

# HENDERSON INTERMEDIATE SCHOOL MEETING MINUTES

Location: Staffroom  
Date: Monday 27<sup>th</sup> June 2022  
Time: 6:00pm  
Meeting No 5

## **Attendees**

<i>Ron Crawford</i>	<i>Chairman</i>
<i>Wendy Esera</i>	<i>Principal</i>
<i>Julie Owen</i>	<i>BOT Member – via Zoom</i>
<i>Spencer Woolrich</i>	<i>BOT Member – via Zoom</i>
<i>Alaina Talamahina</i>	<i>Staff Representative</i>
<i>Pera Adams</i>	<i>BOT Member</i>
<i>Shania Hammon</i>	<i>BOT Secretary</i>
<i>James Christie</i>	<i>BOT Member</i>
<i>Toni Fa'aletatau</i>	<i>Teacher</i>
<i>Theresa Vaiula</i>	<i>Teacher</i>
<i>Junior Toko</i>	<i>Teacher</i>
<i>Rosemary Ma'asi</i>	<i>Teacher</i>
<i>Hannah Lealiiee</i>	<i>Teacher Aide</i>

## ***Meeting opened at 6.00pm with karakia by P.Adams***

R. Crawford welcomed the visiting staff members. They requested if a Fale could be built at the School. This would be a beautiful place where our Pasefika students can connect to and identify with. It will be a great source of shade in Summer also. The Board fully supports this and agreed to it in principal. The next step is for these teachers to talk with the Principal and come up with a design team and plan. Once this has been done, it can be bought back to the Board for approval with budget etc.

Toni Fa'aletatau, Theresa Vaiula, Junior Toko, Rosemary Ma'asi and Hannah Lealiiee left the meeting at 6.18pm.

**1. ACCEPTANCE OF AGENDA**

That the Agenda be accepted

*Moved: W.Esera*

*Seconded: J.Owen*

**2. CONFIRMATION OF MINUTES 4/2022**

S. Hammon made an amendment to the minutes which was item 10.3 – The Board agreed the number of Parent Representatives for the BOT Election will be 7.

*Moved: A.Talamahina*

*Seconded: W. Esera*

**3. DECLARATION OF CONFLICT OF INTERESTS**

Nil

**4. MATTERS ARISING FROM MINUTES 4/2022**

Nil

**5. FINANCE**

**5.1 Staff Visa Payments** – These have been approved by the Board and were signed by the Board Chairman.

**5.2 May 2022 Finance Report**

The May 2022 Finance Report was tabled as read. W. Esera provided an update on this. The School is expecting a staffing refund and a refund of the Rooms 7-11 block to be in by the end of this week. The School is in a very good place financially tracking with a surplus of \$139,158.00 and a total of \$1,412,244.00 in the bank by 1<sup>st</sup> July. There are a couple budgets that have blown out (2310, 2410) with items that have all been approved by the Board like the Whare windows, Science room windows, shade sails, ride on mower, the Scaffolding unit plus other things. The Scaffolding Unit has been used by Contractors coming into the School as well as it is a safer option for them. We are still having issues with getting relievers due to a shortage of them. The School has got LATS for 4 very capable Teacher Aides to help get through this hard time and to avoid having to split and unsettle classes.

*That the May 2022 Finance Report be accepted*

*Moved: S. Woolrich*

*Seconded: P.Adams*

**6. PRINCIPAL'S REPORT**

This was tabled as read. W. Esera informed the Board that the first Parentschat meeting was a great success as well as the Whānau Hui. Both were lovely nights. Thank you to S.Woolrich for attending the Whānau Hui on behalf of the Board. In Week 10, parents/caregivers will have meetings with Teachers to receive and discuss their child's mid year report. Annette Weaver has resigned as she is moving to Rotorua to be with family. Dawn Hauraki will be taking over her class on a fixed term contract for Terms 3 & 4. The Board welcomes Dawn back.

*That the Principal's Report be accepted*

*Moved: P.Adams*

*Seconded: J.Owen*

## 7. SELF REVIEW

### 7.1 Polices

#### Protected Disclosure Policy

No changes to be made.

*Moved: S. Woolrich*

*Seconded: P. Adams*

#### Vulnerable Children Policy

Small change as per Board Pack – Point 4 will now read: In cases where it is obvious abuse has occurred or a disclosure has been made, **staff members should notify the Principal immediately. The Board Chairman will be kept informed.**

*Moved: J.Owen*

*Seconded: J. Christie*

#### Allocation of Units Policy

Points 2, 3 and 4 to be removed and to add a point that reads: **The Board can provide other units, if necessary, funded through the annual budget.**

*Moved: R. Crawford*

*Seconded: P.Adams*

#### Health and Safety

No changes to be made, to be reviewed at the next Board Meeting.

*Moved: A.Talamahina*

*Seconded: J.Owen*

### 7.2 Strategic Plan – 3<sup>rd</sup> Draft

Staff have been provided with a copy of the 2023-2025 Draft Strategic Plan and changes have been made after receiving their feedback. The next step is to send to Parents for feedback. The Board are happy with this version of the Strategic Plan.

### 7.3 Annual Plan Review

W. Esera gave an update on progress with meeting the objectives in the Annual Plan which is constantly being reviewed. The Board were informed of how the School is tracking in regards to the annual plan and what is still left to do.

## 8. PROPERTY

### 8.1 Update on MOE Projects

W. Esera gave an update on Property. Because of the weather, they have not been able to concrete the path to the new 4 relocatable classrooms. The path will be boxed up and the concrete will be poured in the holidays (weather dependent). The garage at the back of the School was severely damaged in a storm. Due to health and safety concerns, this was removed after being assessed by a Builder who confirmed it was not able to be salvaged. The Board were presented with a quote from Ideal Buildings West Auckland for a replacement garage for \$26,450.00 including GST. This was approved by the Board. This will be placed by the Caretakers Shed rather than down the back of the School. S Hammon will accept the quote on behalf of the Board. The Science Room has been transformed. Painting work around the School will continue in the School Holidays (weather dependent)

*That the Board approves the quote from Ideal Buildings West Auckland for \$26,450 including GST*

*Moved: W.Esera*

*Seconded: P.Adams*

## **8.2 Workplace Health and Safety**

The report was tabled as read. S Hammon gave an update around items that are still in progress. The work on the gym roof is starting this week. We are waiting on fittings to be changed on water tanks by Rooms 18-20 however the new cesspits that were installed have definitely improved the flooding situation.

## **9. UPCOMING DATES**

BOT Meeting – Monday 8<sup>th</sup> August 6pm

## **10. GENERAL**

### **10.1 Feedback from ‘Journey to Te Tiriti’ Event**

P Adams and S Woolrich thanked the Board for the opportunity to go to this event. They thoroughly enjoyed being able to visit the Treaty grounds. They enjoyed the opportunity to meet new people and network. The knowledge of the tour guides was amazing. There is lots of good information and resources available there.

### **10.2 Teacher Survey**

This report was tabled as read. This was a great source of gathering information and to see how staff are feeling. There were also good ideas that came from it of which some have already been implemented.

### **10.3 NZ Aims Trip**

*That the Board approves to fund \$100 per child attending AIMS*

*Moved: J. Christie*

*Seconded: J.Owen*

### **10.4 Board of Trustees Election**

S Hammon gave an update on the BOT Election. A calendar was provided in the Board Pack with a timeline of dates for the Election.

We will call for nominations by the 15<sup>th</sup> July. This will be via email unless we do not have an email address on file. If not, the nomination forms will be posted.

The Board Chairman signed the “Returning Officer Appointment Letter” for Jill Appleton and Shania Hammon which included payment that they will receive for performing this role.

**MEETING CLOSED AT 7.09pm.**

**Chairperson:** \_\_\_\_\_ **DATE:** \_\_\_\_\_