

HENDERSON INTERMEDIATE SCHOOL BOARD MEETING MINUTES

Location: Boardroom
Date: Monday 3rd March 2025
Time: 6:00pm
Meeting No 1

Attendees

Ron Crawford	Presiding Member
Viv Carr	Principal
Ebony-Rose Andrews	Board Member
Adelma Rimoni	Board Member
Raj Maharjan	Board Member
Shania Hammon	Board Secretary
Julie Owen	Board Member
Spencer Woolrich	Board Member
Xavier Jacobs-Tausilia	Head Boy – Left at 6:17pm
Vaine Emau-Tupai	Head Girl – Left at 6:17pm
Amahri Chote	Deputy Head Boy – Left at 6:17pm
Selene Sebastian	Deputy Head Girl – Left at 6:17pm

Apologies

Pera Adams	Board Member
James Christie	Board Member
Alaina Talamahina	Staff Representative

Meeting opened at 6pm

1. HEAD STUDENT INTRODUCTIONS

The Board thanked the Head Students for attending the meeting and look forward to meeting them again.

2. ACCEPTANCE OF AGENDA

Additions – Resignation letter and NZSBA Conference

That the Agenda be accepted

Moved: V Carr

Seconded: J Owen

3. CONFIRMATION OF MINUTES 9/2024

Moved: E Andrews

Seconded: S Woolrich

4. DECLARATION OF CONFLICT OF INTERESTS

Nil

5. FINANCE

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

5.2 Special Expenditure

Meet the Teacher Evening - \$700 spent on food for this evening. The Board agrees that providing kai at these events is appropriate.

5.3 December 2024 Finance Report

This was tabled as read. The Board had discussion about budgeting for ongoing maintenance of works done by the Board. All maintenance has to be done out of the operational grant. The Board is comfortable with the amount in the maintenance budget to cover this.

That the December 2025 Finance Report be accepted

Moved: S Woolrich

Seconded: A Rimoni

5.4 MARSH Insurance Quote

Addition of Fale, shade sails, single garage and waka.

That the MARSH Insurance Quote be accepted.

Moved: R Crawford

Seconded: J Owen

6. PRINCIPAL'S REPORT

This was tabled as read. Update on staffing for 2025. The Board had a discussion about the change in organization for this year. This is going really well. Viv has met with all teaching teams and feedback is really positive. A few changes that will be taken on board for next year e.g year 7 and 8 classes will be not as separated across the school as year 8's are good role models.

That the Principal's report be accepted

Moved: A Rimoni

Seconded: J Owen

7. SELF REVIEW

7.1 Polices

Crisis Management Policy

No changes

Concerns and Complaints Policy

Points 6 and 7 are duplicate. Remove point 7.

Theft and Fraud Policy

No changes

Parent Help Policy

No changes.

The Board had a discussion about unauthorised entry to the school. No visitors/parents are to go to classrooms without authorisation from the Principal. The Board requested new signs to be ordered for the front and back of the school – ‘No unauthorised access to school, please report to the office for authorised access.

7.2 Core Culture Document

Tabled as read.

8. PROPERTY

8.1 Update on Property

New electric gate has been installed and back carpark has had new concrete and fencing done. New native garden is almost finished. Toilet upgrade is underway. This is coming out of the 5YA.

The Board raised their concerns about the use of the Fale and there was a discussion regarding the issue of wearing shoes. The Board restated that this was a Fale for all and not a Samoan Fale as it was the way it was blessed. The Board asked if the issues around the use of the Fale had been resolved. They were informed by the Principal that this has been resolved and information about wearing shoes in the Fale has been communicated clearly.

8.2 Work Health and Safety Report

This was tabled as read. Another outdoor speaker has been stolen. A replacement has been ordered and it will be put up higher under the atrium. Issues with parents/caregivers driving up back driveway to drop/pick up students. This is a health and safety issue. The Principal has full authority over this matter to determine any outcome.

8.3 RAMS Folder

This was tabled and RAMS folder is available for the Board to see at any time.

8.4 Noho Marae RAMS

This was tabled as read.

9. UPCOMING DATES

Board Meeting – Monday 31st March 6pm

10. GENERAL

10.1 Resignation Letter

Resignation letter from Jill Appleton has been received. The Board thanks Jill for her service to the school and wished her all the best with her retirement.

10.2 ASB Signatory and Netcode holder

That Shania Hammon replace Jill Appleton as a signatory and Netcode holder and ASB backup to Christine Thumath.

Moved: V Carr

Seconded: R Maharjan

10.3 NZSBA Conference

The Board had a discussion about the NZSBA Conference for 2025. Given this is an election year and the conference falls just before the election, the decision was made to not attend this year.

Moved: V Carr

Seconded: S Woolrich

10.4 Acting Principal

V Carr and M Snowden are away at a Marae Noho in week 6. During this time M Shand will be Acting Principal on 4,5 March and J Thumath will be Acting Principal on 6,7 March.

10.5 In-Committee Matter

The Board went In-Committee @ 7.10pm

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 @ 7.13pm

The Board were informed about a sensitive matter.

Meeting closed at 7.14pm

Presiding Member: _____ **DATE:** _____