

HENDERSON INTERMEDIATE SCHOOL MEETING MINUTES

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

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>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>

Apologies

Raj Maharjan *Board Member – has a leave of absence approved by the Board*

Meeting opened at 6.55pm

1. ACCEPTANCE OF AGENDA

That the Agenda be accepted

R Crawford added to the Agenda 'Matters in Committee'

Moved: P. Adams

Seconded: J. Owen

2. CONFIRMATION OF MINUTES 05/2023

Moved: J. Christie

Seconded: S. Woolrich

3. DECLARATION OF CONFLICT OF INTERESTS

N/A

4. FINANCE

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

4.2 Special Expenditure Approval

No special expenditure this month

4.3 July Finance Report

Tracking of underuse staffing for this year. Next year is the last year there will be a refund in staffing. The Activities Budget has blown out due to AIMS and Sports Camp but this was to be expected. The Board budget is more than expected due to the NZSTA Conference. Currently sitting with a big surplus. There has been big payments from the Ministry, e.g Furniture and Equipment Grant for the new build. \$1,716,889 currently invested which is fantastic. The Board is aware of their spending on Capital Works. The School is in a great position to achieve its desired outcomes.

4.4 Tiger Turf for Atrium and outside the Room 7-11 Block

This was approved by the Board via email. The total to have both areas turfed is \$64,965+GST.

Moved: A. Talamahina

Seconded: R.Crawford

4.5 Principal's Budget – C.E.C change

The new Principals Collective Agreement allocates \$6000 for the mentoring, coaching, PLD and well-being of the Principal. The requirement is that the Principal reports back to the Board on how this is used. The Principal and 3 Deputy Principals are going to the NZPF Conference in Week 8. This budget will be used for the Principal's expenses incurred during this time (excluding registration costs)

5. PRINCIPAL'S REPORT

An additional document was supplied to all Board Members which was the ERO School Improvement Framework which was done with Anjie Savage (ERO) last week. The Principal and 3 Deputy Principals worked on this. From this they also drafted the School Profile which has the 3 goals for the School which become what is reported on by ERO, at the end of the 3 years.

That the Principal's Report be accepted

Moved: W. Esera

Seconded: S. Woolrich

6. SELF REVIEW

6.1 Polices

School Van Policy

No changes to be made

Moved: E. Andrews

Seconded: A. Talamahina

Health and Safety

This has been updated to reflect the new Covid 19 rules.

The Board approved changes as per Board Pack

Moved: J. Christie

Seconded: A. Rimoni

Food and Nutrition Policy

The Board approved changes as per Board Pack.

The Board added that drink bottles would be gifted to each student. They can take it home at the end of the year.

Moved: S. Woolrich

Seconded: P. Adams

7. PROPERTY

7.1 Update on MOE Projects

The new big build is tracking well. We have asked for a wall in the music room to be removed so it opens up the space. This has been confirmed to not be a supporting wall. It will be a minor amendment to the plans. The Project Manager has said they will be sticking to the original plans, Wendy will push back on this as it needs to work practically for the School. The Board said some thought should be given to a 'Roof Shout' which this has been completed. A hangi was suggested. Work on the Blocks 10 & 11 will start in Week 10 which temporary fencing going up. The asbestos will be removed during the holidays and then it will be wrapped and work will continue over during Term 4.

7.2 Workplace Health and Safety Report

The quote to replace the concrete in the front carpark has come in at \$65,000. This was approved in the previous Board meeting.

That the quote for the concrete in the front carpark be accepted for \$65,000 + GST

Moved: A. Talamahina

Seconded: P. Adams

Negotiations have been done with Keith Walker Construction in regards to the building of the Fale. This is looking to cost \$210,000 to build however isn't finalised as there is some roofing costs that will need to be added. The cost of the materials remains the same so still coming under budget.

The School is still experiencing problems with unwanted visitors out of hours. Quotes will be sourced to install an electric gate at the back of the fence and fencing to close off the front of the School. The School is not open to the public.

8. UPCOMING DATES

Board Meeting – Monday 16th October – 6pm (Date change)

9. GENERAL

9.1 The updated Code of Conduct was signed by all Board members.

9.2 The Board was provided with an updated meeting schedule for the rest of the year.

10. IN-COMMITTEE

The Board went In-Committee @ 6.22pm. Wendy Esera was asked to leave. Shania Hammon was asked to leave at 6.35pm

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 had a discussion about the Principal's Farewell.

The Board discussed the Principal Role – outlined the interview process, and the day.

The Board came out of In-Committee @ 6.44pm.

MEETING CLOSED AT: 6.45pm

Chairperson: _____ DATE: _____