b - slight change that we are happy with the police vetting process, no need to go through the board.</p> <p>Revised EOTC Policy moved by P. Steer, seconded by R. Hawkins - All in favour.</p> <p>Sun Protection Policy -</p> <ul style="list-style-type: none"> Sunblock - we encourage them to bring their own, we also do provide some if required. We will put a pump bottle in each kete. <p>Sun Protection Policy moved by P. Steer, seconded by T. Foss - All in favour.</p> <p>Other items to note - Emergency procedures - looking to make available through the school drive so they can be referred to</p>	<p>Policy Report EOTC Policy Sun Protection</p>

		<p>offsite by Board members if needed. Can also be added onto the peoplesafe app. Reece to do.</p> <p>P. Steer moves that the Policy Report be moved - All in favour.</p>	
<p>Curriculum</p> <ul style="list-style-type: none"> Reece 	<ul style="list-style-type: none"> Staff Report 	<p>Take as read - very busy end of term.</p> <p>Moved by R. Hawkins, seconded by E. Westergaard - All in favour.</p>	
<p>Personnel</p> <ul style="list-style-type: none"> Rachel 	<ul style="list-style-type: none"> NZSTA training/news 	<p>Two newly appointed teachers for 2024. We had a diverse mix of new grads and experienced teachers for interviews. EEO report to come.</p>	
<p>Finance and Audit</p> <ul style="list-style-type: none"> Ewan 	<ul style="list-style-type: none"> Monthly Accounts Sensitive Expenditures 	<p>The management report gives good feedback. PTA are doing well.</p> <p>Banked staffing is where we thought it would be.</p> <p>2024 budget process - we will aim to have a draft for week 8 meeting. Steven from Ed Services has indicated that he will give a template.</p>	<p>Governance Report (September)</p> <p>Available Funds Forecast</p>
<p>Property</p> <ul style="list-style-type: none"> Villi 		<p>Query about cyclical maintenance - should we be talking about cyclical maintenance?</p> <p>While we keep upgrading things it keeps updating.</p> <p>Eastern and Central Energy Trust now don't do grants for heat pumps (implications for both Ewan and Villi property and finance as it is part of the budget process).</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. - Look at a survey with the team about privacy? - something to think about. - Getting great attendance with health and safety meetings. <p>Moved by T. Foss, seconded by R. Buckley - All in favour.</p>	<p>Compliance Report October 2023</p> <p>First Aid Report</p>
<p>General Business</p>	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> - Hall hire - In 2021 (post Covid) we updated the long term hall hires and reviewed this to a minimum of 3 hour hire. A current 	

		<p>Thursday group pays \$45 for 3 hours. Our Wednesday group pays \$15 for 1.5 hours.</p> <p>We are aware they have been a long term arrangement, however, it is time to update this. We are happy to email now to plan for the 2024 year.</p> <p>- Uniform change - only 2 responses from the link in the newsletter for feedback. 1 said yes 100% support it, 1 wants siblings to be able to wear the current uniform.</p> <p>On current stocks, we could look at phasing in the new uniform in the middle of next year/2024. Possibility of buying the fabric. Will look at getting a ballpark figure on what it would cost to buy out the leftover material. We want to consider simplifying the transition. Lin's action list to ask the cost of buying out the material.</p>	
Next Meeting: 28 November 2023			
Business in committee <ul style="list-style-type: none"> ● Lin ● Tim 	<ul style="list-style-type: none"> ● Personnel matters ● Physical restraint 		
Meeting Closed: 6.51pm			Next Meeting: 28.11.2023