



MINUTES OF THE HOKOWHITU SCHOOL BOARD OF TRUSTEES MEETING

Held at Hokowhitu School on Wednesday 13th April 2016 at 5.30pm.

Present Lin Dixon, Tim Foss, Brett Calkin (Chair) Sam Bradnock, Juls Honoré, Philip Steer (late) Alison Arrow, Daniela Hurinui

Apologies Nil

Gallery Helen Griffin

Minutes of Previous Meeting – 16th March 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 Has written to Parkland School

Brett Has talked to the Council about the intersection of College, Albert and Churchill Avenue. Will look at things further down the track.

Daniela School frontage – has been in contact with Outerlife – report in Property.

Alison Appraisal policy to be covered later in meeting

Philip The sports uniform has been done and BOT election information on the website

Juls Contract Insurance for the new build. To be followed up.

Sam Pirate ship staining – will be done next term.

Pamphlets regarding the BOT election have gone out and also information on website.

Correspondence *Attached*

The Ministry of Education has asked about the current enrolment scheme. Brett will complete the feedback letter, sign and we will return to them

Extra correspondence:

Outerlife proposal
BOT election planner
Canvasland – receipt from Council for consent
ESOL funding advise from MOE

Moved that the correspondence be accepted.

B Calkin/L Dixon

Principal's Report *Attached*

Data – cohort data attached. There is a significant shift to the right in the bell curve. Boys writing is improving.

Health and Safety: 'People Safe' – there is a cost of \$50 per month. The Board agreed to sign up. A fire drill was held overseen by Wormald. A debrief followed and overall we performed well although it was commented that we needed to remind children not to run. A fire drill should be held each term so that new children are familiar with the process.

The school production will be held soon:

Moved that we apply for a grant from the Lion Foundation to cover the cost of hiring the Regent Theatre for the production.

B Calkin/L Dixon

The Mowing Scheme is in the process of disbanding. The status quo will remain for Term 2 and a new contractor appointed in Term 3. There are quite a few things to consider such as assets (money in the bank, tractor etc) as well as outgoing costs.

Lin has met with the COL team and discussed achievement challenges. On 17th May there will be a meeting for Board of Trustee members regarding COL to be held at Whakaronga School at 6.00pm.

Lin has completed teacher attestation reports against the teacher registration criteria.

Moved That the Principal's report be accepted

L Dixon/B Calkin

Community

A sausage sizzle was held today.

At present there is no Chair for the PTA. Kym Anson has indicated she will help and Tabitha Prisk is prepared to take on the role of Secretary.

The consent application for the shade structure has been lodged with the Council.

A grant will be completed for netball uniforms and a 2nd quote obtained for t ball uniforms.

Moved That a request be made to the Mainland Foundation for \$2500 to help cover the cost of new sports uniforms.

P Steer/B Calkin

Personnel

To be discussed 'in committee'.

Staff Report ~ *attached*

Sam suggested that a gate be installed out by the driveway to stop vehicles driving in. After general discussion it was decided that we look at options available and perhaps also consider judder bars.

Moved That the Staff Rep report be accepted

B Calkin/A Arrow

Health and Safety

Have a walk around next term to identify any hazards and appoint a committee to work through the process.

Finance Report ~ *attached*

Tim has had a talk to the auditor. One of the things mentioned was perhaps having the PTA as a separate entity and therefore having their own bank account. After discussion it was decided that this was not a good idea at this stage.

A BOT member is to sign Visa statements as they come to hand.

The ASB school banking is a work in progress.

School bank account details are to be put on the website.

Moved That the Finance report be accepted

T Foss/B Calkin

Property ~ *attached*

Outerlife have been into the school to look at revamping the school frontage. The cost of drawing up plans /concepts will be approximately \$2800 and the final cost to have everything is approximately \$25000.

The Board will look at getting more quotes.

Moved That the Property report be accepted

B Calkin/A Arrow

Policy and Planning.

Gift Policy:

There was discussion on the existing policy which is due for review. Following a few amendments it was

Moved that the updated Gift policy be ratified.

A Arrow/B Calkin

Principal's Appraisal

The policy was discussed with the suggested changes.

Moved That the above policy be ratified

A Arrow/D Hurunui

Moved that the Policy and Planning report be accepted

B Calkin/A Arrow

General Business

Moved that the Board go into committee to discuss personnel

B Calkin/T Foss

Moved that Board go out of committee:

B Calkin/T Foss

Next Meetings: Wednesday 18th May 2016, Wednesday 22 June 2016

Closure: 7.20pm

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