



MINUTES OF THE HOKOWHITU SCHOOL BOARD OF TRUSTEES MEETING

Held at Hokowhitu School on Wednesday 10th August 2016 at 5.30pm.

Present Tim Foss, Brett Calkin (Chair), Lin Dixon, Juls Honoré, Philip Steer, Alison Arrow, Carlee Hodge (Staff Rep)

Gallery: Helen Griffin

Apologies Sam Bradnock

The team from Te Kete Waka Huia (Treasure box) – Rooms 1-4 gave a presentation of their play-based learning concept which is having great results both socially and academically.

Following the presentation the Board asked the Kete how they could best help this worthwhile scheme move forward. Ideas included:

- a modern learning environment (covered outside) with a boundary to the playground
- storage
- wet areas with hot water
- kids kitchen (including a freezer)

Minutes of Previous Meeting –22nd June 2016

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

B Calkin/A Arrow

Matters Arising

In General Business the wording should read that the STA process with regard to a casual vacancy will be followed.

Tuesday 30th August – Board of Trustees morning tea.

Action List

Philip & Tim Will investigate the feasibility of school banking with the PTA and school

Juls Check that Programmed service have paid their account.

Sam Gutter guard have been installed and Lin has asked them to do half of the front block where the leaves are most prolific.

Lin The Room 4 corridor is to be looked at

Sam/Reece To prepare a hazard report for each meeting

Correspondence *Attached*

- Plus
- NZSTA – information on presidential and BOT elections (national body)
 - A letter from Maurice Foot (AHI Carriers) regarding a building WOF on mechanical ventilation – these will be checked on Thursday.
 - A prospectus from PNINS for 2017
 - A letter from the Ministry advising that Cove Kinloch will be providing emergency response for buildings from now on.

Outward Fixed term positions have been offered for Term 4 to Lynne Handcock and Gaylene Thompson.

Moved that the correspondence be accepted.

L Dixon/B Calkin

Principal's Report *Attached*

Lin attached her sabbatical report which will be discussed at the next meeting.

The ballot for terms 1 and 2 of next year will be held on 21st September.

Sue Lynch to be employed in Term 4 for 12 hours/week to take groups.

Need to look at getting the 5ya and 10yr plan as soon as possible – look at possible providers of updating this plan.

Data – *attached*. Good progress is being made

Lin updated the Board on the Community of Learning.

The casual vacancy for the Board is still in process.

For the purpose of the 2016 production we will not consider that going to the Regent is EOTC but we will have a Safety Action plan in place.

A student was stood down today for 2 days. The Ministry of Education is involved in the process.

Moved That the Principal's report be accepted

L Dixon/B Calkin
Carried

Community

The policy on healthy food – feedback was received from staff and PTA. Staff would like treats to be included and the PTA would like to offer things such as milo and marshmallows on a treat basis. Alison will redo the draft.

Community Consultation: This survey will go out early in Term 4. Philip will meet with Lin to do a revised draft.

Philip would like to learn more about the funding of special needs students (including behavioural, physical and learning) and how the Board can best support staff.

Also need to look further to see how can best spend our money.

Frontage: Brett will ring Daniela tomorrow about the plans from Outerlife and the 2nd quote.

Personnel

To be discussed 'in committee'.

Staff Report ~ *attached*

Moved That the Staff Rep report be accepted

C Hodge/B Calkin

Finance Report ~ *attached*

Timesheets – Tim will e-mail the spreadsheet to the Board so that hours can be kept.

Banked Staffing: - report attached

Moved That the Finance report be accepted

T Foss/B Calkin

Property

As before

Health and Safety

A new fire alarm sounder has been installed.
The sickbay report from the beginning of the year attached.
Sam will get a staff accident form from People Safe.

Policy and Planning.

Property Policy

Roof and gutter maintenance to be added into the policy.

Moved That the Property policy be ratified once the changes have been made

A Arrow/B Calkin

International student policy

No changes required.

Moved That the International Student policy be ratified for the next two years.

A Arrow/L Dixon

General Business

N/A

Moved that the Board go into committee to discuss personnel

L Dixon/T Foss

Moved that Board go out of committee:

L Dixon/T Foss

Next Meeting: Wednesday 7th September 2016 5.30pm in the staffroom

Closure: 8.40pm

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