

HENDERSON INTERMEDIATE SCHOOL BOARD MEETING MINUTES

Location: Staffroom
Date: Monday 26th February 2024
Time: 6:00pm
Meeting No 1

Attendees

<i>Ron Crawford</i>	<i>Presiding Member</i>
<i>Viv Carr</i>	<i>Principal</i>
<i>Alaina Talamahina</i>	<i>Staff Representative</i>
<i>Julie Owen</i>	<i>Board Member</i>
<i>Spencer Woolrich</i>	<i>Board Member</i>
<i>James Christie</i>	<i>Board Member</i>
<i>Ebony-Rose Andrews</i>	<i>Board Member</i>
<i>Adelma Rimoni</i>	<i>Board Member</i>
<i>Pera Adams</i>	<i>Board Member</i>
<i>Raj Maharjan</i>	<i>Board Member</i>
<i>Shania Hammon</i>	<i>Board Secretary</i>

Apologies

<i>James Christie</i>	<i>Board Member</i>
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Meeting opened at 6.00pm with prayer by Alaina Talamahina

1. APPOINTMENT OF CHAIRPERSON

Viv Carr called for nominations for Presiding Member for 2024. Alaina Talamahina nominated Ron Crawford. No other nominations were received. R Crawford was declared Presiding Member of the Henderson Intermediate School Board for 2024.

R Crawford accepted position as Presiding Member. The Board is aware of his intention to step down from Presiding Member this year and when he does, the Deputy Presiding Member (Pera Adams) will take over as Presiding Member for the remainder of 2024.

2. ACCEPTANCE OF AGENDA

That the Agenda be accepted

Moved: P Adams

Seconded: A Talamahina

3. CONFIRMATION OF MINUTES 9/2023

Moved: S Woolrich

Seconded: J Owen

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 – No special expenditure this month.

5.3 November, December 2023, January 2024 Finance Reports

All 3 Finance Reports were tabled as read.

School is a good place financially.

The Board is aware of their committed funds.

The Board was made aware that the original budget for the Fale will be exceeded due to unforeseen expenses. The Board had a conversation about this and agree to keep moving forward with it. It is very well engineered so will be there for years. The Principal has met with an Architect who will be developing the garden around the Fale. This has not been budgeted for.

R Crawford is in the process of completing a Cyclical Maintenance plan for the school and this will be tabled once it has been completed.

The Admin block was painted over the school holidays. The carpet is due to be replaced. The carpet tiles in the Room 3 – 6 block are also due to be replaced. Two quotes were presented and approved by the Board for these areas. A quote will be obtained for painting of the Room 3 – 6 block and will be in the next Board pack. The Principal will look into new autex for this block as well.

The toilets behind room 16 will be upgraded out of the 5YA budget. An Architect has been engaged for this work.

That the quote from Carpetwest for \$10,800 incl GST be accepted for the Admin block

Moved: R Crawford

Seconded: J Owen

That the quote from Carpetwest for \$18,800 incl GST be accepted for the Room 3-6 block

Moved: A Rimoni

Seconded: R. Maharjan

That the November, December 2023 and January 2024 Finance Reports be accepted

Moved: P Adams

Seconded: V Carr

6. PRINCIPAL'S REPORT

This was tabled as read. The format of the Principal's Report has been changed slightly to align with our Strategic Plan. S Woolrich asked how the Chromebook reboot is going. V Carr explained the reasoning around it and explained it has been very successful. The Board think it is a really good strategy.

That the Principal's Report be accepted

Moved: P Adams

Seconded: R Maharjan

7. SELF REVIEW

7.1 Policies

Crisis Management

Change as per revised copy in the Board pack.

Moved: S Woolrich

Seconded: P Adams

Concerns and Complaints

No changes to be made

Moved: E Andrews

Seconded: R Maharjan

Theft and Fraud

No changes to be made

Moved: S Woolrich

Seconded: E Andrews

8. PROPERTY

8.1 Update on MOE Projects

The new build is looking fantastic. The handover date at this stage is 29th April and they are on track for this date. The opening will be at 6.30am on the 29th April – more information will come about this. The senior leadership team are working through who will be shifting into these.

The Fale is coming along nicely. There has been a small stall and an updated Geotech report is needed. Once this is done, the council will inspect and the concrete will be poured to secure the poles.

The Block 10 & 11 Block is looking to be completed by the end of the Term 1 holidays. These will be virtually brand new classrooms.

The Astroturf under the Atrium is complete and looks great. The Astroturf on the courts is all set to be started as soon as they can get access to the full courts. The Board agreed that no cars will be allowed to park on the Astroturf under any circumstances.

Once the build is finished, an Architect will be engaged to look at how we can better utilize the back car parking area and also make it safe when students are walking around it coming or going to the gym.

8.2 Work Health and Safety Report

This was tabled as read.

H&S forms have been sent out to staff to report any issues they have around the school. This is done at beginning of each term.

The back driveway has had 2 cars go off the edge and get stuck. This area can't be concreted as there are services running under it. Pedestrians have right of way and this has been comminuted to students, staff, contractors and the parent community. Signs are being made that will go on both ends of the driveway to advise this. Possibility of getting judder bars installed on back driveway.

A Talamahina asked about the dental clinic staff walking the bike track at lunch time. This is fine as long as they are wearing their identification badges.

Front gates are being made and the sooner these can be installed the better.

The senior leadership team have great systems in place for the traffic management at the front of the school during drop off and pick up times.

9. UPCOMING DATES

Board Meeting – Monday 25th March 6pm

New build opening – Monday 29th April 6.30am – tentative date.

10. GENERAL

10.1 NZSTA Conference

Dates for this is 6 – 9 June. Shania to keep an eye on registrations for this.

10.2 Student Well-being

Mr Whippy will be here every fortnight for the two classes that have won the attendance award at assembly in the previous fortnight. This replaces the movie treat. This is out of the student well-being budget. The Board full support this.

MEETING CLOSED AT 7.11pm with karakia by Adelma Rimoni

Presiding Member: _____ **DATE:** _____