



MINUTES OF THE HOKOWHITU SCHOOL BOARD OF TRUSTEES MEETING

Held at Hokowhitu School on Wednesday 16th March 2016 at 5.30pm.

- Present** Lin Dixon, Tim Foss, Brett Calkin (Chair) Sam Bradnock, Juls Honoré, Philip Steer, Alison Arrow
- Apologies** Daniela Hurinui
- Gallery** Helen Griffin

Minutes of Previous Meeting – 17 February 2016

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

T Foss/L Dixon

Matters Arising

Nil

Action List

- Lin New carpet in TKT completed
- Brett Will be talking to the Council next week about the intersection of College, Albert and Churchill Avenue.
- Daniela School frontage – has been in contact with Outerlife – a work in progress
- Juls We are covered with indemnity insurance under our Ministry Scheme.
It has also come to light that we need Contract Insurance for the new build. To action.
Keep an eye on aPlus rental.
- Sam Pirate ship staining – has been in contact with paint company. Sam will organise paint, brushes and will organise man power possibly through the newsletter.

Correspondence *Attached*

Parkland School have written asking for a reduction in their zone. The letter was discussed and Lin will write a letter of reply stating it will not affect us.

St Alban's parishioners have offered help to the school – maybe to help with resource making?

Extra correspondence:

PN Group Mowing Scheme. We have been a member of this scheme for many years. However with the new Health & Safety rules due to come into effect on April 4th it was decided at the last meeting of the scheme to disband it. The schools involved will remain in a collective group for the purposes of negotiating a group rate with a contractor.

Moved that the correspondence be accepted.

L Dixon/B Calkin

Principal's Report *Attached*

The ballot and ad process will get underway as soon as possible.
5ya – we will need to talk to Proarch about our 5 ya plan.

People Safe – this is a system that ‘covers’ the new law coming into effect on April 4th. The Ministry are still looking at options.

The pool is now closed – look at beautifying in future years.

Moved That the Principal's report be accepted

L Dixon/B Calkin

Community *Nil*

Personnel

To be discussed ‘in committee’.

Staff Report *~ attached*

The recent camps at Makahika were very successful.

With regard to the sporting side – t-ballers and netballers need uniforms as numbers have increased. Philip may apply for a grant to help with the cost.

Moved That the Staff Rep report be accepted

S Bradnock/A Arrow

Health and Safety

Nil

Finance Report *~ attached*

Moved that we make journal entries in MYOB to cover the following:

From the PTA account: \$3,000 towards the Pirate Ship
 \$3,000 camp
 \$1600 to class accounts to cover the cost of games

T Foss/ P Steer

School Banking – Tim will follow up

Moved That the Finance report be accepted

T Foss/B Calkin

Property ~ attached

Moved That the Property report be accepted

B Calkin/A Arrow

Health and Safety

Policy and Planning.

Principals Appraisal:

There was discussion on the existing policy which is due for review. Alison will do a draft to bring back to the next meeting.

Complaints and Concerns policy

Will add to the policy that ‘procedures are available on the school website’

Moved That the above policy be ratified and reviewed in 2 years time.

A Arrow/B Calkin

Alison will also look at a Sunsafe Policy.

Moved that the Policy and Planning report be accepted

A/Arrow/B Calkin

General Business

Lin will contact Academy Apparel with regard to the ‘new’ uniform shirt that has recently been appearing.

Board of Trustee Election:

Susan Janssen has been appointed as the Returning Office and the election is June 3rd. Funding and remuneration to be checked. There are 5 positions available on the Board and 1 staff representative.

Need to promote elections and encourage people to put their name forward. An ad to go on newsletter and website.

Moved that the Board go into committee to discuss personnel

B Calkin/D Hurinui

Moved that Board go out of committee:

B Calkin/D Hurinui

Next Meetings: Wednesday 13th April 2016

Closure: 7.37pm

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