

HENDERSON INTERMEDIATE SCHOOL MEETING MINUTES

Location: Staffroom
Date: 20th November 2023
Time: 6:00pm
Meeting No 8

Attendees

<i>Ron Crawford</i>	<i>Chairman</i>
<i>Wendy Esera</i>	<i>Principal</i>
<i>Julie Owen</i>	<i>Board Member</i>
<i>Spencer Woolrich</i>	<i>Board Member</i>
<i>Pera Adams</i>	<i>Board Member</i>
<i>Shania Hammon</i>	<i>BOT Secretary</i>
<i>Adelma Rimoni</i>	<i>Board Member</i>
<i>Ebony-Rose Andrews</i>	<i>Board Member</i>
<i>James Christie</i>	<i>Board Member</i>
<i>Alaina Talamahina</i>	<i>Staff Representative</i>

Apologies

<i>Raj Maharjan</i>	<i>Board Member</i>
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Meeting opened at 6.00pm

1. ACCEPTANCE OF AGENDA

That the Agenda be accepted

Moved: A. Talamahina

Seconded: J. Owen

2. CONFIRMATION OF MINUTES 7/2023

Moved: S. Woolrich

Seconded: J. Owen

3. DECLARATION OF CONFLICT OF INTERESTS

NIL

4. FINANCE

4.1 September and October 2023 Finance Reports

These were tabled as read.

That the September & October 2023 Finance Reports be accepted

Moved: A. Rimoni

Seconded: J. Christie

4.3 Special Expenditure

No special expenditure this month

4.4 2024 Revised Budget

This was tabled. W Esera went through items on the budget. The 2024 Budget was approved by the Board.

That the 2024 Budget be approved

Moved: R. Crawford

Seconded: P. Adams

4.5 Shade Sail Quote

Quote from Shade Systems was included in the Board pack for a new shade cover in front of Rooms 12 – 17. This had already been discussed by the Board in previous meetings.

That the quote from Shade Systems for \$234.804+GST be accepted.

Moved: E. Andrews

Seconded: A. Rimoni

4.5 Security Fencing Quote

After multiple break-ins at school, R Crawford and Chris Hunter have had a look at the fencing around the school and engaged an architect and builder to look into how to secure the school. A quote has been received to add an automated gate at the front entrance of the school, to lower the back gate, to add a manual pedestrian gate and repairs on the existing pedestrian gate. This won't be able to be started until the New Year so temporary fencing will be put in over the Xmas break and more signage will be put up.

That the quote from Keith Walker Construction for \$43,385+GST be accepted

Moved: P. Adams

Seconded: A. Talamahina

5. PRINCIPAL'S REPORT

This was tabled as read. The 2024 - 2025 Annual Planning and Reporting document will be in the next Board pack. Angie Savage from ERO visited on Monday 20th November and went through the Board Assurance Statement and evidence documents provided. It was a very positive day.

That the Principal's Report be accepted

Moved: P. Adams

Seconded: R. Crawford

6. SELF REVIEW

6.1 Polices

Classroom Release Time/Non Contact Time Policy

Due to a change in the Primary Teachers Collective Agreement, the wording on NON – CONTACT TIME needs to be changed in the policy as per copy in Board pack.

Moved: W. Esera

Seconded: A. Talamahina

6.2 Physical Education Achievement Report

This was tabled as read

6.1 Lost Learning Programme

A sample of data was provided to the Board in regards to student achievement over the course of the programme. The results were excellent and this has been a hugely successful programme. This will be running again next year, funded by the Board, and has been added to the Budget. 6 teachers are confirmed for next year.

7. PROPERTY

7.1 Update on MOE Projects

R Crawford and W Esera had a positive meeting with LISK in regards to the Block 10 & 11 upgrade. The new big build is still on track and is looking to be completed for Term 2, 2024. The materials for the Fale have been delivered to Keith Walker Construction, the build of this will be starting in January 2024. The new digital sign has been installed and will be working by the end of the week.

Shania Hammon has been authorized to be the DFA in Salesforce to endorse property documentation on behalf of the Presiding Member

Moved: W. Esera

Seconded: R. Crawford

7.2 Workplace Health and Safety

The WHS Report was tabled as read.

8. UPCOMING DATES

New Principal Whakatau – 22 November

Principal Farewell – 24 November

Board Meeting – 11 December – time change to 5.30pm

9. GENERAL

9.1 Incident Report to the Board

This was tabled as read.

9.2 Board Meeting Schedule 2024

This was included in Board pack – the dates can be changed.

The Board went In-Committee @ 6.24pm.

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 an employment matter.

The Board came out of In-Committee @ 6.28pm.

The Board went In-Committee @ 6.30pm – 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 Board discussed the Principal's farewell.

The Board came out of In-Committee @ 6.40pm.

The Board discussed well-being. The auditor's comments around food expenditure were noted however the Board understands the local community and agree that this expenditure is appropriate and acceptable. Given that the Board's desire to follow Ministry Guidelines around getting community involvement and understanding our students many different cultures, the Board recognizes that kai plays an important part culturally. The Board is pleased to note a significant increase in whānau involvement at H.I.S this year. It is amazing the number of whānau that now turn up to School for the various events that we hold.

MEETING CLOSED AT 6.46PM

Chairperson: _____ DATE: _____