



## MINUTES OF THE HOKOWHITU SCHOOL BOARD OF TRUSTEES MEETING

Held at Hokowhitu School on Wednesday 2<sup>nd</sup> December 2015 at 5.30pm.

Present Lin Dixon, Tim Foss, Brett Calkin (Chair) Erin Wheeler, Juls Honoré, Philip Steer,  
Alison Arrow, Daniela Hurinui

### Apologies

Gallery Sam Bradnock, Gaylene Thompson

### Minutes of Previous Meeting – 28<sup>th</sup> October 2015

**Resolved that** the minutes be taken as a true and accurate record of the meeting.

T Foss/A Arrow

### Matters Arising

### Action List

- Erin Reading Eggs and Mathletics – the price has been reduced to \$21 each. This will be funded by the Board and placed in the budget – ½ to reading and ½ to maths.
- Philip Pool work on heating to be placed on hold until next year.
- Juls We have applied for a grant to fund the camp buses for next year.  
The production grant to be done next year.

### Correspondence *Attached*

#### Extra correspondence:

Inwards ~ Screenrights regarding the Copyright Licence  
Resignations have been received from Scott Larsen and Erin Wheeler  
Health and Safety Act  
Education Act – the Minister has asked schools to consult and have submissions in, in a very short time frame. Some of the issues of concern are:  
Board of Trustees ‘managing schools’  
The school day flexibility  
School age entry  
Planning and reporting  
The possibility of Board’s managing more than one school.  
There is no review of CRE, National Standards or Charter Schools.  
Lin will put a submission in regarding the Act.

**Moved that** the correspondence be accepted.

L Dixon/B Calkin’

## **Principal's Report** *Attached*

The STA have advised that there is no requirement to hold a bi-election for the vacancy of staff representative. We will wait until the 2016 BOT election and in the interim Sam Bradnock will take over this role.

**Moved That** we have no bi-election for the staff representative and will wait until 2016.

B Calkin/L Dixon

**Moved That** Susan Janssen be appointed as Returning Officer for the 2016 election

B Calkin/L Dixon

## **Data**

Overall summation:

Basically a good year however not comfortable with the year one reading.

Confident that reading practice has improved.

Pacifica/Maori success rate is pleasing.

## **aPlus recarpeting**

aPlus have requested new carpet in their rooms. We will await quotes from there and proceed once these have been received.

## **Swimming**

Kevin has offered swimming lessons for 2016 which we will take up.

Lin and Gaylene thanked the Board for their teamwork and support over the year.

**Moved That** the Principal's report be accepted

L Dixon/B Calkin

## **Community** *Attached*

### **Shade Sails:**

Two options were offered and discussed.

Philip will check the spill of water design and make contact before finally committing.

**Moved that** the Community report be accepted

P Steer/B Calkin

## **Personnel** *~ attached*

## **Staff Report** *~ attached*

## **Health and Safety**

A meeting is to be held on December 7<sup>th</sup> regarding the Vulnerable Children's Act.

## **Finance Report** *~ attached*

The accounts reconciled up to the end of November are attached.

Tim has updated the budget for 2016 and we are looking reasonably comfortable.

**Moved that** the 2016 budget as presented be approved

T Foss/B Calkin

## **Property** ~ *attached*

The laserlight covering over the deck outside rooms 8,9 and 10 is looking very dirty. Contact Jaes/Clearview to see how best to clean this

## **Pool maintenance**

The maintenance of the pool as a whole is to have a proactive, professional approach. Daniela will follow up someone to do an audit of the pool.

## **Health and Safety**

With the new Health and Safety Act coming into force next year the Board of Trustees will have more accountability.

We need to look at our Hazards Register and perhaps form a Health and Safety Committee with representatives from the Board, staff and students.

Juls will check our indemnity insurance.

A letter was received from a parent regarding the number of children not wearing their sunhats on athletics day.

In future we will ask parents to cover their child with sunscreen to mitigate this problem (it is difficult for children to fully participate while wearing hats).

## **Policy and Planning.**

## **General Business**

An enrolment zone meeting run by the Ministry will be held on Wednesday 9<sup>th</sup> December. Brett has already talked to the Ministry representative and they have indicated that they want a general feel of how enrolment zones are working. The meeting is from 5.00pm – 6.30pm.

## **Fire Alarm**

We have had several callouts but the Fire Service have waived our invoices. However we still need to address the problem of insects getting into the sensors and setting them off as they are very sensitive.

## **Driveway**

Once again the driveway is becoming a problem in the morning with pedestrians using the drive rather than the footpath despite cones being in place.

## **CRE**

A survey was sent out to parents via survey monkey and in a hard copy

Generally the participation rate in the survey was low showing an increase in polarisation and a significant increase in neutrality.

After robust discussion it was:

**Moved That** we continue with the status quo and offer CRE at Hokowhitu School for 2016  
P Calkin/P Steer

Following a vote the motion was defeated.

We will write to the organisers of CRE advising them of this and publish it in the first 2016 newsletter and on the website.

## **Bus Grant**

**Moved That** we ratify the application made (and confirmed by e-mail) to the Infinity Foundation for a grant to cover the cost of buses to Makahika camp in 2016.  
B Calkin/A Arrow

Lin has been approached by a parent to have a 1-1 teacher aide for their child in the classroom and also taking groups in the class. Not appropriate but it would be acceptable if the teacher aide worked with the child in a side room.

PTA

The PTA would like to contribute \$3000 towards the Pirate Ship.

The planter box is under action.

Perhaps look at putting a 'flying saucer' under the treehouse for children to play on.

The Under 11 grade C touch team won their grade.

The Board of Trustees are happy to cover the cost of lunch for the staff on the last day.

**Moved that** the Board go into committee to discuss personnel

T Foss/L Dixon

**Moved that** Board go out of committee:

T Foss/L Dixon

**Next Meetings:                      Wednesday 17<sup>th</sup> February, 16<sup>th</sup> March, 13<sup>th</sup> April 2016**

**Closure: 8.15pm**

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Signed..... Chairperson                      Date.....

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