

HENDERSON INTERMEDIATE SCHOOL MEETING MINUTES

Location: Staffroom
Date: Tuesday 28th February 2023
Time: 6:00pm
Meeting No 1

Attendees

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

Apologies

<i>Raj Maharjan</i>	<i>BOT Member</i>
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Meeting opened at 6.00pm with prayer by Pera Adams.

1. APPOINTMENT OF CHAIRPERSON

W Esera called for nominations for Chairperson for 2023. J Owen and P Adams nominated Ron Crawford.

No other nominations were received. W Esera declared Ron Crawford duly elected as Chairperson of the Henderson Intermediate School Board of Trustees.

R Crawford accepted position as Chairperson. He spoke to the Board about his long term plan on this Board and believes it is time to appoint a Deputy Chairperson. He nominated Pera Adams as Deputy Chairperson. No other nominations were received. Pera Adams was duly elected as Deputy Chairperson.

2. ACCEPTANCE OF AGENDA

The following items were added to the agenda by R Crawford:

- The Trusts Grant Application
- Board Payments
- In-Committee matters

That the Agenda be accepted

Moved: P.Adams

Seconded: A.Talamahina

3. CONFIRMATION OF MINUTES 9/2022

Moved: W.Esera

Seconded: J.Owen

4. DECLARATION OF CONFLICT OF INTERESTS

Nil

5. MATTERS ARISING FROM MINUTES 9/2022

Nil

6. FINANCE

5.1 NOVEMBER AND DECEMBER 2022 FINANCE REPORTS

The November and December Finance Reports were tabled as read. R Maharjan sent to the Board some questions in regards finance. These were received. School is currently sitting with \$851,303 in the cheque account and \$510,390 in Term Deposits. \$147,000 is already committed to the **shade sails project**. There are other works around the school that need to be completed. A new **carpark** in front of rooms 3-6 is a priority as the school needs more staff car parks. The **Whare windows** need replacing. This is a very well used place and windows have only been replaced on one side. The other side needs to be done. The **hall doors** do not lock properly anymore and need to be replaced. The entry **door to the library** needs to be replaced.

That the car park quote of \$135,000+GST be accepted.

Moved: P.Adams

Seconded: J.Owen

That the Whare windows quote of \$27,000+GST be accepted.

Moved: E.Andrews

Seconded: S.Woolrich

That the Hall doors quote of \$59,000+GST be accepted.

Moved: J.Christie

Seconded: A.Talamahina

That the entry door to the Library quote of \$11,000+GST be accepted.

Moved: P.Adams

Seconded: A.Rimoni

The Board had a discussion about the Fale. R Crawford, Suli Ma'asi and Toni Fa'aletatau and W Esera visited Papakura High School to have a look at their Fale. It is fantastic and we would like to duplicate the same design at H.I.S. The Principal from the School has sent through the architectural plans for this which is a huge saving for the school. \$250,000 has already been budgeted for this project. S Hammon to follow up with builder.

The Board had a discussion about investing some of the cash surplus. The Board would like to maximize the opportunity with current interest rates. W Esera to look into and organise how much can be invested provided obligations already made can be met.

5.2 GRANT

The Board approved S Hammon applying for a grant from the Trusts of up to \$10,000 for new dual soccer/rugby posts.

Moved: J.Christie

Seconded: A.Talamahina

7. PRINCIPAL'S REPORT

This was tabled as read. The Te Matatini trip last week was a huge success and students loved it. The new staff we have this year are fantastic. The school is very lucky to have appointed these teachers. R Crawford has signed a thank you letter to a member of the public who donated \$1000 to the School following the floods. We have been donated 6 violins by a grandmother of a student here. The Strings teacher we have here is superb. 'Meet the Teacher Night' went very well. Mr Whippy visiting was incredibly positive and students loved it. The Board asked if the School is expecting more numbers on the roll. There is still a few in pre-enrol who have been affected by the flooding and are in temporary accommodation but will be returning to school once they can.

That the Principal's Report be accepted

Moved: J.Christie

Seconded: A.Talamahina

8. SELF REVIEW

8.1 Policies

Crisis Management

No changes at this stage but the Board requested the Principal to revise and bring back to the next Board Meeting after looking at questions raised by R.Maharjan via email.

Moved: S.Woolrich

Seconded: E.Andrews

Concerns and Complaints

No changes to be made

Moved: S.Woolrich

Seconded: E.Andrews

Theft and Fraud

No changes to be made

Moved: S.Woolrich

Seconded: E.Andrews

8.2 Core Culture

Tabled as read.

8.3 Quality Teacher Characteristics

Tabled as read.

8.4 Treaty of Waitangi at H.I.S

Tabled as read.

9. PROPERTY

9.1 Update on MOE Projects

The new build is coming along nicely. According to site meetings, looking to be completed around the 3rd April 2024. A week before the handover, they will start decommissioning the temporary classrooms. There was a tripping hazard identified over the holidays around the side of the Whare and the courtyard by the Staffroom. Tarseal has been laid to eliminate this. The Cricket Pitch is being removed so there can be 3 areas for playing rugby and soccer. The school envisions the Fale being put in front of picnic area. Our Property Manager is working on condemned classrooms. These will cost about \$400,000 to fix. This will come out of 5YA budget. The classrooms will be wrapped while the upgrades are taking place due to asbestos being identified in one of them. The Board asked how much damage was done during the flooding and cyclone. The School was lucky to get off very lightly with a split tree at the front and a few leaks mostly from the staffroom roof which is going to be replaced by the Ministry shortly anyway.

9.2 Work Health and Safety Report

S Hammon talked about the items on the Report. Field drainage is going to be put around the entirety of Room 18-20 building, in the next holidays. This will stop the pooling of water around those classrooms. This is being paid for by the Ministry. The bell issue has been fixed after water getting in due to heavy rain.

10. UPCOMING DATES

ERO Visit – March 16th 9am – 10am Board Meeting with Anjie Savage. Rest of the day will be spent in classes and with Senior Management.

Next BOT Meeting – Monday 27th March 6pm

11. GENERAL

11.1 Principal's Performance Agreement

R Crawford has met with W Esera. Her Performance Agreement for 2023 has been set for year and signed off by the Board Chairman and the Principal.

11.2 Updated BOT Meeting Schedule

This was tabled as read – Still need to have flexibility.

The Board went In-Committee @ 6.43pm – S Hammon 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 came out of In-Committee @ 7.05pm

Board Member Roles, Responsibilities and Expectations were clarified.

11.3 Surveys at H.I.S

The Board were presented with the list of Surveys that were completed last year. This was following a query in the previous Board Meeting.

MEETING CLOSED AT 7.08pm

Chairperson: _____ DATE: _____