



# AGENDA / MINUTES OF THE HOKOWHITU SCHOOL BOARD MEETING

Held on Tuesday 9th of May 2023 at 5.30 pm

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

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

<b>Present:</b> Lin Dixon, Rachel Buckley, Tim Foss, Reece Hawkins, Philip Steer, Villi Tosi, Ewan Westergaard			
<b>Gallery:</b> Helen Griffin, Karl Schalkwijk			
<b>Apologies:</b>		<b>Signed:</b>	<b>Chairperson</b>
<b>Date:</b>			
<b>Agenda Item/Portfolio</b>	<b>Specific items</b>	<b>Minutes</b>	<b>Reports</b>
<b>Welcome</b> <ul style="list-style-type: none"> <li>Philip</li> </ul>	<ul style="list-style-type: none"> <li>Karakia</li> <li>Whanaungatanga</li> </ul>	Acknowledgement of the loss of a Whangārei Boys High school student today. Very sad news. Motion that the gallery have speaking rights throughout this meeting. <b>Moved by P. Steer - All in favour.</b>	<a href="#">Karakia</a>
<b>Apologies</b>		Nil	
<b>Minutes of previous meeting</b>		<b>Moved by R. Buckley, seconded by E. Westergaard - All in favour.</b>	<a href="#">March Minutes</a>
<b>Matters Arising (see action list)</b>			<a href="#">Action List (March)</a>
<b>Resolutions passed by email</b>		Nil	
<b>Correspondence</b> <ul style="list-style-type: none"> <li>Lin</li> </ul>		<b>Inwards</b> -We will cover Education Services in the Principal's report and Finance sections of the Agenda. -Stephen Lewis from MOE has confirmed the receipt of our Annual Plan and SoV. -An addition, A heartfelt thank you from Helen Griffin to the Board for allowing her leave to travel with her husband and see her family abroad. <b>Outwards</b> -Our final audit information has gone to Cotton Kelly Auditors.	<a href="#">Correspondence (April/May)</a> <a href="#">Education Services Rundown</a> <a href="#">Education Services Guide</a> <a href="#">IR Connection</a> <a href="#">Notice of Assessment</a>

<p><b>Planning and Reporting</b></p> <ul style="list-style-type: none"> <li>Lin</li> </ul>	<ul style="list-style-type: none"> <li>Principal's Report</li> </ul>	<p><b><i>Roll/Staffing/Personnel</i></b></p> <ul style="list-style-type: none"> <li>-The roll is steadily increasing since our last meeting, at this date it is 374.</li> <li>-The April ballot was held for Terms 3 and 4 2023.</li> <li>-We have begun to advise the families of the children who will be moving from Waka into Huia, and from Huia into TKP.</li> </ul> <p><b><i>P.D</i></b></p> <ul style="list-style-type: none"> <li>-Take as read</li> </ul> <p><b><i>Finance</i></b></p> <ul style="list-style-type: none"> <li>-Lin, Reece and Jen meet with Steven Whittaker from Education Services about the prospect of using their financial service. (See attached initial proposal and cost in correspondence). Discussion around the pros and cons of using this service. If we do sign up with them, it would be the right time of year to do it with the completion of the 2022 audit. They have a fixed fee until the end of 2024 and they would also input everything for the 2023 year that has passed. Steven indicated that they accumulate information throughout the year so when audit time comes it's not all in one hit but a smooth process. The audit fee would also be less as there would be less for the auditor to follow up. They have great references from other local schools. They also use Xero which would make for a smooth transition. It would be future proofing the Board. Consensus is to give them a go as long as no long term locked in agreement is needed.</li> </ul> <p><b><i>Achievement/Reporting</i></b></p> <p><b>MATHS</b></p> <p>Included in this report (as requested) is the overall (Y 3-6) PAT maths data that compares Māori and non-Māori results. You can see that the mean stanine for Māori students is lower than non Māori and that Māori students are slightly under-represented in the higher stanine bands too.</p> <p>The overall gender filter shows more boys represented in the higher stanine bands - it must be remembered we do have more boys than girls enrolled at our kura (42% female, 58% male - schoolwide).</p> <p><b>LITERACY</b></p> <p>The STAR (Supplementary Test of Achievement in Reading) was given to ākongā in Years 3 - 6. Shown are the stanine results overall for this group, along with filters applied to separate results by gender and Māori ethnicity. There is little discrepancy between male and female results. And while we have fewer Māori students represented in the lower stanine bands, we equally have fewer represented in the upper bands.</p> <p>While we have not shared subsequent data, we have also broken this down into each year group as it gives us a clearer picture of individuals requiring support.</p>	<p><a href="#">Principal's Report</a>  <a href="#">Achievement Data</a>  <a href="#">Attendance Data</a></p>
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Literacy STAR data -filters applied through there - little difference between genders, fewer Māori ākongā in the lower stanine bands.

TERM 1 DATA FOR STRUCTURED LITERACY YEAR 2  
 We have also included results of Term 1 data for structured literacy stages for Year 2 ākongā.

To make sense of these graphs you need to know that after 1 year at school, it is our expectation that ākongā are achieving between Stage 4+ and Stage 6, by the end of 2 years at school - our goal is between 7.2 - 7.4.

TERM 4 ATTENDANCE REPORT  
 MOE has just sent us the attached report. Our school attendance again compares favourably with other schools of similar socio-economic status, other schools in the region and all NZ schools. Our 'by gender' comparison is also favourable.

We continue to closely monitor and follow up with those whose attendance is of ongoing concern.

Lin to share in the newsletter that we are really proud of our students that we are consistently showing up, just an overall statement.

**General**

CONSULTATION RE NEW SCHOOL ON RUAPEHU DRIVE  
 - MOE has not met the timeline that was given at the meeting with them in March of this year. Lin has followed up with MOE and they have indicated that the timeline will be changing, however, not confirmed.

WHĀNAU SURVEY  
 - We are close to sending this out, just finalising but should be out this week.

CENTENARY  
 A first meeting has been held to start to draw together members to form a centenary committee. We have a strong team of people enthusiastic about getting underway with this event. Since this meeting, the Golf Club has been contacted to save the date for April (pending Board approval).

**L. Dixon moves that our Centenary celebrations are held on the 5th and 6th of April 2024, seconded by V. Tosi - All in favour.**

Comment on if the Golf club can hold enough people? Other schools have cancelled their dinners as not enough people are able to go. The only bigger venue discussed was the Racecourse, which is not preferred.

Centenary Budget? - Most of the cost will be on the individual person.

Suggestion that the Board provides the afternoon tea part of the celebrations here at school. Query on if the Board would pay for the staff to attend the dinner? Philip to check in with NZSTA to see if there are any parameters for us to follow. The cost to the Board will mainly be advertising and deposits for the band and venues etc.

		<p>Comment made that we don't want to make a loss on this event, we will need to make costings closer to the time. The next committee meeting will be talking about food courses etc. We also don't want to price it out of the market for people. An idea on if we do some kind of merchandise/gifts for this? There will be a photographer that people can order photos from. Suggestion on getting badges for the students to be able to sew onto their jerseys. Another school had these presented by the Mayor. The time capsule is not raised until the 125 school anniversary.</p> <p>REQUEST TO CONSIDER</p> <p>While we had set our board meeting calendar for the year, the Northern Cluster of Schools (of which we are members), has managed to secure a booking at the Regent Theatre on the 5th September. This means we can hold our Cluster Performing Arts Festival again. Obviously we would need to support the organisation of the event and supervision of our performing tamariki.</p> <p><b>Lin therefore asks for consideration for the Week 8 board meeting in Term 3 to be held on the 7th September - All in favour.</b></p> <p><b>Moved by L. Dixon, seconded by R. Buckley - All in favour.</b></p>	
<p><b>Strategic Discussion</b></p> <ul style="list-style-type: none"> <li>Lin</li> </ul>	<ul style="list-style-type: none"> <li>Strategic plans and implementation plans</li> </ul>	<p><b><i>Te Mātaiaho - Draft Curriculum Refresh</i></b></p> <p>BOARD REQUIREMENTS ATTACHED</p> <p>We are underway looking into the curriculum refresh. The timeline was stating this was meant to start at the beginning of next year but it is not looking like that timeframe now.</p> <p>The next ministry day is set for this November.</p> <p>The Board requirements have not changed, however, they are going away from the NEGS and NAGS, they are now known as NELPS. We have previously done work as a Board around this.</p> <p>There looks to be some changes around how Boards will do their planning and reporting. The basis of this for the students being - "Understand, Know and Do".</p> <p>We will also look into strengthening our Health policy so that it aligns with these requirements.</p>	<p><a href="#">Strategic Discussion</a></p>

**Policy**

- Philip

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***Behaviour management policy***

The substantive changes to this policy are motivated by the Ministry of Education’s introduction of new rules and guidelines on the minimising student distress and the use of physical restraint, which came into effect on 7 February and require us to update our policy accordingly by 7 May.

*Significant changes*

- Point 2 (“Individual Behaviour Plans”) clarifies the purpose of behaviour plans, and specifies that physical restraint requires written informed consent (2b) and that plans will be subject to review (2d).
- A new section, “Reducing Student Distress and Use of Physical Restraint” (points 3-9), are derived from the new rules and guidelines
  - (4) Embedding the criteria that allow the use of physical restraint
  - (6) Specifying that physical restraint can only be undertaken by authorised staff: all teaching staff are automatically authorised, provided they have undertaken online training; any learning support coaches must be individually authorised by the Board, and also undertake training
  - (7) Specifying the follow-up actions after any use of physical restraint, including reporting to parents/caregivers, the Ministry of Education, and the Board
  - (8) Clarifying the Board’s obligations for publishing certain information

*Minor changes*

- Introducing section headings
- Clarifying that staff who use physical restraint must also be supported (1d)
- Updating guideline document list

Comment - Does this Policy need to be called the ‘Behaviour Management Policy’? Some suggestions of new names that are more positive (e.g The Hokowhitu Positive Guidance Policy). We will review this policy bi annually so will look into a possible name change at the next review which is the start of 2024. Currently there are not enough people who provide the training around these new guidelines, we are however, in the queue for this to be done.

Add into the agenda, item in committee - physical restraint.

**With those changes P. Steer moves that the Behaviour management policy be moved, seconded by L. Dixon - All in favour.**

***Discretionary Leave Policy***

*Minor changes*

- Rearranging the current policy so its flows more logically, from eligibility, to application, to consideration
- Updating of collective agreements

The intent of these minor changes are to simplify this policy and to make it easier to interpret.

2 extra amendments noted - 3a change from Board of Trustees to School Board and Primary Principals’ (PPCBU) Collective Agreement - There is no U in this, it should be PPCB.

- [Policy Report](#)
- [Discretionary Leave Policy](#)
- [Behaviour Management Policy](#)

		<p><b>With those changes P. Steer moves that the Discretionary Leave Policy be moved - All in favour.</b></p> <p><b><i>Principal's Professional Growth Cycle</i></b></p> <p>The Principal's annual appraisal was replaced this year by the Professional Growth Cycle, following a similar change for teachers. Currently, NZSTA does not have policy advice on this, so suggesting the development of this policy wait for the time being.</p> <p><b>P. Steer moves that the Policy Report be moved - All in favour.</b></p>	
<p><b>Curriculum</b></p> <ul style="list-style-type: none"> <li>Reece</li> </ul>	<ul style="list-style-type: none"> <li>Staff Report</li> </ul>	<p>Take as read.</p> <p><b>Moved by R. Hawkins, seconded by T. Foss - All in favour.</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>Rachel</li> </ul>	<ul style="list-style-type: none"> <li>NZSTA training/news</li> </ul>	<p>Te Tiriti training - Vili is booked to attend, Reece to possibly go - will let Rachel know, otherwise Rachel will also attend.</p>	
<p><b>Finance and Audit</b></p> <ul style="list-style-type: none"> <li>Ewan</li> </ul>	<ul style="list-style-type: none"> <li>Monthly Accounts</li> <li>Sensitive Expenditures</li> </ul>	<p>Take as read.</p> <ul style="list-style-type: none"> <li>-General bits and pieces for the end of the audit</li> <li>-Please note extra money for the PTA which was late to be banked but should've been included in this report. \$793.60 for Juicie sales and \$1391.10 for Term 1 pizza day.</li> <li>-Centenary budget will be looked at again later after more details to come.</li> <li>-Education Services - <b>E. Westergaard moves to engage with Education Services, seconded by T. Foss - All in favour.</b></li> </ul> <p>Lin to disengage John Allot with sincere thanks for his accounting services to the school.</p> <p><b>E. Westergaard moves that the Finance Report be moved, seconded by V. Tosi - All in favour.</b></p>	<p><a href="#">Finance Report</a></p> <p><a href="#">Spotlight Report</a></p> <p><a href="#">Capital Purchases 2023</a></p> <p><a href="#">PTA Report</a></p>
<p><b>Property</b></p> <ul style="list-style-type: none"> <li>Villi</li> </ul>		<p>There is lots pending at the moment as in early stages of planning.</p> <ul style="list-style-type: none"> <li>-Lin has a meeting tomorrow with Tracy Mouat from MOE about the roofing project</li> <li>-Vili is meeting with planners and contractors for ideas around the senior playground upgrade. We should have designs, plans and quotes submitted soon. These will be submitted all at once rather than as they come in. Due to the age of the senior playground we will either need to remove and replace completely or keep the new parts separate to the old.</li> <li>-Some of the fencing around the turf is damaged - this is a Health and Safety issue, so Steve checks on this every day to make sure it is safe and not sticking out or further damaged. Manawatu Security Fencing Ltd has been contacted to come in and repair this damage.</li> <li>-Shade sails - We have had the quotes for repair, there was some damage to them in high winds. We had them taken down at that point. StraitLine Canvas,</li> </ul>	

		<p>who installed the shade sails will repair the damage, so when it is time for them to go back up they are ready. We need to make sure they are secured for insurance purposes in regards to theft. Vili to look into securing options. Query on if we have had any issues with injury with the poles? We don't want to risk this so will look into purchasing pads for the poles from Play and Learn</p> <p><b>V. Tosi moves that the Property Report be moved, seconded by R. Hawkins - All in favour.</b></p>	
<p><b>Māori Engagement</b></p> <ul style="list-style-type: none"> <li>Villi</li> </ul>		<p>Te Aō Māori evening combined with our Whānau hui is set for the 27th of June, our consultation will merge into that. Kapa Haka will be performing and there will be different activities for families to do in each kete.</p> <p><b>V. Tosi moves that the Māori Engagement Report be moved, seconded by R. Buckley - All in favour.</b></p>	
<p><b>Risk and Compliance</b></p> <ul style="list-style-type: none"> <li>Tim</li> </ul>	<ul style="list-style-type: none"> <li>Privacy</li> <li>Health and safety</li> <li>First Aid Report</li> </ul>	<p>-An email has gone out for those on staff interested in being a part of the Health and Safety committee, there are a few who have shown interest. This committee will meet quarterly.</p> <p>-Privacy - Sam Sloan (I.T person at school) has given Tim a list of up to 90 different platforms used in the school. Tim will now look through these, and will have some information put together for the next meeting.</p> <p>-PeopleSafe - This new recording App for Health and Safety is working well so far.</p>	<p><a href="#">First Aid Report</a></p>
<p><b>General Business</b></p>	<ul style="list-style-type: none"> <li>Community consultation</li> </ul>	<p>-Consultation survey - This is to go out this Friday and then ideally be up for a minimum of 2 weeks or a maximum of 3 weeks. We will have the results of this for our next Board meeting.</p> <p>-PTA - (draft) - Discussion around the draft of this memorandum of understanding. Some thoughts were that it was a bit cold and unwelcoming, the PTA are generally a group of parents who give up their time to come together to help put together fundraising ideas and events. General Board consensus is that this memorandum is a good starting point as there was nothing in place before. We want to be working in partnership with the PTA. Philip aims to be at the next PTA meeting to get thoughts and feedback. Some other notes around this e.g. 9. We are not concerned if they do or don't meet twice a term</p> <p>There does have to be some framework to this, it cannot be a free for all, it's just finding that balance.</p>	<p><a href="#">PTA Memorandum of Understanding (draft)</a></p>
<p><b>Next Meeting:</b></p>	<p>13th of June 2023</p>		
<p><b>Business in committee</b></p> <ul style="list-style-type: none"> <li>Lin</li> <li>Tim</li> </ul>	<ul style="list-style-type: none"> <li>Personnel matters</li> </ul>		

**Meeting Closed: 7.25pm**

**Next Meeting: 13th of  
June**