

HENDERSON INTERMEDIATE SCHOOL MEETING MINUTES

Location: Staffroom
Date: 12th June 2023
Time: 6:00pm
Meeting No 4

Attendees

<i>Ron Crawford</i>	<i>Presiding Member</i>
<i>Wendy Esera</i>	<i>Principal</i>
<i>Julie Owen</i>	<i>Board Member</i>
<i>Pera Adams</i>	<i>Board Member</i>
<i>Raj Maharjan</i>	<i>Board Member</i>
<i>Alaina Talamahina</i>	<i>Staff Representative</i>
<i>Julie-Ann Thumath</i>	<i>Acting Board Secretary</i>
<i>James Christie</i>	<i>Board Member</i>
<i>Adelma Rimoni</i>	<i>Board Member</i>
<i>Ebony-Rose Andrews</i>	<i>Board Member</i>

Apologies:

<i>Spencer Woolrich</i>	<i>Board Member</i>
<i>Shania Hammon</i>	<i>Board Secretary</i>

Meeting opened at 6.00pm

1. ACCEPTANCE OF AGENDA

That the Agenda be accepted

Moved: P. Adams

Seconded: A. Rimoni

2. CONFIRMATION OF MINUTES 03/2023

Moved: W. Esera

Seconded: R. Maharjan

3. DECLARATION OF CONFLICT OF INTERESTS

N/A

4. FINANCE

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

5.2 April 2023 Finance Reports

As of last Friday our ORS Budget has been adjusted from \$90,000 to \$128,000 due to increased funding. This has enabled us to employ additional Teacher Aides.

Furniture and equipment grant for the new build, \$263,000, has been deposited into our bank. This will be invested until it is needed to be spent.

Tracking with underuse of Staffing. We have advertised two positions but have not had any suitable applicants. Consequently Oliver Harris and Kieran Paterson who have been filling these classroom positions in the meantime will continue in these roles until the end of the year. Both teachers put their hands up and volunteered to do this which is fantastic!

Julie-Ann Thumath has been appointed to the Across School Lead role for Learning Support which generates us 0.4 Staffing.

Tracking with a surplus of \$290,832 in the Budget currently.

The Ministry has been invoiced for the two Portacomms we currently have. These will end up costing us around \$2000 each.

That the April 2023 Finance Report be accepted and the Visa Account be paid.

Moved: R. Crawford

Seconded: J. Owen

5. PRINCIPAL'S REPORT – Mid Year Review of the Annual Plan

The Board wish to pass on their appreciation to the Staff for the work they all do.

That the Principal's Report be accepted

Moved: E. Andrews

Seconded: J. Christie

6. SELF REVIEW

6.1 Polices

Protected Disclosure Policy

Changes as per Board Pack

Moved: W. Esera

Seconded: A. Talamahina

Vulnerable Children Policy

Changes as per Board Pack

Moved: E. Andrews

Seconded: J. Owen

Allocation of Units Policy

Changes as per Board Pack

Moved: R. Crawford

Seconded: P. Adams

Anti-Bullying Policy

Changes as per Board Pack

Moved: J. Christie

Seconded: J. Owen

Workplace Health and Safety Policy

Changes as per Board Pack

Moved: R. Crawford

Seconded: R. Marharjan

6.2 Māori Action Plan Review

Tabled as read and presented by Staff. The Board thanks Staff for their input.

6.3 Pasifika Action Plan Review

Tabled as read and presented by Staff. The Board thanks Staff for their input.

7. PROPERTY

7.1 Update on MOE Projects

Roofing work began on the Staffroom and Library Block today.

On track with beginning the prefab refurbishment as planned.

Tenders closing this week.

New build, on track to be finished within the initial timeframe.

The lead architects for our new build, have provided to the Principal a plan of the grounds and

Wendy is going to get this sent out to students as a competition.

Classes will also be assigned timeslots to visit the new build.

Lead workers will also share their roles/careers with our students in Assembly.

Later this week there is a meeting re the Fale and the progress to date with this.

7.2 Workplace Health and Safety Report

Tabled as read

8. UPCOMING DATES

NZSTA Conference 20 – 23 July

Board Meeting – 31 July 6pm

9. GENERAL

9.1 Thank you card from Liston College to the Principal for our koha following the loss of one of their students.

9.2 Thank you card from Casey Mitchell, grandson of Chris Hunter for his koha from the Board.
This was in lieu of the extra help he gave his grandfather over the holidays doing several key jobs on the grounds for us.

9.3 Letter of request from staff member seeking support from the Board to complete his Master of Education. The Board discussed and approved this request as per his letter.

Moved: W. Esera

Seconded: J. Christie

10. IN-COMMITTEE

The Board went In-Committee @ 6.30pm – W Esera and J Thumath were asked to leave the meeting.

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 discussed staff feedback regarding the new Principal for next year.

MEETING CLOSED AT: 7.30pm

Chairperson: _____ DATE: _____