



# AGENDA OF THE HOKOWHITU SCHOOL BOARD MEETING

Tuesday 21st October 2025 at 5.30 pm

Our vision statement

Torongia ki te tihī 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

<b>Present:</b> Lin Dixon, Ewan Westergaard, Philip Steer, Villi Tosi, Hilary Salter, Natasha Thornton, Scott Sherer				
<b>Gallery:</b> Reece Hawkins, Carlee Hodge				
<b>Apologies:</b> Nil		<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> • Lin	<ul style="list-style-type: none"> <li>• Karakia timatanga</li> <li>• Whanaungatanga</li> </ul>	Introductions	<a href="#">Karakia</a>	
<b>Call for Nominations</b> • Lin		<p><b>Presiding Member</b> - Philip Steer was nominated &amp; elected as the Presiding Member. This process occurs when a new Board commences and at the 1st meeting of each year. <i>All in favour.</i></p> <p><b>Deputy Presiding Member</b> - Ewan Westergaard was nominated and elected as the Deputy Presiding Member. <i>All in favour.</i></p>		
<b>Apologies</b>		Nil		

<p><b>Board Induction</b></p> <ul style="list-style-type: none"> <li>Philip</li> </ul>	<ul style="list-style-type: none"> <li>Code of conduct</li> <li>Board portfolios</li> <li>Induction</li> </ul>	<p><b><u>Code of Conduct</u></b> Board Members read and signed the Code of Conduct.</p> <p><b><u>Portfolios</u></b></p> <p>Board Roles and Portfolios</p> <ul style="list-style-type: none"> <li>Finance &amp; Audit - Natasha &amp; Ewan</li> <li>Policy - Philip</li> <li>Property - Villi &amp; Ewan</li> <li>Risk &amp; Compliance - Scott</li> <li>Whānau Māori - Villi</li> <li>Personnel - Scott</li> <li>Grants - Natasha</li> </ul> <p>The Board has one female representative, discussion around diversifying the Board with more female representatives. Feedback was unanimous that the Board is well represented as it currently is and no future diversification is required. It was noted that the Staff Representative is also female.</p> <p><b><u>Induction</u></b></p> <p>Replaced the previously included Induction Presentation from 2020 to the updated 2025 Policy.</p> <p><b><i>Code of Conduct, and Board Portfolios and moved by P.Steer, seconded by V. Tosi - All in favour.</i></b></p>	<p><a href="#">Hokowhitu School Board Code of Conduct</a></p> <p><a href="#">Procedures for Board Roles and Portfolios</a></p> <p><a href="#">Board Induction</a></p>
<p><b>Conflicts of interest</b></p>	<ul style="list-style-type: none"> <li>Conflict of Interest Register</li> </ul>	<p>Nil</p> <p>Marie to update the Register</p>	<p><a href="#">Conflict of Interest Register</a></p>

<p><b>Minutes of previous meeting</b></p>		<p><i>Moved that the minutes are a true and accurate record of the previous meeting. Moved by L.Dixon, seconded E.Westergaar - All in favour.</i></p>	<p><a href="#">(Sept) Minutes</a></p>
<p><b>Matters Arising (see action list)</b></p>		<p>Previous Action List to be discarded as it pertained to the previous Board.</p>	<p><a href="#">(Sept) Action List</a></p>
<p><b>Resolutions passed by email</b></p>		<p><b><u>Temporary appointed of Presiding Member (9th Oct 2025)</u></b>  MOTION: That Philip Steer be appointed Presiding Member until the commencement of the Board's first meeting on Tuesday 21 October  Moved: <b>L. Dixon</b>  Seconded: <b>N. Thornton</b></p> <p><b><u>Motion for Thursday strike (20th Oct 2025)</u></b>  MOTION: Due to industrial action, Hokowhitu School is closed for instruction on Thursday 23 October 2025, however open for supervision  Moved: <b>L. Dixon</b>  Seconded: <b>P. Steer</b></p>	
<p><b>Correspondence</b></p> <ul style="list-style-type: none"> <li>Lin</li> </ul>		<p><b>Inwards</b></p> <p><b>1) <u>Applications and reports (DP position)</u></b></p> <p>Ongoing</p>	<p><a href="#">Correspondence</a></p>

**2)Project input information for AMS combined carpet, lighting, ILE and toilet upgrade**

**3)School overcode insurance renewal (including suggested Cyber Safe cover**

Ewan to review proposed renewal.

**4) EAP Contract is due for renewal.**

Renewal approved

**5) MOE Phonics Report**

Board to review

**6) Formal notification of strike action on 23 October 2025**

**7) Te Mahau - Specialist School**

Onsite at QEC - ORR's funded students, funded by the government for 50 students aged 5-21 years old. It is a day specialist school, students do not live there. Students have connections with other schools via satellite schools/classes. Proposed opening date of Term 2 2027. Te Mahua are seeking feedback from School Boards by Mid November. Philip to share the proposal with the Board to review.

**8) MOE Term 3 Attendance**

By 2030 the attendance expectation will be 80% of all students attending school for 90% of the time . Attendance has not been as good since Covid. Some students are sitting below 50%.

**Outwards**

		<ul style="list-style-type: none"> <li>- Closed/Open tender recommendation report</li> <li>- Staffing increase request</li> </ul> <p><i>Correspondence moved by L. Dixon, seconded by E. Westergaard - All in favour.</i></p>	
<p><b>Planning and Reporting</b></p> <ul style="list-style-type: none"> <li>• Lin</li> </ul>	<ul style="list-style-type: none"> <li>• Principals Report</li> </ul>	<p><b><u>Ensuring all ākonga gain confidence and experience success in literacy and numeracy</u></b></p> <p>Curriculum changes take effect immediately, with Maths being the biggest change in the data.</p> <p>Maori student achievement has dipped in some areas - Staff to keep working to not let them slip to the lower band.</p> <p>PATS tests - MOE advised to continue, an alternative will be available by Jan 26. Hokowhitu School is above national norms, no comparison yet to previous years for the new curriculum.</p> <p>Phonics report - small samplings at 20 &amp; 40 weeks.</p> <p>Celebration of Learning Evenings</p> <ul style="list-style-type: none"> <li>- Being flexible around the days especially sports considerations</li> <li>- Should promote if parents want face to face</li> <li>- Look at the the letter days eg A-O &amp; P-Z for next time</li> <li>- Make an offer to any parents that are below expectation (that haven't been seen already)</li> </ul> <p><b><u>Increasing ākonga and kaiako knowledge of and engagement with te ao Māori</u></b></p> <ul style="list-style-type: none"> <li>- Take as read</li> </ul> <p><b><u>Recognising, supporting, and celebrating the diversity of our ākonga</u></b></p>	<p><a href="#">Principals Report</a></p>

		<p>- Take as read</p> <p><b><u>Enhancing ākonga wellbeing by encouraging participation in physical activity and performance arts</u></b></p> <p>- Take as read</p> <p><b><u>General</u></b> <b><u>ROLL/STAFFING/PERSONNEL</u></b> Expected roll will be 402 at time of meeting. We are expecting another 3 students over the term, so our closing roll will potentially be 405. The Deputy Principal’s position has been advertised, applications have closed, the appointments team has shortlisted the candidates, and interviews are scheduled for the 29 October. Written referee reports have been received, and further oral reports may be made for clarification.</p> <p><b><u>Combined ballot date for 2026</u></b> - Take as read</p> <p><b><u>Attendance</u></b>  Week 1 T4 attendance was a pleasing 81% meeting our target for T4 - to have 80% of our ākonga attending 90% or more of the week.</p> <p><i>Principals Report moved by L. Dixon, seconded by E. Westergaard - All in favour.</i></p>	
<p><b>Policy</b></p> <ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Governance Policy</li> <li>• Delegations Policy</li> </ul>	<p><b><u>Governance Policy</u></b></p> <p>Board approves the Governance Policy to be rolled over with the inclusion of the Property portfolio to be added in section 11.g to be an allocated portfolio.</p> <p><b><u>Delegation</u></b></p> <p>This is paused while shared portfolios are reviewed.</p> <p><i>Report moved by P. Steer, seconded by N.Thornton - All in favour</i></p>	<p><a href="#">Governance Policy</a></p> <p><a href="#">Delegations Policy</a></p>

<p><b>Curriculum</b></p> <ul style="list-style-type: none"> <li>Hilary</li> </ul>	<ul style="list-style-type: none"> <li>Staff Report</li> </ul>	<p>Question regarding feedback on reports, not too much feedback noted. The process is explained to the families, any issues would come through to Lin.</p> <p>Question regarding how to attract &amp; retain good staff, it was noted there is not a high staff turnover and the teaching model offers support and stability through collaborating in pods. Hilary to add feedback on the culture of the staff in the next report.</p> <p><b>Staff Report moved by H.Salter, seconded by S.Sherer - All in favour.</b></p>	<p>Staff Report (available on request)</p>
<p><b>Personnel</b></p> <ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>EEO Report</li> </ul>		<p><a href="#">EEO Report on Appointment of Principal</a></p>
<p><b>Finance and Audit</b></p> <ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>Management</li> </ul>	<p>Available Funds Forecast Report Removed - Incorrect report provided from Education Services.</p> <p><b><u>Budget</u></b></p> <p>Budgeting for 2026 - draft budget to be submitted at the meeting in November, ratified in the new year based on numbers &amp; finance audit. Steve from Education Services with input from Lin, Reece &amp; Marie will build the draft budget, this will also include inflation etc.</p> <p><b><u>Signatories</u></b></p> <p><b>Banking</b> - Current signatories are Ewan, Lin, Philip and Carlee. Lin to be removed at the end of Term 4. Natasha to be added.</p> <p><b>Xero</b> - Natasha to be added.</p> <p>MOTION: To add Natasha Thornton as a signatory with ASB. Philip to revoke his application.  Moved: <b>E. Westergaard</b> Seconded: <b>L.Dixon - All in favour</b></p> <p><b><u>General</u></b></p> <p>Hokowhitu School is currently in a good financial position.</p>	<p><a href="#">Management Report</a></p>

		<b>Finance &amp; Audit Reports moved by E. Westergaard &amp; V.Tosi - All in favour.</b>	
<b>Property</b> <ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Property Report</li> </ul>	<p>Fencing - Lin to follow up on the status of the fencing.</p> <p>Sliding Doors - installed in TKA over the holiday period.</p> <p>Staff toilet - upgrades to be reviewed next year.</p> <p>Maintenance grant top up - funds used to repaint the swimming pool</p> <p>Fixed asset register onsite review has been completed by Education Services.</p>	
<b>Whānau Māori</b> <ul style="list-style-type: none"> <li>•</li> </ul>			
<b>Risk and Compliance</b> <ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Sick Bay Report</li> </ul>	Nothing of concern.	<a href="#">Sick bay report</a>
<b>General Business</b>	<ul style="list-style-type: none"> <li>• Overnight Camp Proposal</li> </ul>	<p><b><u>Year 4 Sleepover</u></b></p> <p>Year 4 Sleepover &amp; Nga Manu - Final SAPs have been put forward</p> <p><b><u>2026 Overnight Camp Proposal</u></b></p> <p>Year 5/6 Camp - Event Proposal - approved in principle</p> <ul style="list-style-type: none"> <li>- TKT - 9 March 2026 to 11 March 2026</li> <li>- TKA - 11 March 2026 to 13 March 2026</li> </ul> <p>Notifications to be sent to families to gauge interest, police vetting to be undertaken for parent helpers.</p> <p>Grant applications will be made to cover costs, Natasha to consult with previous Board Member Rachel Buckley regarding that process.</p> <p>Scott to review the proposal.</p> <p><b><u>Teaching Position</u></b></p>	<a href="#">2026 Overnight Camp Proposal</a>

		<p>Scale A Position advertised in the Gazette</p> <p><b><u>Alarm Monitoring</u></b></p> <p>Tim Foss removed as a contact. Villi to be added as a contact - Lin to organise a key and code.</p>	
<b>Next Meeting:</b>		Tuesday 25 November at 5.30	
<p><b>Public-Excluded Business</b></p> <ul style="list-style-type: none"> <li>Lin</li> </ul>	<ul style="list-style-type: none"> <li>Physical Restraint</li> <li>Leave requests</li> <li>MOE Request</li> </ul>	<p><b><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></b></p> <p><b><i>Moved: That Reece Hawkins be permitted to remain at this meeting after the public has been excluded, because of his knowledge of school operations in 2026. This knowledge will be of assistance in relation to the matters to be discussed and is relevant to the matter because he will become Principal in January 2026.</i></b></p> <p><b><i>Moved by P. Steer, seconded L.Dixon - All in favour.</i></b></p>	
<p><b>Meeting Closed: 8pm</b></p> <ul style="list-style-type: none"> <li>Karakia whakamutanga</li> </ul>			<p><a href="#">Karakia</a></p>