

HENDERSON INTERMEDIATE SCHOOL BOARD MEETING MINUTES

Location: Staffroom
Date: Monday 17th June 2024
Time: 6:00pm
Meeting No 4

Attendees

Ron Crawford	Presiding Member
Viv Carr	Principal
Alaina Talamahina	Staff Representative
Julie Owen	Board Member
Spencer Woolrich	Board Member
Ebony-Rose Andrews	Board Member
Adelma Rimoni	Board Member
Shania Hammon	Board Secretary

Apologies

Pera Adams	Board Member
Raj Maharjan	Board Member
James Christie	Board Member

Meeting opened at 6.03pm with karakia by Spencer Woolrich

1. ACCEPTANCE OF AGENDA

That the Agenda be accepted

Moved: J Owen

Seconded: S Woolrich

2. CONFIRMATION OF MINUTES 3/2024

Moved: A Talamahina

Seconded: A Rimoni

3. DECLARATION OF CONFLICT OF INTERESTS

Nil

4. FINANCE

4.1 Staff Visa Payments – These have been approved by the Board.

4.2 Special Expenditure – The Board discussed the upcoming opening of the Fale and Whānau Hui. The Board is aware that catering will be provided at both events and agree that is appropriate expenditure.

Mr Whippy will continue in Term 2 and 3 for classes that win the attendance award at Assembly.

4.3 April 2024 Finance Report

The April 2024 Finance Report was tabled as read.

V Carr went over the asset register items which are showing as a deficit. The Board received a breakdown of each code. These are items not budgeted for but approved by the Board. The Board is happy with this expenditure.

The Board has a discussion about reopening the Library. Senior Management are looking at a new layout for this space. There might need to be a budget added for new library books as this was not included in last years budget. The Board are excited to see this space back in use again.

That the April 2024 Finance Report be accepted

Moved: S Woolrich

Seconded: E Andrews

5. PRINCIPAL'S REPORT

This was tabled as read. The report showed colored coded progress made throughout the year on the school strategic goals. The Board was informed about the recent Teacher Only Day. This was a great success and the cooking challenge was a good way of bringing everyone together.

That the Principal's Report be accepted

Moved: J Owen

Seconded: A Talamahina

6. SELF REVIEW

6.1 Policies

Protected Disclosure Policy

No changes to be made.

Moved: E Andrews

Seconded: S Woolrich

Allocation of Units Policy

No changes to be made.

Moved: J Owen

Seconded: A Talamahina

Anti Bullying Policy

Approved changes as per copy in Board Pack

Moved: V Carr

Seconded: E Andrews

Curriculum and Assessment Policy

Approved changes as per copy in Board Pack

Moved: S Woolrich

Seconded: J Owen

Personnel

Approved changes as per copy in Board Pack

Moved: A Talamahina

Seconded: A Rimoni

The Board went In-Committee @ 6.19pm

That the public be excluded from the following parts of the proceedings of this meeting, namely personnel, The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to this matter, and the specific grounds under Section 48 (1) of the local Government Official Information and Meetings Act 1987 for passing of this resolution are as follows: To maintain the effective conduct of public affairs through the protection of such members, officers, employees and persons from improper pressure or harassment.

The Board came out of In-Committee @ 6.23pm

The Personnel Policy change was discussed

7. PROPERTY

7.1 Update on Property

The Fale is set to be finished this week. Concrete being done on Tuesday and landscaping will be done on Thursday/Friday. Opening is next Thursday. Details will be sent out about this.

There is an issue with the glue used on the wall coverings of the toilets in the refurbishment of Room 21. An investigation is underway with this.

A roofing contractor came to quote for a new roof on Rooms 20 and 21 as this was not part of the scope of works for this project. As the roof is not currently leaking, the Board has decided to put this on hold for now. The roofing contractor also did an inspection on the new roof on Rooms 18 & 19 and found multiple issues. He has supplied a written report on this which has been passed on to Project Manager, Contractor, MOE Property Manager and MOE Construction Advisor. This is very disappointing. A meeting will be held this week regarding this. HIS are not involved in this meeting.

2 Portacombs are being removed this week (old Rooms 27 & 28). The MOE are also going to remove the 6 along the field and have indicated Rooms 22, 23 and 24 will also be going.

A quote was presented for fencing around the back carpark and dental clinic parking to separate it from where students play. This was approved by the Board. This is a Health & Safety issue.

That the Board approves the quote from Keith Walker Construction of \$17,118+GST to add fencing to both back car parks.

Moved: S Woolrich

Seconded: V Carr

7.2 Work Health and Safety Report

This was tabled as read.

Yearly fire inspection has been completed and a few things came of that which have now been fixed.

8. UPCOMING DATES

Pasifika Evening – Thursday 27th June 6.30pm

Whānau Hui – Tuesday 2nd July 6.00pm

End of Term 2 – Friday 5th July

First Day of Term 1 – Monday 22nd July

Board Meeting – Monday 29th July

9. GENERAL

9.1 Fale Landscaping Quote

This was circulated via email and all Board Members approved the quote from Keith Walker Construction of \$22,823+GST for the landscaping work around the Fale.

9.2 NZSBA Conference Feedback

The Board had a discussion about the NZSBA Conference and gave feedback about workshops they attended. Overall, this was a very good conference.

MEETING CLOSED AT 7.09pm with prayer by Alaina Talamahina.

Presiding Member: _____ **DATE:** _____