

HENDERSON INTERMEDIATE SCHOOL MEETING MINUTES

Location: School Boardroom
Date: Monday 27th July 2020
Time: 6:00pm
Meeting No 5

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>Witere Williams</i>	<i>BOT Member</i>
<i>James Christie</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

<i>Kahurangi Fergusson-Tibble</i>	<i>BOT Member</i>
<i>Pera Adams</i>	<i>BOT Member</i>

MEETING OPENED AT 6.00pm

1. ACCEPTANCE OF AGENDA

R. Crawford added 'NZSTA Function' to agenda

That the Agenda be accepted

Moved: J Owen

Seconded: A Talamahina

2. CONFIRMATION OF MINUTES 4/2020

Moved: W Esera

Seconded: P Luani

3. DECLARATION OF CONFLICT OF INTERESTS

R. Crawford had a brief discussion around this and suggested that this be done annually rather than every Board meeting. However, if a conflict of interest was to arise during the year, it is the individual Board Members responsibility to declare this at the next BOT Meeting. All agreed.

S Woolrich, P Luani and R Crawford declared they are members of another Board of Trustees.

R. Crawford declared that he does not get paid for any work he does for Henderson Intermediate School. He is a painting contractor.

4. MATTERS ARISING FROM MINUTES 4/2020

Nil

5. FINANCE

5.1 Staff Visa Payments – signed by the Board Chair

5.2 Audited Accounts

The Annual Report was included in the Board Pack. W. Esera bought the Auditors letter to the meeting and the Board had a discussion around the recommendations from the Auditors. Of particular interest was the Gisborne Trip for 10 people (staff and students) to handover our long serving Teacher, Audrey Puhipuhi, to her new School. Audrey was part of Te Whanau Moko unit. The Board felt the comments challenged our cultural pedagogy. The Board also felt the comments were culturally offensive and the Auditors should note their own comment that the Board approved the trip. The finance policy due to be reviewed later in the meeting has a change that will cover this particular situation in the future.

5.3 May and June 2020 Finance Management Reports

May - Surplus sitting at \$143,940 which is great.

June – Tracking with good underuse in Staffing. One thing to note is that the report shows the School has not received the staffing refund which is not correct. This has been received and was \$94K.

Everything else is tracking well. J. Christie asked what the situation is looking like for next year for International Students and the loss of income there. It is too early to say if we will have International Students next year. It was worth noting there was a news article announcing a \$50 Million package from the Government to help Universities and Schools with the loss of income. Shania will keep an eye on this to see if there is any funding the school can apply for.

That the May and June 2020 Finance Reports be accepted

Moved: P Luani

Seconded: W Williams

6. PRINCIPAL'S REPORT

The report was tabled as read.

That the Principal's Report be accepted

Moved: W Esera

Seconded: J Christie

7. SELF REVIEW

Polices

Finance

Changes to be made as per revised copy in Board Pack. The changes reflect Sensitive Expenditure.

Moved: A Talamahina

Seconded: W Williams

Use of School Facilities

R. Crawford would like to add an Item 6 – ‘A Use of Facilities report will be provided to the Board once a term’.

Moved: S Woolrich

Seconded: A Talamahina

8. PROPERTY

8.1 Update on MOE Projects

W. Esera gave an update on MOE Projects around the School. The builders have the new carpark underway and this is expected to be finished by Friday 31 July 2020. There is an issue with the new classrooms as the classrooms have been leveled at Room 32 end but the piles should have been slightly higher at Room 30 end and this is causing a buildup of water after heavy rain. There was a repair done in the school holidays on an old earth pipe that had been broken. This might have fixed the issue. Wendy will bring it up with the MOE next time they visit.

The Budget for the Design Room will be more than we planned due to the fact that we took the opportunity to tidy up the Art Room as well. The School are in the process of costing out flooring for the Art Room.

8.2 Workplace Health and Safety

S. Hammon gave an update on the Work Health and Safety Register. All outstanding issues from last term have now been completed. The OSH forms for Term 3 have been sent out to all staff and Robert has been notified of new issues reported and will work through them. Sophie has been booked into a Safe Site course on the 4th August 2020. There was a discussion around arranging a First Aid course for staff. We have received a quote and are waiting on another. J. Owen has done a First Aid course that she recommends. She will send the details to Shania.

9. GENERAL

9.1 SWIS Report

A Student Well - being Report was provided from Jess Barrett (SWIS) which had been requested by the Board.

The Board went In-Committee at 6.30pm

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 at 6.40pm - The SWIS Student Well - being report was discussed.

The Board would like to acknowledge Jess and the hard work she does with students at Henderson Intermediate. It was requested that she attends a BOT Meeting twice a year to be able to provide a brief student well - being update.

9.2 H.I.S Insight Magazine

The Board thought the H.I.S Insight Magazine was lovely and they are looking forward to receiving these at the end of each term.

9.3 Student Satisfaction Survey

This is conducted every second year and is different to the “Quality Teaching Survey” that was presented last term. The results are interesting. The enjoyment of learning in 2017 and 2020 is the same at 90%. This is a really good percentage. There is a lot of food for thought from this survey. S. Woolrich asked if the results for the Te Whanau Moko unit were different as this would be interesting to see. It would also be good to see the results for Tupu Ma Ola as well. These will come to the next Board Meeting.

9.4 NZSTA Event

There is a breakfast for Auckland Board Members coming up. It is being hosted by the Auckland Board of Trustees. The venue is TBC. Information will be sent out to Board Members.

9.5 Update on Playground

J. Christie, D. Wylde and the Head Students went to visit another school to check out the playground they had. It was too small for our students. The School needs a more age appropriate playground. J. Christie will make contact with a man who designs playgrounds and have discussions with him.

9.6 Art Room

The Art room was painted in the school holidays. It still requires new vinyl, autex installed underneath windows and heaters removed. This is being arranged.

9.7 Security Cameras

Security cameras have now been installed in various positions outside and in the hall, office and staffroom. Signs have also been put up around the school advising that there are surveillance cameras operating. As we need to make sure this is reflected in our policies, this will be drafted and brought to next meeting. It needs to include purpose of cameras and who has access to footage.

MEETING CLOSED AT 7.08pm.

Chairperson: _____ **DATE:** _____

MEETINGS

NEXT BOT MEETING MONDAY 24th AUGUST 2020