



# AGENDA / MINUTES OF THE HOKOWHITU SCHOOL BOARD MEETING

Held on Tuesday 14th of February 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 - Ngākau Whaate | Investigate - Whaataki  
Value others - Atawhai | Enthusiasm for learning - Ngākau Whakapuke

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| <b>Present:</b> Lin Dixon, Rachel Buckley, Tim Foss, Reece Hawkins, Philip Steer, Villi Tosi, Ewan Westergaard |   |   |   |              |
| <b>Gallery:</b> Helen Griffin  |   |   |   |              |
| <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><br>• Philip   | <ul style="list-style-type: none"> <li>• Karakia</li> <li>• Whanaungatanga</li> </ul> | Karakia and welcome   | <a href="#">Karakia</a>                   |              |
| <b>Call for Nominations</b><br>• Lin   |   | Lin calls for nominations for Presiding member<br><b><i>T. Foss nominates P. Steer as Presiding member, seconded by R. Buckley - All in favour.</i></b><br>Lin calls for nominations for Deputy Presiding member<br><b><i>T. Foss nominates V. Tosi as Deputy Presiding member, seconded by R. Buckley - All in favour.</i></b>                   |   |              |
| <b>Apologies</b>   |   |   |   |              |
| <b>Minutes of previous meeting</b>   |   | <b><i>Moved by P. Steer, Seconded by L. Dixon - All in favour.</i></b>  | <a href="#">December 2022 Minutes</a>     |              |
| <b>Matters Arising (see action list)</b>   |   |   | <a href="#">Action List (December)</a>    |              |
| <b>Correspondence</b><br>• Lin   |   | Extra Correspondance<br>1 - A quote from Stumpout Mega Mulch to get top up bark for the senior playground. We are looking at booking 30 cubic meters and starting early next week (20th of February).<br>2- Recognition of Gwenna for her contribution as PLC co-ordinator from the manager of ESOL, migrant refugee and International education. | <a href="#">Correspondence (February)</a> |              |

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| <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>Staffing</b><br/>Our roll is a little bit lower at the moment, lots of families have moved on from the area recently. It will potentially have an impact on next year's staffing rather than this years.</p> <p><b>Ballot</b><br/><i>L. Dixon moves that we hold the Terms 3 and 4 2023 ballot on April the 3rd 2023, Seconded by V. Tosi - All in favour.</i><br/>Also looking at the possibility of an extra ballot in Term 3 if there are still vacancies in some areas of the school.</p> <p><b>Personnel</b><br/>Whaea Bree White has started in a full time capacity, as well as our regular part time staff who have all had a great start to the year. Two new entrant children have started with us that have ORS funding due to their high needs.<br/>At the end of this year we will have two of our very high needs children move on to other schools, which will impact heavily on 2024 support staff funding.</p> <p><b>P.D</b><br/>Great first teacher only day, before school started for the year.</p> <p><b>Property</b><br/>An addition from Tracey Mouat, our local MOE property advisor. The information regarding the design and project management for the re-roof still looks conflicting, we will need to follow up with Shane about this. There was an error in the 10YPP regarding our clearlite.<br/>All of the new concrete art looks great, the playground matting should be finished soon.<br/>Our current LSC/SIP project should be finished by the end of term 1.</p> <p><b>Attendance data</b><br/>You can see that covid has affected attendance, looks very similar to other schools of same sizing etc.</p> <p><b>Pool</b><br/>Some teething problems with the pump, it's not doing what it should be doing.<br/>Lots of discussion with this company to get it sorted. We have told them we want it sorted before we pay for it. We don't want to sit on a unit that isn't working properly. They assure us they are going to sort it out.</p> <p><b>EOTC</b><br/>TKW didn't get their day at the beach, however, It was adapted so that the lifeguards came to school instead of buses going out to the beach. This was due to safety concerns with the cyclone coming through.</p> <p><b>Centenary</b><br/>We need to discuss how to proceed with planning this. Centenaries are normally held on a long weekend like Easter. The 75th school anniversary</p> | <p><a href="#">Principals Report</a><br/><a href="#">Term 4 attendance data</a></p> |
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|  |   | <p>was in October. A suggestion that we pay a contractor to do the planning. Centenary celebrations would usually be held over a full weekend. It is also a production year next year so that could be a good way to coincide events? Even if we go with a professional event planner, we will still need a committee. Lin to make inquiries with people who have gone through this before.</p> <p>We will need to allocate a budget as well. Rachel to come up with potential event planners.</p> <p><b>Moved by L. Dixon, Seconded by R. Hawkins - 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>The attached communication came from our local MOE senior education advisor - It outlines where we are and where things look strategically. He has advised us not to change anything in our 2022 charter for now. We do need to discuss how we might consult with our community to establish our new strategic plan? Our whānau hui is the first step. We are planning on a community consultation later this term. We will need some of the children's voices for this as well. In the past, focus groups have been formed. We can put this consultation together ourselves without any assistance from an outside company. We could look at tagging it onto a goal sharing evening to get feedback. The main question here is what are we consulting about? MOE is going to put resources out mid 2023 for this, we could start to think about it now though as we dont want to leave everything until term 4. It's in preparation for next year as it will go out term 1 2024.</p>  | <p><a href="#">Strategic Discussion</a></p>   |
| <p><b>Policy</b></p> <ul style="list-style-type: none"> <li>Philip</li> </ul>            | <ul style="list-style-type: none"> <li>Delegations Policy</li> <li>Child Protection Policy</li> </ul> | <p><b>Delegations Policy</b></p> <p>Finance and Audit. This title has been amended to reflect our new portfolio structure.</p> <p>Risk and Compliance. This is a new area of delegation, in response to the creation of this new portfolio and our discussions around what it might cover. Currently the Presiding Member is the Privacy Officer, however it is more appropriate to delegate this to Risk and Compliance in accordance with how the role is defined in the Privacy Policy.</p> <p>Discussion around the financial limits in this policy - below are the proposed changes</p> <p><b>4e</b> - Commitment of operating expenditure for any invoice in excess of <b>\$10,000</b>, except in cases of expenditure committed to address imminent risk to life, health, or safety as detailed in 12.c.</p> <p><b>4f</b> - Approval of any unbudgeted expenditure in excess of <b>\$5,000</b>, prior to committing the expenditure.</p> <p><b>4h</b> - Transfer of money between any Board transaction account and term deposit account in excess of <b>\$100,001</b> and for a period longer than 12 months.</p> | <p><a href="#">Policy Report</a></p> <p><a href="#">Delegations Policy</a></p> <p><a href="#">Child Protection Policy</a></p> |

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|  |  | <p><b>11f</b> - Approval of any orders for goods and services up to the value of <b>\$10,000</b>, provided such an order will not exceed the Board approved budget allocation for the expenditure item involved.</p> <p><b>11g update</b> - Transfer of money between any Board transaction account and term deposit account of amounts less than <b>\$100,001</b> and for periods less than 12 months.</p> <p><b>With those amendments P. Steer moves that the Delegation policy be moved, Seconded by E. Westergaard - All in favour.</b></p> <p><b>Child Policy</b><br/>Small amendments made to this policy for clarity. Moreso dates and titles.<br/><b>Moved by P. Steer, Seconded by R. Buckley - 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.<br/><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><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>Spotlight report - Take as read.<br/>PTA finance report - Take as read.<br/>Banked staffing - Take as read.<br/>Budgeted capital expenditure 2023 \$170,000<br/>a. Playground matting \$110,000 (approved via resolution)<br/>b. Classroom equipment \$20,000<br/>c. IT \$50,000<br/>d. Board Contribution to MOE project \$141,289<br/>3. Unbudgeted capital expenditure<br/>a. Shade Sails \$14,900 + GST<br/>4. Possible capital items for 2023/2024?<br/>a. Staff ablution block - committing to investigate options on this. It would make sense to be unisex. Lin to talk to Shane at Proarch about it. We would need to apply to MOE to use these funds.<br/>The Centenary budget will be in the 2024 budget.<br/>Also looking into updating the senior playground, we need to look into options and quotes for this. Rachel to look at grants for the playground and shade sails. Looking at the possible timeline of Summer 2024 for this.<br/>2023 budget - finalised.<br/><b>Moved by E. Westergaard, Seconded by T. Foss - All in favour.</b></p> | <p><a href="#">Finance Portfolio Report</a><br/><a href="#">Finance Report</a><br/><a href="#">Final 2023 Budget</a><br/><a href="#">PTA Report</a></p> |

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| <p><b>Property</b></p> <ul style="list-style-type: none"> <li>• Villi</li> </ul>          | <ul style="list-style-type: none"> <li>• Pool</li> </ul>  | <p>Pool Incident - An update on the chemical incident that happened at the pool. A Worksafe report was filed and Worksafe were satisfied with the outcome of that report. There will be a meeting to discuss pool protocols and a follow up meeting with all involved as well as our Safety Officer regarding these protocols and the probability of more training around pool chemicals.</p> <p>Reece to go through with Steve about safety around this. There needs to be a follow up meeting with Tim and Lin and Steve.</p> <p>Shade sails - The poles went up in mid January, the sails will be installed either this Friday or Monday.</p> <p>Playground matting - This is underway.</p> <p>Junior toilets - These are now completed.</p> <p>Property meeting was postponed, we are just waiting on things to happen i.e council inspections.</p> <p>Reece and Villi to put something together for senior playground costing and ideas.</p> <p><b><i>Moved by V. Tosi, Seconded by E. Westergaard - All in favour.</i></b></p> | <p><a href="#">Property Report</a></p>                        |
| <p><b>Māori Engagement</b></p> <ul style="list-style-type: none"> <li>• Villi</li> </ul>  |   | <p>Key staff have been contacted for a meeting regarding the whānau hui to put a format together. This will be held on the 7th of March.</p> <p>All of the suggestions from our last hui have since been introduced.</p> <p>Villi to report back on the whānau hui.</p> <p><b><i>Moved by V. Tosi, Seconded by L. Dixon - All in favour.</i></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 Breaches</li> <li>• Health and safety</li> </ul> | <p>To meet with Sam Sloan regarding the privacy matrix.</p> <p>To meet with Reece about Pool incident</p> <p><b><i>Moved by L. Dixon , Seconded by T. Foss - All in favour.</i></b></p>  |   |
| <p><b>General Business</b></p>  | <ul style="list-style-type: none"> <li>• Community consultation</li> </ul>                        | <p>Community consultation -</p> <p>These questions have been taken from one of our last surveys, simplified and made into what we are wanting to know.</p> <p>Do we have pressing issues? The plan is for this to go out this term and then collate into data.</p> <p>School mission and values - we need to state what that is/they are.</p> <p>ESOL families - we need to make sure it is as simple and clear as possible for accessibility.</p> <p>It will be good to know what area of the school the family is from.</p> <p>Communication - delete the paper newsletter as an option, we offer this if people prefer a paper version however do not want to go back to full school paper version.</p> <p>- Query about putting sports fee pricing as an option (hardship), this is tricky as it is not us that decide the pricing for this. Instead we could ask if they do not play sports because of money/hardship. What do we do with</p>   | <p><a href="#">Community consultation draft questions</a></p> |

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|   |  | <p>that once we get that information? Is it something that the Board would then fund?</p> <p>School hours - we brought in these changes for 2020 (COVID), then reviewed it again in 2021, we did get a lot of support for it then. It is a health &amp; Safety risk going back to people in hallways. Staff also noticed the children's independence has grown since this change.</p> <p>Unisex uniform - what culture do we want around the uniform? Is question 14 helpful or not required? different style? gender neutral? less formal style? We could look at just asking questions 12 and 14 and then ask for comments.</p> <p>Query - Is there something missing about learning? Are your child's learning expectations being met? comments? focus group type question? maybe something outside of maths, reading etc.</p> <p>Philip to work up a final draft of this. We want it live for 2 weeks. It would need to go out in week 8 of term 1. We will also need a privacy statement on this too. Philip to talk with Tim regarding this.</p> |                                 |
| <b>Next Meeting:</b>  | 21st of March  |  |                                 |
| <b>Business in committee</b> <ul style="list-style-type: none"> <li>● Lin</li> <li>● Tim</li> </ul> | <ul style="list-style-type: none"> <li>● Personnel matters</li> <li>● aPlus lease</li> </ul> |  |                                 |
| <b>Meeting Closed: 7.45</b>   |  |  | <b>Next Meeting: 21.03.2023</b> |