



MINUTES OF THE HOKOWHITU SCHOOL BOARD OF TRUSTEES MEETING

Held at Hokowhitu School on Tuesday 18th October 2016 at 5.30pm.

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

Gallery: Sam Bradnock, Mike Campbell

Apologies Helen Griffin, Andrew Hill

Minutes of Previous Meeting – 7th September 2016

Lin made amendment to reflect the correct spelling of ‘Te Kete Wakahuia’.

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

A Arrow /T Foss
Carried

Matters Arising

Action List

Brett Spoke to Daniela regarding quotes for the frontage.
To contact Total Landscaping for a quote to compare with Out of Life

Options for swimming pool heating with the same Auckland company currently working with PNGHS

Lin/Sam ICT plan for replacement of IT equipment

Tim Draft 2017 budget

Phillip BOT Newsletter

Mike/Andrew Introduction to the position and inspection of the School with other Members

Correspondence ~ Attached

Plus Palmerston North City Council swimming pool compliance due
ProArch Building Consent confirmation
Booklet – Auditor General Summary of our Education for Māori reports

Outward Argest – Building Warrant of Fitness declaration

Moved That the inwards correspondence be accepted.

L Dixon/B Calkin

Moved That the outwards correspondence be approved

L Dixon/B Calkin

Principal's Report ~ Attached

School roll is 382.

Following Reece Hawkin's being accepted to attend the Science Teaching Leadership Programme in Terms 1 and 2 of 2017, his absence has verbally been agreed to be covered for six months by Michelle Mikkelson for four days of the week and Merrin Hawkins for one day of the week.

The roof on the a-Plus building has now been completed. Scaffolding to be removed.

Ceiling Tiles

Discussion was held about the possibility of having sound proof ceiling tiles fitted in both TKM and TKA to reduce echoing. Suggestion to consider that the last of our 5YA funding be used to retrofit in the large spaces.

Senior Leadership Appraisal

The Board approved for external appraisals for Senior Leadership Team to be carried out in 2017.

Moved That edLead be contracted to conduct 2017 Appraisals for the Principal, Deputy Principal and Assistant Principal at a cost of \$6,500 plus GST.

L Dixon/B Calkin
Carried

Property Appointment

The Board discussed to elect one new member and co-opt another member to share the responsibility to fill this vacancy.

Moved That Mike Campbell be the elected member as Property Manager.

B Calkin/L Dixon
Carried

Moved That Andrew Hill be brought in as the co-opted member of the Property portfolio to manage projects.

B Calkin/T Foss
Carried

ICT Plan

Discussion was held regarding the forward planning to budget for the replacement of the classroom ICT equipment. Items discussed were volumes required in stages (suggestion of 10 x Chromebooks be purchased this year to stay ahead and another 20 in 2017), depreciation, progression to Intermediate requirements and BYOD (bring your own device) all needs consideration. Tim to have draft budget for 2017 available at the next meeting to determine how much money would be available.

Moved That the Principal's report be accepted

L Dixon/C Hodge
Carried

Community

Community Consultation 2016 Draft Report on Parent Survey Attached

36% of the student population responded compared with 49% in 2013. Overall it was a positive report. The suggestion of feedback 'comments' be notified to the community through the school newsletter.

The Board thanked Phillip for all the work involved in the preparation of this comprehensive report.

APlus – Heating

Discussion was held regarding heating issues for this building. Presently using electric heaters in the winter. Budget required for heatpumps to be installed – either the installation to be one at a time, or two at once.

BOT Newsletter

Phillip highlighted the need to inform the community of all the Board Members' profiles by way of a newsletter.

PTA Garage Sale

The PTA raised approximately \$2,500 from their Garage Sale. The money raised is to be put towards picnic tables for the children.

Personnel

To be discussed 'in committee'.

Staff Report ~ *Attached*

Sexuality Education informative meeting with parents was successful with a positive turn out and relevant questions being asked.

Moved That the Staff Rep report be accepted

C Hodge/B Calkin

Finance Report ~ *Attached*

The current Bank Staffing balance is \$10,732.00.

Westpac accounts have been closed. The three ASB accounts are healthy. Discussion held regarding the issue of dedicating one of the accounts to be a painting budget to be carried out in stages seeing as we have one year left on the painting contract.

Moved That the Finance report be accepted

T Foss/B Calkin
Carried

Property

Good meeting with ProArch. Successful tender has been appointed for the toilet upgrade that will occur during the school holidays.

Andrew and Mike to meet with Brett for an introduction to the position and an inspection of the school - in particular, soundproofing of classrooms, toilets, ramp, Rooms 1-4, shade sails, store room leak, office remodel.

Health and Safety

The sickbay report for the previous month was circulated at the meeting.

Approval was requested to appoint a specific playground inspector, Trevor Gardiner, to carry out an inspection of the playground.

All Tree Services to audit unsafe branches on trees near the playgrounds. They will also quote to trim any trees that may compromise pool safety.

Lin has been liaising with an unhappy neighbour regarding the trees on school grounds dropping leaves, blocking sun and invasion of privacy from children to his property. He is requesting for them to be chopped down. Their integrity will be checked by All Tree Services too.

The TKP decking is giving children splinters. Are we able to have carpet laid?

Fire Drill is booked for the 19th October.

Swimming Pool

The Board agreed to lease the school swimming pool this summer. \$60 for a key if Parent Donation for 2016 has been paid, otherwise \$100 for the season (\$10 refund on return of key). Signage to be updated and the wording around the personal responsibilities to be improved. Heating was also discussed. Brett offered to liaise with the same Auckland company that is presently dealing with PNGHS for heating options.

Key Holders/Contacts for Alarm System

List to be updated as follows:

- 1 Paddy Byrne
- 2 Tim Foss
- 3 Brett Calkin
- 4 Phillip Steer

Policy and Planning

General Business

Next meeting to be kept the same as at 16th November 2016.

Welcome to Peter Brooks, our CoL Lead Principal.

Moved That the Board go into committee to discuss personnel B Calkin/L Dixon

Moved that Board go out of committee: B Calkin/L Dixon

Next Meetings: **Wednesday 16th November, Wednesday 14th December**

Closure: 7.26pm

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