



## MINUTES OF THE HOKOWHITU SCHOOL BOARD OF TRUSTEES MEETING

Held at Hokowhitu School on Wednesday 18<sup>th</sup> May 2011 at 7.00pm.

**Present** Catriona Jenkinson (Chair), Erin Wheeler, Carletta Macdonald, Brett Calkin, Wendy McTaggart, Juls Honore, Christina Cooper, Geedha Reid, Allan Alach, Ben McCarthy, Gwenna Finikin.

**Apologies** Darlene Woodhead, Gaylene Thompson,

### Sports Academy

Cat welcomed Kevin Hill from Holiday Fun. Kevin outlined a new initiative that Holiday Fun have begun called the Sports Academy. This is a programme that is designed to run alongside the PE programme in schools. There are approximately 35 sports being offered. Essentially this is a free programme (the only charges will be for tennis and Jujitsu). Schools can ask the Sports Academy to come in and help with classes and introduce sports to children.

All equipment is provided except for gymnastics.

It is also envisaged that inter-school leagues can be started up.

Staff are police vetted.

Holiday Fun also run the Learning Academy and are proposing a Leisure Academy.

The Board were very receptive of the idea.

Kevin then left the meeting

### Minutes of Previous Meeting – 13<sup>th</sup> April

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

Brett Calkin/Catriona Jenkinson

### Matters Arising

Geedha's house was successfully removed on the first Wednesday of the holidays. The Ti Tokis will be replaced.

### Action List

Allan will meet with Shane Lewer from Proarch on Friday.

Allan has talked to Kevin Hill from Holiday Fun regarding the Learning Academy – the next step is to formalise the agreement on paper.

Cat has sent a card to Judith - Parents Club - and has also talked to John Stewart about pot holes in the staff car park.

Brett still to look at the pool roof.

### **Correspondence**

- National teaching in excellence awards and nomination forms
- A card from Room 3 thanking the Board for the recently installed blinds.

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

Allan presented the Board with samples of both the PAT test for reading comprehension and reading vocabulary.

The results of these recent tests were then presented. Overall we are doing well.

### **Digital Learning:**

Ben McCarthy presented an overview of the digital learning done last term. He outlined what is happening with class blogs and how the children are using the i-pods – recently for stop/go animation. Ben also described the processes that children have to go through with digital learning and the oral language, planning etc that is involved.

He said the ICT cluster is going well and the need for collaboration with other schools.

The website also needs to be overhauled.

Ben then left the meeting.

### **Special Needs**

Gwenna then outlined the steps being taken for Special Needs in the school.

NAG 2 – quality of education

NAG 7 – identifying special needs

Higher priorities of special needs children get teacher aide time to support either the child or the class.

We run the HPP programme at school which offers picture books using older children as buddies.

We are very lucky to have Philippa Youngs at the school – she is a great asset and takes older children who are not covered by Reading recovery. She also works with children who are dyslexic.

Gwenna is also our SENCO (Special education needs co-ordinator), ESOL (English as a second language) and organises the timetables for teacher aides.

Gwenna made the comment that after visiting other schools she feels the students in this school are well supported.

Gwenna then left the meeting.

## **Principal's Report** *Continued*

Allan attended a very beneficial course last week in Wellington. The speakers talked about various forms of knowledge.

Finances – after discussions with John Allott and in order to have some cash reserves at the end of the year we need to be prudent with our spending.

## **Finance Report**

**Moved That** accounts as presented be passed for payment

Allan Alach/Brett Calkin

## **Chairperson's Report**

Cat welcomed back Wendy from her travels.

There is a need to appoint a Deputy Chair for times when Cat is away or as an extra back-up when required.

Cat nominated Brett Calkin. Seconded Geedha Reid.

There being no further nominations:

**Moved** that Brett Calkin be appointed Deputy Chair.

## **Property**

Air Conditioning: Brett has talked to Mark Kennard about the installation of the pumps – they have not been completed. Mark assures Brett they should be completed in the next 10 days.

There is evidence of some surface rust on the roof which we need to bear in mind.

## **Personnel**

Nil

## **Staff Representative**

The whole school will have the opportunity to take part in the 40 hour famine which is coming up. There is a school-wide narrative focus in process.

College Teachers are in various classes of the school

Kiwi team     – Rooms 1,2 and 14 will visit the zoo on 31<sup>st</sup> May  
                  - Rooms 15 and 16 will overnight at the zoo on 2<sup>nd</sup> June  
                  - The ELF programme is underway  
                  - There will be 22 New Entrants in Room 1 by the end of the term

Tui Team     - Studying Teeth

Kakapo team – Going on camp this term.  
- Various other activities such as Young Leaders Day, a ukulele festival, knitting, gaming etc.

## **Community/PTA**

Having a rest this term.  
A disco is planned for 10<sup>th</sup> or 17<sup>th</sup> June – the idea being to have fun not to make money.  
A Quiz night is planned for next term.

## **General Business**

### Meeting Format

Brett outlined the need to look at our meeting format. We can look at changing the format if we want to. We need to formalise the meeting a bit more and look at the rules and guidelines of meetings.

The Agenda – discussion centralized on the agenda which the meeting must adhere to. There should never be items that are brought up at a Board meeting unless they appear on the agenda. If this does occur they may be deferred until the next meeting.

A lot of discussion can take place through e-mails but with care.

The Board are very interested in seeing achievement milestones through either Power Point or in a visual form.

We will look at the format and rules and guidelines of meetings.

Moved that the Board go into committee:  
Moved that the Board go out of committee:

Allan Alach/Brett Calkin  
Cat/Jenkinson/Allan Alach

**Closure:** 9.45pm

**Next Meeting:** Wednesday 15<sup>th</sup> June 2011 at 7pm in the staffroom.

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

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