

HENDERSON INTERMEDIATE SCHOOL MEETING MINUTES

Location: Zoom Conference Call
Date: Tuesday 7th April 2020
Time: 6:00pm
Meeting No 2

Attendees

<i>Ron Crawford</i>	<i>Chairman</i>
<i>Wendy Esera</i>	<i>Principal</i>
<i>Shania Hammon</i>	<i>BOT Secretary</i>
<i>Julie Owen</i>	<i>BOT Member</i>
<i>Pera Adams</i>	<i>BOT Member</i>
<i>James Christie</i>	<i>BOT Member</i>
<i>Kahurangi Fergusson-Tibble</i>	<i>BOT Member</i>
<i>Pina Luani</i>	<i>BOT Member</i>
<i>Spencer Woolrich</i>	<i>BOT Member</i>
<i>Alaina Talamahina</i>	<i>Staff Representative</i>

Apologies

Witere Williams

MEETING OPENED AT 6.20PM

1. ACCEPTANCE OF AGENDA

1.1 That the Agenda be accepted

K Fergusson-Tibble requested to place a formal apology to the Board and to Wendy in regards to emails and the manner in which he approached the recent event of the COVID-19 lockdown. The Board accepted his apology.

Moved: R Crawford

Seconded: W Esera

2. CONFIRMATION OF MINUTES 1/2020

Moved: W Esera

Seconded: P Adams

3. MATTERS ARISING FROM MINUTES 9/2019

3.1 Nil

4. FINANCE

4.1 Management Report dated 29.02.2020

Currently have a surplus of \$102,275.00. Currently sitting in a comfortable position in regards to staffing. Wendy's COL Leader role is extended until 3rd June which generates 0.4 in our staffing entitlement. Marian Shand is now in an Across School Lead role which also generates 0.4 towards our staffing. Due to our timetabling of Tech Teachers and also our part time teachers we do not need to employ to fill that 0.4 as we cover it internally with existing staff. We are tracking for another refund in staffing this year of slightly more than last year which was \$98,000. This refund should cover the loss of income in regards to our International Fee Paying Students.

4.2 Update on Staffing

A member of staff we employed at the start of the year has left and we are very lucky and excited to be welcoming back Patricia Aukino which is great for the students in this class.

4.3 Update on Roofing - Rooms 3,4,5,6

The builders expected there to be a lot of rotten timber once they pulled the roof off however this was not the case. The report back from the Builders is that this project will be a lot less cost to the school. Any surplus can go towards the upgrade of Rooms 7,8,9 and 10.

That the Finance Report for 29.02.2020 be accepted:

Moved: P Luani

Seconded: P Adams

4.2 Staff Visa Payments – signed by Board Chair.

Staff Visa payments to be bought to next Board Meeting

5. PRINCIPAL'S REPORT

Tania LR, Senior Adviser from the MOE, has been in regular contact with Wendy in regards to the COVID-19 Lockdown. The MOE has requested the names and contact details of Students from H.I.S that do not currently have access to Internet or/and a Device at home. Teachers are currently contacting parents to find out this information. On 09/04/2020 this information will be uploaded to the Education Sector Data Portal. The MOE has advised that High Schools/Colleges will be Priority 1 in regards to this and Decile 1,2,3 Schools will be Priority 2. H.I.S falls under Priority 2. The Inquiry Learning Focus for Term 2 will be around COVID-19 as this information is readily available for students to access. Tech Teachers are currently planning activities for Students to do at home. There is a focus around making these activities achievable and accessible for students and parents. Classrooms Teachers are all active on Class Dojo. The MOE agrees H.I.S are in a strong position in regards to Digital Learning.

Debbie Wylde (DP) has withdrawn her resignation until further notice (due to travelling issues associated with COVID-19) This has been accepted by Wendy.

The new concrete that was meant to be laid during school holidays has been put on hold until further notice.

That the Principal's Report be accepted

Moved: S Luani

Seconded: P Adams

6. SELF REVIEW

Personnel

Under Police Vet for Employees, Item 1 – The Board requested we add to the end of this sentence ‘and every three years thereafter’

Under Police Vet for Employees – The Board requested we add an Item 4 that reads “All employment decisions in regards to Police Vetting is delegated to the Principal.

Moved: S Woolrich

Seconded: P Adams

Classroom Release Time

Under Item 2 – Allocation of Time – The Board requested we remove Specialist Teachers of Technology – PPTA and replace with Teachers - PPTA

Moved: W Esera

Seconded: A Talamahina

Parent Help

Under Guidelines – The Board requested we add a new Item - Parents/Caregivers must sign in on arrival.

Under Guidelines – Item 9 – The Board requested we add to this ‘The Principal has the discretion to decline anybody based on these results.

Moved: A Talamahina

Seconded: P Luani

7. PROPERTY

7.1 Workplace Health and Safety

The new Health and Safety Register is working well. All Staff are given a form at the beginning of the term to log any Health and Safety issues. They can also see Shania at any time during the term and she will add these to the register. Shania works with Robert and Sophie to make sure these issues are resolved and all results are logged on the register for the Board to see.

The new Assistant Caretaker (Sophie) is doing a fantastic job. Her and Robert are working as a great team together and the Board would like to acknowledge and thank Robert Fry for how well he is managing this and how well things are going.

The Board discussed and agreed to get uniforms/t-shirts for Sophie and Robert that makes them clearly identifiable to all staff/students and visitors to the school. Shania will look into this once school opens again.

That this report be accepted.

Moved: A Talamahina

Seconded: J Owens

7.2 Update on Classrooms

The new classrooms are suburb. There have been a few glitches in regards to internet however this was fixed a day before the lockdown.

8. GENERAL

8.1 NZSTA National Elections

Due to time constraints with the Lockdown, our voting forms for the NZSTA Elections have been sent away on behalf of the Board. The Board has voted for Ron Crawford. Ron thanked the Board for this.

MEETING CLOSED AT 7.05 pm with karakia led by Kahurangi Fergusson-Tibble

Chairperson: _____ DATE: _____

MEETINGS

NEXT BOT MEETING MONDAY 4th MAY 2020 – 6PM