

HENDERSON INTERMEDIATE SCHOOL MEETING MINUTES

Location: Staffroom
Date: Monday 14th February 2022
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>Alaina Talamahina</i>	<i>Staff Representative</i>
<i>James Christie</i>	<i>BOT Member</i>
<i>Pera Adams</i>	<i>BOT Member</i>
<i>Shania Hammon</i>	<i>BOT Secretary</i>

MEETING OPENED AT 6.00pm

1. ACCEPTANCE OF AGENDA

That the Agenda be accepted

Moved: S.Woolrich

Seconded: P.Adams

2. CONFIRMATION OF MINUTES 8/2021

Moved: J.Owen

Seconded: P.Adams

3. DECLARATION OF CONFLICT OF INTERESTS

Nil

4. MATTERS ARISING FROM MINUTES 8/2021

Nil

5. FINANCE

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

5.2 November 2021 Financial Management Report

W. Esera gave a general update around Finances. December report has not been received yet as it the report that is used to put together the end of year report. Finances are tracking well. The Maintenance and Minor Equipment budget has gone over due to unexpected things that came up during the year. The Staff Development Budget is under used due to Covid-19 and lockdowns meaning there was limited opportunity last year for Staff to do PLD.

\$500,000 has been invested.

The Upgrade on Room 2 went over budget by \$5000 due to a different quality of glass that needed to be used.

The old garage behind the caretakers shed has been demolished and new concrete laid. This was done as a matter of urgency due to security of the School Vans and providing additional car parks. R Crawford said that the ride on lawn mower and hand mower both need to be replaced as the current ones are old and need a lot of work done to get them up to scratch and it will not be worth the money spent. The estimate cost of a new ride on mower and hand mower is \$16,000.

The Board discussed getting some shade sails put up around the School to provide more protection for students. R Crawford and J Christie will meet with a shade company to look at where they could put these, and the cost of them.

That the Board approves demolition of the old shed, laying of concrete and building of new shed to have vans stored more securely and add additional car parking for staff.

Moved: R Crawford

Seconded: W Esera

That the Board approves purchasing a new ride on lawn mower and hand mower up to the cost of \$16,000

Moved: W Esera

Seconded: R Crawford

That the November 2022 Finance Report be accepted

Moved: A Talamahina

Seconded: J Owen

6. PRINCIPAL'S REPORT

The report was tabled as read.

That the Principal's Report be accepted

Moved: P Adams

Seconded: J Christie

7. SELF REVIEW

7.1 Polices

Crisis Management

Small change to be made as per Board Pack

Moved: J Christie

Seconded: P Adams

Concerns and Complaints

No changes to be made

Moved: A Talamahina

Seconded: J Owen

Theft and Fraud

The version in the Board pack will be the interim policy. The Board has requested it be bought back to the next meeting and have it condensed down.

Moved: R Crawford

Seconded: S Woolrich

7.2 Quality Teacher Characteristics

This was tabled for the BOT

7.3 School Culture

This was tabled for the BOT.

8. PROPERTY

8.1 Update on MOE Projects

W Esera gave an update on Property. The Architects have been in for the new 2 storey block to give options on colors. These have been picked out and will be lovely. Drainage and Electrical companies have been out and the project is running along nicely. At this stage the plan is to get underway in late April or early May. The 4 new classes that are going to be alongside Rooms 21 and 22 should be onsite by the end of February and occupancy should be ready in the 2nd week of School holidays. W Esera spoke about the issue of people coming onto School Grounds at night in the weekend and socializing and drinking in the picnic area. They have left smashed bottles all over the bark and tables which are a serious Health and Safety concern. Staff have come in on the weekends and cleaned up the mess left behind. The back gate is now being locked each night. We need to put extra security cameras in that area. The cost of 4 new cameras is \$5635 + gst. We are also wanting to get Night Patrols in on the weekends and will be installing some automatic lighting in the atrium area. The Board would like to acknowledge and thank Julie-Ann Thumath, Morag Pepe, Suliasi Ma'asi, Junior Toko, Alaina Talamahina and Annette Weaver for cleaning up the mess and making it safe for the students here.

That the Board approve the purchase of 4 new Security Camera's at the cost of \$5635 + gst

Moved: R Crawford

Seconded: J Owen

That the Board approve to get night patrols in during the weekend

Moved: W Esera

Seconded: R Crawford

8.2 Workplace Health and Safety

S Hammon gave an update around Health and Safety. The Playground Maintenance report that J Christie provided is great and the Caretaker is working through the items that need to be looked in. Once the work has been completed, J Christie will check this. A big clean up has been done in the Caretakers shed and this is looking much better. Chris Hunter has completed his Safe Safe – Heights course and is booked in to do a Test and Tag course.

That the Work Health & Safety report be accepted

Moved: J Owen

Seconded: A.Talamahina

9. UPCOMING DATES

BOT Meeting – Monday 14th March 6PM

BOT Meeting – Monday 4th April 6PM

10. GENERAL

10.1 Covid Action Plans

These were tabled for the Board. There are 3 different scenarios which is why there are 3 different action plans. These cover us for a full close, close with Essential Worker children and a partial close with having half the school here and half not.

10.2 Staff Delegation under Covid-19.

The Board had a discussion around who will be Acting Principal if the Principal gets sick or is required to self-isolate due to Covid-19.

The Board delegates Julie Ann Thumath to be Acting Principal in the event the Principal has Covid-19 or is required to self-isolate. If Julie Ann is unable to do so, the Board delegates Mark Snowden as Acting Principal. If Mark Snowden is unable to do so, the Board delegates Marian Shand as Acting Principal.

Moved: A Talamahina

Seconded: S Woolrich

10.3 NZSTA Conference

The dates have been set for 22-24 April. If any Board members are wanting to go, please let Shania Hammon know.

MEETING CLOSED AT 6.49 pm.

Chairperson: _____ DATE: _____