



# AGENDA / MINUTES OF THE HOKOWHITU SCHOOL BOARD MEETING

Held on Tuesday 1st of November 2022 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

<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> ● Philip	<ul style="list-style-type: none"> <li>● Karakia</li> <li>● Whanaungatanga</li> </ul>	Karakia and welcome	<a href="#">Karakia</a>	
<b>Apologies</b>				
<b>Minutes of previous meeting</b>		<i>Moved by P. Steer seconded by L. Dixon. Carried</i>	<a href="#">September Minutes</a>	
<b>Matters Arising (see action list)</b>		<p>Staff &amp; Student voice on new slide/playground option - The senior children were surveyed and 88% said they would like the senior playground updated. They would like to see a flying fox, trampolines, zip line, swings, obstacle course etc</p> <p>Favourite playgrounds around town are the Esplanade and Memorial park.</p> <p>Quote for stainless steel slide approx 30 thousand. The playground company wouldn't put anything on the existing structure.</p> <p>The decision is to focus on the senior playground. Look at getting 2 or 3 designs and then put them out to the community.</p> <p>Would also need to get MOE approval once decided.</p>	<a href="#">Action List (September)</a>	

<p><b>Correspondence</b></p> <ul style="list-style-type: none"> <li>Lin</li> </ul>		<p>Take most as read.</p> <p>NZEI - 5 Goals of collective agreement handed out for the board to look at.</p> <p>Uniform contract - Academy apparel wants us to renew on a 3 year contract, our hesitation is around the timeframe they are suggesting. The Board is open to renewing but with a shorter time frame. We will look at doing a community consultation to see if the preference is 1 uniform for both boys and girls. Possibility of looking at a more gender neutral uniform?</p> <p>There are different options if they say no to the 2 year contract. Suggested that we come to a decision about this by the next Board meeting.</p> <p>Inwards and outwards - Two new permanent and one new fixed term staff.</p> <p><b>Additional to outwards correspondence</b></p> <ul style="list-style-type: none"> <li>- We have offered Sam Sloan the kete leader position in our school and he has accepted.</li> <li>- Epic music academy - They are wanting to do “parent paid for lessons” in school time. The previous board went away from doing this, the reason being it was too disruptive for everyone involved, children could get behind and miss out on school time.</li> <li>- Philip has sent an email to Darryl Leath from the Ministry about the new school up Aokautere. He responded with no new information, just that a consultation will be held and the new school will be zoned.</li> <li>- An insurance claim has been lodged for the stolen skill saw and dolphin. The claim was approved and we have ordered new ones.</li> </ul> <p><b><i>Moved by L. Dixon seconded by R. Buckley. Carried</i></b></p>	<p><a href="#">Correspondence (November)</a></p>
<p><b>Board Induction</b></p> <ul style="list-style-type: none"> <li>Philip</li> </ul>	<ul style="list-style-type: none"> <li>Overview of key areas of responsibility</li> </ul>	<p>Discussion around key areas of the board.</p>	<p><a href="#">Board Induction</a></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>Principal's Report</li> </ul>	<ul style="list-style-type: none"> <li>- Roll is currently 402</li> <li>- Provisional staffing has come through</li> <li>- Lins sabbatical was fantastic, report will be shared once finalised</li> <li>- Personnel information - see report</li> <li>- Advising that staff are in the process of professional growth cycles</li> <li>- Helen is working with Learning coaches at the moment also doing professional growth cycles</li> <li>- P.D take as read</li> <li>- Year 5 &amp; 6 students are doing "Navigating the journey" (cyber safety &amp; sexuality)</li> <li><b>Addition to finance and property -</b></li> <li>- Discussion on the MOE scheme for 2023. <b><i>L. Dixon moves that the Hokowhitu school Board enters the MOE scheme for 2023. R. Buckley seconded - All in favour.</i></b></li> <li>- Building is underway and on track for 2023 completion</li> <li>- Discussion on a project manager for the re-roofing project. Proarch is happy to continue however MOE advises against having the project manager and the designer as the same person/company. We can however apply to have them to do both. Lin's recommendation is to go through this process for Shane to be both.</li> <li>- Burglary - Swimming pool was broken into over the long weekend. Police have been and done a report. MOE insurance scheme for contents was great, approval within the hour.</li> <li>- Discussion around board funding towards staffing, is the board willing to continue to fund this? The board approved.</li> <li>- Assessments are underway</li> <li>- Covid 19 - Discussion around this - We are going through a small wave at the moment. Do we need to pull out our hybrid model again? (if we don't have enough staff) we are also reluctant to scare people. The school community needs to know quite soon about the situation - A midweek notice to go home tomorrow advising people.</li> <li>- 2023 Term dates - we have a preference as a staff to start a little bit later. Easter break comes in the school holidays, same with Matariki the following holidays. In term 2 Kahui Ako have asked that we put aside a day. <b><i>Moved by L. Dixon seconded by T. Foss - All in favour.</i></b></li> <li>- Swimming pool - Discussion around if it will be open for the community this summer. <b><i>P. Steer moves that the board chose option 1 which is the pool is closed to the public but open to aPlus during the holidays, 4 votes in favour 3 against.</i></b> The pool will be closed for the community.</li> <li>- International students - our pricing has been the same for many years. Are we happy to maintain this pricing as our fees? <b><i>Yes all in favour to keep this pricing going forward.</i></b></li> </ul>	<p><a href="#">Principal's Report</a></p>
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<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>Take as read.</p>	<p><a href="#">Improving school Planning and Reporting</a></p>
<p><b>Policy</b></p> <ul style="list-style-type: none"> <li>Philip</li> </ul>	<ul style="list-style-type: none"> <li>Communication Policy</li> </ul>	<p><b>Communication Policy -</b> Suggested changes (see report) - happy for this to be finalised at the next meeting as this will need discussion and thought. .8 (Suggest a new guideline about standards of communication, and about the tricky area of the social media presence of those associated with the school. From the Board's perspective, it seems that there is a potential gap in our policies regarding situations where the expression of personal views might cause reputational harm. At the same time, there are clearly vital principles of freedom of expression - and of the separation of public and private life - that we cannot and should not be seen to intrude upon). Comments - 6c to say 2 working days instead of 48 hours. - 5d add in that the presiding member can speak if it is regarding the principal. - We will run this policy through staff to make sure that it sits well with them before drafting. - 3 Do we need to stipulate what we won't deal with? Lin will look over this one to see if it is needed.</p>	<p><a href="#">Policy Report</a> <a href="#">Communication Policy</a> <a href="#">Revised changes to Communication Policy</a></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. The Board approves to fund the staff lunch for the end of year.</p>	<p><a href="#">Staff Report</a></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>There were numerous applicants for the positions available. These were filled as 2 permanent and 1 fixed term positions. - Paid union meetings - there are 4 different meetings available for staff to go to and staff have opted to cover each other instead of us as a school closing - Vili and Ewan are doing training in December.</p>	<p><a href="#">Equal Employment Report</a></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 the Spotlight and PTA reports <b>2023 budget</b> - Pg 7( in blue) teacher salary has been increased, taking into account teacher release day etc. - Learning resources - will get staff feedback on this. - Query on cost of living and if there is discretion on helping out where we need to. We no longer charge for trips as this comes out of the MOE scheme funds.</p>	<p>Finance Report - available on request from the office</p>

		<p>- We have applied for in class support for 1 hour a week. This year, 7 applications sent in for ICS have all been declined. We may find that we go over budget for that, we are not going to leave these children unsupported.</p> <p>Ewan to include in the budget that the board covers THE ICS</p> <p>- Banked staffing in the red (expected with covid relief cover)</p> <p><b>Moved by E. Westergaard seconded by V. Tosi. Carried</b></p>	
<p><b>Property</b></p> <ul style="list-style-type: none"> <li>• Villi</li> </ul>	<ul style="list-style-type: none"> <li>• Pool ownership</li> </ul>	<p>We have asked the property person (Tracey) for the council agreement, and will push for that.</p> <p>This arrangement is between MOE and the PNCC - not with us.</p> <p>- We will need clarification on this before spending money on upgrading TKT.</p> <p>- Update on the projects - There has been one site meeting with 2 reps from Lee Builders and Shane from Proarch. Lin to send the minutes of that meeting to the board. Villi will be present at the next site meeting.</p> <p>- Discussion around the new role for Villi, more support with Lin and staff around Maori contacts. Awesome, we are starting board meetings now with a karakia.</p> <p>2 things to note -</p> <p>Marae visits, suggested that one of the board members to come along on that trip. All agreed it was a great idea.</p> <p>Whanau hui - Villi is happy to assist with this. We could look at doing this yearly.</p> <p>Will have a staff consultation around what could be improved. Could also look at having a hangi instead of the school bbq at the start of the year. We could look at aligning the hangi with Rangitane, Then it is more of a story rather than just food.</p> <p><b>PTA meeting</b> - They are getting organised for the Christmas carnival. They are also looking at quotes for playground markings etc. EOTC week next year - The venue just needs finalizing and then will look at grants. Also beach education in 2023 where every kete will spend a day at the beach learning beach safety.</p> <p>Swimming lessons - We have done sessions like this before, Lin to think and ask staff if this is something we want to go ahead with.</p>	<p><a href="#">Pool ownership</a></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>A focus on Health &amp; Safety and Privacy to start with</p> <p>Will look at training for the staff</p>	<p><a href="#">First Aid Report</a></p>

<b>General Business</b>		Sunsmart - hats are worn Term 4 & Term 1 - do we need to look at shading? yes quite keen to do this, can do it while doing the playground. Villi to investigate potential options.	
<b>Next Meeting:</b>	6th of December		
<b>Business in committee</b> • Lin	• Personnel Matters		
<b>Meeting Closed: 8.20</b>			<b>Next Meeting: 6 December</b>