



AGENDA / MINUTES OF THE HOKOWHITU SCHOOL BOARD MEETING

Held on Tuesday 22nd of March at 5.30 pm (Via Zoom)

Present: Tim Foss, Lin Dixon, Rachel Buckley, Carlee Hodge, Philip Steer, Rafea Naffa				
Gallery: Reece Hawkins, Helen Griffin				
Apologies:		Signed:	Chairperson	Date:
Agenda Item	Who	Minutes	Reports	
Welcome	Tim	Welcome everyone		
Apologies	Rachel Buckley - for lateness			
Minutes of previous meeting		<p>Two sets of minutes - Board minutes from the 15th of February meeting comments - Planning and reporting needs a rephrase, take out the word 2 “challenging” children to something more appropriate. - Some inconsistencies in the motion. At the end of planning and reporting there were 2 motions. Only 1 motion required. - Legislation/Policy there are again 2 motions, the wording is not clear for first one, “<i>moved that the delegation’s policy be changed by...</i>” - Point about the oak tree in the playground report, make clear it is more about the branches overhanging in the playground not about the tree itself. With those changes move that 15th February minutes be a true and correct record. Moved by P. Steer Seconded by L. Dixon. Carried Camp minutes With no changes move that Camp minutes be a true and correct record Moved by L. Dixon Seconded by R. Naffa. Carried</p>	February Minutes 2022 Camp Meeting Minutes	
Matters Arising (see action list)			Action List (February)	
Correspondence	Lin	<p>Inwards and Outwards - Offer of learning coach position for Leanne Hughes. -Discussion about email re vaccination centre at Hokowhitu School. Suggestion that we consult our community. Lin’s thinking is anyone in support of vaccination would have had it done by now, there are some</p>	Correspondence (March)	

that it would frighten if they knew we were doing vaccinations on school premises. Carlee and Philip agree with Lin's premise. We would also need to consider the risk of anti-social behaviour or backlash if we did agree to it. Consensus is there are already safe places to get vaccinated in Palmerston North. Approximately 14 of our students at the moment are not attending due to the worry of contracting covid. Decision made by board to decline to be a vaccination site but will help circulate their information via newsletter etc.

- Balfours & First Security are both increasing pricing, to be in line with minimum wage increases.

- Neighbours fence

The boundary fence between the school and the neighbour's house has been broken by extreme weather. He has asked the school to pay half to get it fixed/replaced. Has had someone come and look at it. His insurance is willing to pay half. Quote is for \$3422.25 including gst (our cost). The fence is 1.8 metres high. Basically we have to have a fence.

Subject to receiving a formal quote the board are happy to go ahead with the quote.

- Received a letter from Minister Jan Tinetti, she is gathering information regarding the needs of our highest needs children. Taking this to the leadership meeting for discussion. Open to anyone on the board wanting to have input.

- Received consent from MOE for the board contribution for the LSC/SIP project, now it is back with MOE to approve the proposed plans.

- Outwards audit requirements with accountant John Allot.

Moved by L. Dixon seconded by T. Foss. Carried

<p>Planning and Reporting</p>	<ul style="list-style-type: none"> Principal's Report 	<p>- Roll slightly down for this time of year. Didn't need to hold a ballot, accepted all of them in. We will keep advertising that we can accept children (in the gaps) in future ballots. A class this year that started at 17 is now at 13, people are leaving/moving away.</p> <p>- P.D - Lots of postponements but still things are happening.</p> <p>- MOE have approved the following email train <i>"I propose a motion to the Board that we accept the Tender from Lee Building Maintenance 2011 Ltd for the LSC Office Extension and SIP Project at Hokowhitu School, subject to MOE approval for us to use accumulated funds and the procurement process finding the tender suitable. We had allowed \$200,000 plus GST as Board contribution in the budget that we have approved. Hokowhitu School Board Contribution required based on the tender information supplied is \$141,289.00 plus GST (Total Expected Cost \$506,533 Less MOE Funding \$365,244) Tim Foss has declared a conflict of interest"</i>. There will be quite a lot of work involved in this project.</p> <p>- Tricky trying to gather data at the moment, running close to 30% of children are absent at any one time (not the same children). Really hard trying to get assessments done. Working on this though as best we can.</p> <p>- Goal sharing is online this time, wanted to offer an alternative to face to face. Good uptake so far when it only went live yesterday. A couple of small technical glitches but sorted now. First time we've done it, so it will get refined as we go.</p> <p>- Swimming is finished now and the pool is closed. Deck chairs were used to get over the fence by a small number of community. By and large the pool has been great, a really successful summer.</p> <p>- EOTC - Over 40 people logged into the camp zoom meeting, so far only 1 parent has said their child is definitely not attending due to covid worries. Most people are happy to be going. Reece or Helen will go down for a day trip at least. Still around 25% of seniors are away so hard to know what it will be like closer to the time. The government is reviewing Covid protocols tomorrow which could change how we approach things in regards to camp.</p> <p>Most parents have committed by sending through permissions/forms and payment. Review of the review date, now is the 31st of March.</p> <p>Suggested improvements to camp SAP</p> <ol style="list-style-type: none"> 1. Include the procedures in place re covid actions 2. Look at adapting SAP format in the future. <p><i>Moved by L. Dixon Secoded by R. Buckley. Carried</i></p>	<p>Principals Report Camp Action Plan</p>
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<p>Strategic Discussion</p>	<ul style="list-style-type: none"> Lin 	<p>- Charter - Is normally due in to MOE on the 1st of March, however while Covid is forefront there is now no specific timeline. Auditors however are still requiring it.</p> <p>Analysis of variance 1 - comprehensive data regarding what was done with these groups. This was partially discussed in the December meeting. Early intervention has been more successful as anticipated and generally recommended.</p> <p>Last year each kete looked into working memory, lots of things that work alongside this. Teachers are using strategies and techniques to support executive functioning and working memory. This year Gwenna is focusing on a combination of executive functioning and structured literacy.</p> <p>Analysis of variance 2 - Well-being - Conflict and resolution, really interesting data and the improvements that have been made. Continuing on the focus of the Kahui Ako to help the children deal with wellbeing is really important.</p> <p>“Project Calm” initiative - This offers more support for children and families with anxiety. There are 8 weekly sessions. They choose if they want to participate. We act as the go between. Information will be put in the newsletter offering this to families. This initiative to be added into the charter document.</p> <p>Pleasing to hear that structured literacy is in the spotlight and we are doing it really well.</p> <p>Second target (mathematics) December data we had a spike in the year 3’s below expectation. We are able to have Jo Mullinger to support in this area as her high ORS students aren’t at school during covid times. PLD application for “just in time” maths, Reece in the process of applying for this. Two terms of P.D.</p> <p>Due to both our targets involving year 3 or year 4 students, there are a number of timetable challenges.</p> <p>- Main charter plan,updates have been done around the NELPS from the December meeting. Been told to primarily focus on the annual goals for now.</p> <p>Suggestions;</p> <ul style="list-style-type: none"> - Integrate Te Reo with the strive values. - Consistency need to update bot to board in the charter - Pg. 7 remove the = sign - Aiming for excellence we could add and class treaty’s and class management into our curriculum. <p>Agreed to add these suggestions to the document.</p>	<p>School Charter 2022-2024 Analysis of Variance Analysis of Variance #2</p>

		<i>L. Dixon moved the Charter 2022-2024 is approved Seconded by R. Naffa. Carried</i>	
Legislation / Policy	<ul style="list-style-type: none"> Philip 	<p>- 2-year review cycle for these policies</p> <p>1. Curriculum Delivery policy - Starting to integrate the Treaty of Waitangi policy into this policy. Need to make it visible. In addition to that, NELPS have been added in instead of NAGS.</p> <p>.2f (learning intentions) needs to be deleted</p> <p>.2c Maori students, do we need to add Pacifica into that as well? We need to make a separate line for Pacifica. Do we look more at the partnership of the Treaty of Waitangi, typically a child isn't just Maori it is about their whole culture.</p> <p>Add a .2d for Pacifica</p> <p>Language, Gwenna does a lot of work with ELLP and invites the children to bring this into the classroom. Children have been offered to do speeches in their first language in the past.</p> <p>Noted that the policy doesn't talk at any point about collaborating with parents. Is it in this policy or another policy? Is that something that needs adding in somewhere? Talks about lots of other related stuff. Does it fit in this policy?</p> <p>Philip to investigate. Holding this policy until the next meeting to review it then.</p> <p>2. Behaviour Management policy similar just more stream lined now. Remove random bullets.</p> <p>1.b Add that the class treaties are co-constructed and aligned with the STRIVE values.</p> <p><i>P. Steer moved that the Behaviour management policy be approved with the changes in this report Seconded by L. Dixon. Carried</i></p>	<p>Policy Report</p> <p>Behavior Management Policy</p> <p>Curriculum Delivery Policy</p>
Curriculum	<ul style="list-style-type: none"> Staff Report 	<p>Take as read</p> <p>- Year 5 and 6 did the Interschool triathlon and did well. Great it went ahead.</p> <p>- Swimming carnivals/sports done. Photos in newsletter and on seesaw. Great for those at home to watch.</p> <p>- Years 1-3 duathlon did seesaw video for parents/guardians.</p> <p>- Trying to keep everything pretty normal for the students while Covid is hitting.</p> <p>- Tim and Harold from Life Education arrived today for next 2 weeks.</p> <p><i>Moved by C. Hodge seconded by T. Foss. Carried</i></p>	<p>This report is available on request at the school office.</p>
Personnel	<ul style="list-style-type: none"> NZSTA training/news 		
Finance	<ul style="list-style-type: none"> Tim 	Take as read	Finance Report

	<ul style="list-style-type: none"> Monthly Accounts 	<ul style="list-style-type: none"> - Grant came in for camp, thanks to Rachel for organising that. - Lin and Tim to fill out questionnaire for the Auditor. - Purchased new computers - Board code of conduct sent out, get that signed off before next meeting (NZSTA version) - Incorporate the Treaty of Waitangi back in to the code of conduct. - MOE are meant to be working on a universal code of conduct statement so just tweak the generic one for now. Slot into policy review calendar every 3 years. Query on first aid costs – covid and allergy child costs are under first aid. Stationery codes to be checked as nearly at budget already. <p>Moved by T. Foss Seconded. Carried</p>	
Property	<ul style="list-style-type: none"> Lin 	See Principals report.	
Health & Safety	<ul style="list-style-type: none"> See Principal's report First Aid 	Fire drill completed and successful. No major incidents. Still checking items from the playground audit.	
General Business		<p>Need to plan for upcoming board election</p> <ul style="list-style-type: none"> - Approach Susan Janssen to invite her to again be our returning officer. L. Dixon to action this. - Board pass a resolution (if Susan is willing) and to hold the election on the 7th of September 2022 - Tim done NZSTA course – They commented that we shouldn't have the general business part of the agenda, however we are happy to keep in place, at this point in time. Also from that meeting, do we need a Treaty of Waitangi point or place in the agenda? Could we have partnership and collaboration? - Can we do a report on how Maori are succeeding as Maori? Maybe every once and while not every meeting? Something to ponder? - Swimming pool - General debrief on how has it gone over the summer with it not being open to the public. A good discussion for later in the year. 	
Next Meetings:	Tuesday 17 th May 2022	Hopefully face to face	
Business in committee	<ul style="list-style-type: none"> Personnel Matters 		
Meeting Closed: 7PM			Next Meeting: 17th May 2022