



## MINUTES OF THE HOKOWHITU SCHOOL BOARD OF TRUSTEES MEETING

Held at Hokowhitu School on Wednesday 7<sup>th</sup> September 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, Sam Bradnock, Mike Campbell, Andrew Hill

**Apologies** None

### Minutes of Previous Meeting – 10<sup>th</sup> August 2016

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

A Arrow /L Dixon

### Matters Arising

Change Te Kete Whaka Huia to read all as one word - Te Kete Whakahuia

### Action List

Lin Has contacted MOE Wanganui regarding our 5ya

Brett Still to get hold of Daniela regarding quotes for the frontage

Tim School banking has been discussed with the ASB and will get underway as soon as possible.  
A spreadsheet has been e-mailed to the Board for hours worked each month

Juls Has contacted Programmed Maintenance and they have paid for their share of the fire alarm callout

Sam Verbally prepared a hazard report

### Correspondence *Attached*

Plus

- Email from Liz Kane regarding PD
- MOE staffing for 2017 has been received and we are down .8 of a teacher.
- Crestclean will come and give a quote for cleaning
- An e-mail received from PGGC Wrightson regarding a fundraiser. At this stage there are not enough farming families to take them up on this fundraiser.
- Vulnerable children's act guide
- Matting booklet

Outward Wormald advised that the work to remedy the firewall has been completed.

**Moved that** the inwards correspondence be accepted.  
**Moved that** the outwards correspondence be approved

L Dixon/B Calkin  
L Dixon/B Calkin

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

The roll is 371.

10 year Property Plan – the feeling at the moment is to stay with Proarch as they are familiar with our work and building history and we have a good relationship with them

### **2017 Reading Support Programme**

There was a robust discussion on reading recovery vs code based reading support for 2017. The Board of Trustees gave their full support for a change.

**Moved That** we discontinue Reading Recovery for primary intervention in 2017 and we will use a structure of language approach instead.

L Dixon/A Arrow

### **Community of Learning**

The Board approved an application from one of our staff to apply for a 6 month sabbatical with the Royal Society of NZ to complete a Science Leadership Programme.

### **Learning Support**

Lin outlined through her report and verbally, how funding is received for children with learning and behavioural needs.

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

L Dixon/B Calkin  
Carried

### **Community**

A PTA meeting was held yesterday.

### **Recycling:**

The school is able to get bins at a cost of \$137 year (added on to the rates bill) to encourage recycling. (We already have paper recycling so this will cover glass, tins, plastic etc.) To go ahead with this.

### **Community Survey**

Phillip presented the community survey in draft form. This was discussed and after a few amendments will go out to the community on Thursday.

### **Personnel**

To be discussed 'in committee'.

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

### **Year 3 sleepover:**

The year 3 teachers would like to hold a sleepover in TKM on Thursday 20<sup>th</sup> October. The children to come at 6.30pm on Thursday and then breakfast on Friday at school.

**Moved That** the Board approve the concept.

L Dixon/A Arrow

**Moved That** the Staff Rep report be accepted

Carried  
C Hodge/B Calkin

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

Finances are looking good at this stage

A journal to be done for production dance classes that the PTA will subsidise.

The Westpac account to be closed.

**Moved That** the Finance report be accepted

T Foss/B Calkin

### **Property**

As before. Ideally the toilet upgrade should be completed over the Christmas holidays.

### **Health and Safety**

The sickbay report for the previous month attached.

### **Policy and Planning.**

#### Sun Protection Policy

**Moved That** with amendments the policy be ratified, with a one year review.

A Arrow/L Dixon

#### Healthy Eating policy

**Moved That** with amendments the policy be ratified with a one year review.

A Arrow/B Calkin

#### Classroom Release Policy

**Moved that** we ratify the CRT policy after amendments have been made A Arrow/B Calkin

### **General Business**

2017 staff positions – 3 scale A positions have been advertised. Applications close on 21<sup>st</sup> September, a shortlist on 22<sup>nd</sup> September and interviews on 4<sup>th</sup> October. Brett will be on the panel.

#### Bikes in Schools Projects

A Charity called “Bike On’ has funds available for schools to apply to, to put bike tracks in schools with a skill learning area. The money goes to the council and the school applies for a grant. The cost for us to put a track in is approximately \$80-\$90,000.

We could apply and get approximately \$50,000 from the council/charity.

If successful we could also get around 20 bikes, a container and helmets.

A step forward would be for the Board to have a look at schools who already have the track in place (including Terrace End) and for the planner to come and have a look at our school to give us an idea of what it would look like and the approximate cost.

#### Long Term Plan

The Long term for ICT procurement will be looked at, at the next meeting.

Christmas Carnival

To be held on Tuesday 13<sup>th</sup> December.

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

B Calkin/A Arrow

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

B Calkin/A Arrow

**Next Meetings:**

**Tuesday 18<sup>th</sup> October, Wednesday 16<sup>th</sup> November,  
Wednesday 14<sup>th</sup> December**

**Closure: 8.00pm**

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

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