



## MINUTES OF THE HOKOWHITU SCHOOL BOARD OF TRUSTEES MEETING

Held at Hokowhitu School on Wednesday 16<sup>th</sup> November 2016 at 5.30pm.

**Present** Tim Foss, Lin Dixon, Robyn Ryder, Philip Steer, Alison Arrow, Carlee Hodge (Staff Rep), Andrew Hill, Mike Campbell

**Gallery:** Sam Bradnock, Helen Griffin

**Apologies** Brett Calkin

### Minutes of Previous Meeting –18<sup>th</sup> October 2016

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

L Dixon /T Foss  
Carried

### Matters Arising

#### Action List

- Brett Options for swimming pool heating with the same Auckland company currently working with PNGHS  
(Unable to confirm progress on above due to absence)
- Lin/Sam ICT plan for replacement of IT equipment has been circulated  
Fire Evacuation Scheme to be created
- Lin Approach Academy Apparel re exit clause for Uniform Supply Contract  
Swimming Pool signage
- Sam Draft a letter to parents giving the option of purchasing individual sports uniforms
- Tim Draft 2017 budget has been circulated  
Prepare budget for formal acceptance at next meeting
- Philip BOT Newsletter has been completed
- Mike/Andrew Introduction to the position and inspection of the School with other Members has been carried out
- Mike Quote from Out of Life for next meeting
- Andrew Procurement Plan for Ceiling Tiles replacement project  
Bark for playgrounds

## Correspondence ~ Attached

Plus	Academy Apparel Guardian NZSTA	Uniform Supply Contract Enrolment Advertisement Copyright document
Outward	MOE ACC Contract	Project Approval for Toilet Upgrade Teacher Aide Support

Discussion was held regarding a capped figure (\$5,000 to \$10,000) to be included in the Uniform Supply Contract. At present, the contract states that at any time the contract is cancelled, all uniform items left in stock would need to be purchased by the school. It was also decided that the shoes were to be removed from the list.

**Moved That** the inwards correspondence be accepted L Dixon/T Foss  
**Moved That** the outwards correspondence be approved L Dixon/T Foss

## Principal's Report ~ Attached

School roll is 383.

Community of Learning is signed off and approved.

Property Report to be handed to Mike and Andrew.

Mike to have the quote from Out of Life available at 14<sup>th</sup> December meeting. It will not be \$2,500 - \$500 maximum for plans.

Veronica has advised that remaining \$100,000 of 5YA can be accessed being the last year out. The ceiling tiles can be taken from this and does not require Council consent. We could ask ProArch to manage this project or we could manage it ourselves. Andrew to produce procurement plan for approval in the next two weeks (before the next meeting) for work to commence over the Christmas period.

Discussion was held regarding the possibility of using 5YA to improve the Administration area.

ProArch to be approached to provide a quote to prepare our new 10YPP.

It was agreed to accept the quote for carpeting the TKT deck.

## Achievement/Reporting

Clarification was sought and discussion followed regarding Gwenna's ESOL and Reading Recovery Report.

This year's Number Knowledge test results were positive compared to Term 4 in 2015. Test results showed an increase in stanine levels.

A positive response was received from the two ERO representatives following their visit. Some of the identified aspects were as follows:

- Workshops in designated work spaces proved beneficial
- More than one teacher in the classroom is successful

- Children have choices and the option to choose their activity requires them to take ownership
- Children have a clear understanding of what they need to know and what is expected to increase to the next level
- Buddy system is successful whereby children carry out their own work and then review other's work – peer help
- Bookmarks/cheat sheets
- Positive relationships throughout the school
- Teachers being facilitators of learning instead of standing at the front of the classroom

### **Health and Safety**

The playground inspection was carried out by Trevor Gardiner who identified that both playgrounds require more bark. He suggested that 'cushion fall' be used which is the premium bark available and the nearest supplier is Expressway in the Hawkes Bay. It would cost approximately \$9,000 for the amount needed. 100ml is required to top up the junior playground and 200ml is required for the senior playground.

It was agreed that the price for the cushion fall is fair, however it would require spreading once delivered therefore a working bee would be needed to do this. Maintenance would include weekly raking over and the edging to be raised to keep the bark in. It was also suggested that an annual inspection of the playgrounds should be carried out.

**Moved That** 90m<sup>3</sup> of cushion fall bark be purchased from Expressway Landscapes

Lin Dixon/A Arrow  
Carried

The tree audit and the deck/platform repair has been completed.

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

L Dixon/C Hodge  
Carried

### **Community**

A verbal report was provided by Philip.

#### **Sports Uniforms**

With the increase in sports teams, there is a shortage of sports uniforms. Discussion followed with the suggestion to give parents the option to individually purchase their own set – shorts and a t-shirt for \$70 per set. To maintain existing sports uniforms, a hireage fee could be introduced. Sam to draft a letter to give parents the option.

#### **2017 Start Date**

It was confirmed that the commencement of Term 1 in 2017 for all children is 31 January 2017.

Philip circulated a draft newsletter entitled 'BOT Update/Term 4, 2016' to be included in the next school newsletter.

### **Personnel**

To be discussed 'in committee'.

## **Staff Report** ~ Attached

The TKP Sleepover was a success as was the school Jump-a-thon.  
The new chrome books in TKT are very fast and efficient.  
Athletics Day is set for Tuesday 22<sup>nd</sup> with a sausage sizzle to follow organised by the PTA.  
TKW – EOTC is on Wednesday 30<sup>th</sup> November at the Esplanade and the Lido.  
The Year 6 end of year celebrations are on 8<sup>th</sup> December 2016.

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

C Hodge/A Arrow

## **Finance Report** ~ Attached

Tim provided the draft budget for discussion.

Income was budgeted the same as for 2015/2016. Suggested to decrease telephone rental budget to \$500; increase Caretaker repairs budget and capital works budget; frontage of the school budget \$25,000. Heat Pumps for A-Plus to be included. Special project budget of \$100,000.

Painting Contract is a commitment to future BOTs. Painting quoted on a three yearly cycle – starting new in December 2017. Estimated at \$50,000 per year over three years to paint the whole school.

Donation Amount – should it be changed, reduced or stopped? Amount has not been increased for some time. Suggested to make parents aware of where donation money is spent, but maintain the current amount for 2017.

Tim to make changes for the draft budget to be available for formal acceptance at the next meeting.

**Moved That** the Finance report be accepted

T Foss/Lin Dixon  
Carried

## **Property**

### **Health and Safety**

The sickbay report for last month is attached.

Alison presented a verbal report to the meeting.

Strategic planning support for Lin has been offered.  
Restraint and Resist policy – time out space – moving everyone else out to keep everyone else safe.  
Alison has registered for a Sport Manawatu seminar.

### **Swimming Pool**

Lin requested direction on guidelines for the swimming pool. The signage is to be tidied up including instructions on the gate outlining key points in the keyholders' contract. Freedom was suggested as an option to create the sign. A future option of installing a key pad instead of the use of keys/padlocks was suggested. The maintenance roster requires discussion with Jo.

## **Policy and Planning**

**General Business**

Tim, Lin and Robyn to have a meeting with Jane Bornholdt from Wrap It Up Presentations to be shown a web based programme that various schools are using for all pupil payments that is accessed by parents.

**Moved That** the Board go into committee to discuss personnel T Foss/L Dixon

**Moved that** Board go out of committee: T Foss/L Dixon

**Next Meeting: Wednesday 14<sup>th</sup> December**

**Closure: 7.20pm**

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

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# Hokowhitu School

Produced 2016-11-16



## Board Report

For period 2016-10-16 to 2016-11-16

	Staff	Students	Other	Total
Number of minor injuries/incidents requiring on site treatment only		<u>2</u>		
Number of injuries/incidents said to require further medical investigation		<u>6</u>		
Number of serious harm injuries (reported to Work Safe)				

Comments on injuries

Completed by: \_\_\_\_\_ Position: \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_