

HENDERSON INTERMEDIATE SCHOOL MEETING MINUTES

Location: Staffroom
Date: 7th August 2023
Time: 6:00pm
Meeting No 5

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>James Christie</i>	<i>Board Member</i>
<i>Adelma Rimoni</i>	<i>Board Member</i>
<i>Ebony-Rose Andrews</i>	<i>Board Member</i>
<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

R Crawford added to the Agenda 'Matters in Committee'

Moved: S. Woolrich

Seconded: R. Maharjan

2. CONFIRMATION OF MINUTES 04/2023

Moved: J. Christie

Seconded: P. Adams

3. DECLARATION OF CONFLICT OF INTERESTS

N/A

4. FINANCE

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

5.2 May and June 2023 Finance Reports

The school is in a very healthy position in regards to Finance. The 1st July Ops Grant has now been paid and further investments have been made.

S Woolrich asked about future banking staffing refunds. Unsure how this will work at this stage but will find out in due course. W Esera met with the Ministry about School lunches next year. They are trying to save costs and provide lunches for average attendance rather than the amount of enrolled students. Due to the very little waste at H.I.S, we will be exempt of this and will still be supplied lunches for the full roll amount.

The Board had a discussion about current liabilities.

The Fale is looking to go \$50,000 over the budgeted \$250,000. The Board approved the new budget of \$300,000.

\$263,000 is the Furniture and Equipment Grant for the new build. The biggest expenditure of this will be on the specialist classes.

The front staff car parking needs to have some work done on the breaking concrete. The estimate for this is between \$40,000 and \$60,000. The Board approved this. R.Crawford to move forward with this and source a quote.

The Board set a budget of \$18,000 for a carving that will be a Waka to go on the new build wall. This will be made out of a Totara tree that has been taken down.

A Tiger Turf company is going to quote to have this done under the Atrium. The estimate of the full court area to be turfed is about \$100,000. The Atrium is a much smaller area so will be a lesser amount. The Board approved for this to go ahead in principle.

That the May and June 2023 Finance Reports be accepted and the Visa Account be paid.

Moved: A. Talamahina

Seconded: J. Christie

That the Fale budget be changed to \$300,000

Moved: J. Christie

Seconded: P. Adams

That \$18,000 be approved for a Waka carving

Moved: E. Andrews

Seconded: A. Rimoni

That tiger turf be installed under the atrium

Moved: J. Christie

Seconded: P. Adams

5.2 Special Expenditure Approval

The Board approved a McDonald's lunch for all students involved in the School Production. The amount for this is around \$600.

That the Board approves a McDonald's lunch for those involved in the Production.

Moved: R. Maharjan

Seconded: J. Owen

The Board had a discussion about staff and student wellbeing. It was suggested and approved that a budget of \$3000 per quarter be set for this and it is to be used at the Principal's discretion.

That the Board approves a budget of \$3000 per quarter for Staff and Student well being expenses.

Moved: R. Maharjan

Seconded: J. Owen

5. PRINCIPAL'S REPORT

This was tabled as read. This Thursday, Toni Fa'aletatau is going to Christchurch with 2 students for the National Samoan Speech Contest. The Annual Student Survey Report is provided later in the pack and the results are great. W Esera and the 3 DPs will meet with Anjie Savage (ERO) next week. 4 new Teacher Aides have been appointed which is wonderful. One is a fluent Māori speaker working in Te Whānau Moko.

The NZSTA Conference was enjoyed by the Board.

The Production last week was incredible.

The Board wants to acknowledge and thank all staff and students who were involved in this. The Production was exceptional.

Thank you gifts to the staff involved have been given on behalf of the Board.

That the Principal's Report be accepted

Moved: S. Woolrich

Seconded: J. Christie

6. SELF REVIEW

6.1 Polices

Financial Management Policy

The Board approved the changes as per Board Pack with the addition of:

Point 4 under 'Budget' – The amount will be changed to \$2000.

Moved: E. Andrews

Seconded: A. Talamahina

Use of School Facilities

No changes

Moved: J. Christie

Seconded: P. Adans

Personnel Policy

The Board approved the changes as per Board Pack with the addition of:

Add Point 4 under 'Privacy' – Information will be retained about a staff member for 7 years.

Add Point 5 under 'Privacy' – All information will be shredded before being disposed of.

The Board asked if information on the Staff Drive is secure and sensitive information is restricted to Senior Management. W Esera will confirm this.

Moved: S. Woolrich

Seconded: R. Maharjan

6.2 2023 Student Survey

This is a confidential survey which the DPs do. The classroom teachers are not aware of when the DP is coming to do the survey and they leave the room while this is done. The overall results are fantastic. The report showed the results over the past 3 years and so many were over 90% which is great. One Teacher received 100% in 10 statements!

7. PROPERTY

7.1 Update on MOE Projects

Work will start on the upgrade of Block 10 & 11 at the start of the school holidays.

The Fale is currently waiting on Council Consent approval.

The fans in the gym are now on their own switch and can be turned on and off individually. This will make a significant saving to the power bill.

The Board had a discussion about Solar Panels however it is not as cost effective as it once was and the money that you have to put in for it, does not pay off.

The old existing concrete in the front staff car park is starting to break. This will need to be lifted and replaced.

The trees by the Atrium are in the process of being removed.

7.2 Workplace Health and Safety Report

Tabled as read. The 3 x outdoor speakers have been stolen for a second time even though they were caged. The replacement speakers arrived last week and Chris Hunter is working with a builder to get these installed into the wall of the classrooms with steel bars in front of them.

8. UPCOMING DATES

Board Meeting – Monday 4th September (date change) 6pm

9. GENERAL

9.1 The Pasifika Term 3 Plan was tabled. The Board commented on how lovely this was.

9.2 The NZSTA President and Board voting forms were tabled confirming who our Board Voted for.

10. IN-COMMITTEE

The Board went In-Committee @ 6.56pm – W Esera was 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 Presiding Member established a sub-committee in regards to a parent letter received.

-The Board discussed the Principal Vacancy.

The Board came out of In-Committee @ 7.03pm.

That the Board give Raj Maharjan leave of absence until such time as he returns to New Zealand.

Moved: R. Crawford

Seconded: E. Andrews

MEETING CLOSED AT: 7.06pm

Chairperson: _____ **DATE:** _____