

HENDERSON INTERMEDIATE SCHOOL MEETING MINUTES

Location: BOT Room
Date: Monday 17th February 2020
Time: 6:00pm
Meeting No 1

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>

Absent

Witere Williams

MEETING OPENED AT 7PM

1. ACCEPTANCE OF AGENDA

1.1 That the Agenda be accepted

Moved: K Fergusson-Tibble

Seconded: P Luani

2. CONFIRMATION OF MINUTES 9/2019

Moved: J Christie

Seconded: P Adams

3. MATTERS ARISING FROM MINUTES 9/2019

3.1 Small change required in Section 9.2 – Initial in front of last name.

4. FINANCE

4.1 Management Report dated 31.12.19

The Board was presented with an updated 2020 budget which excluded International Student income. This is due to the Corona Virus outbreak in China. There was a discussion regarding the China trip and groups coming from China to NZ and at this moment the decision is to wait and see what happens over the next month however it is likely that both will not go ahead. The Board do not want parents to be out of pocket who have already paid for their children to go to China. It was acknowledged that there will be some very disappointed children however this is something that is out of their control. The revised budget should end up with a surplus of \$2330. The Fee Paying income needed to be removed. Also subsidy of things like school camp also. The School still has a generous budget but will have to be a bit more mindful on what the money is spent on.

That the revised 2020 budget is accepted

Moved: W Esera

Seconded: P Adams

That the Finance Report for 31.12.2019 be accepted:

Moved: W Esera

Seconded: S Woolrich

4.2 Staff Visa Payments – signed by Board Chair.

That the Staff Visa Card Accunts be paid.

Moved: R Crawford

Seconded: J Owen

5. PRINCIPAL'S REPORT

A lot is happening with property this year. As a result of the \$400K the school was given, it provides the opportunity to upgrade Rooms 7,8,9 and 10. This was on the cards last year however we ran out of money when doing repairs on the hall. Wendy and Ron have met with the architects to see that plan. The upgrade will make 4 teaching spaces into 5 as well as 1 new modernized toilet. The entrance way/corridor connected to Rooms 3,4 and 5 has a leaky roof. The MOE has given us another \$70K to repair this and it is already underway. A discussion was had about the security cameras around the school. This is still on the cards and it will be addressed down the line however the upgrade of buildings is first priority. It is estimated this will start within a year. Support staff pay increase comes out of operational budget however there has been no increase in the Operational Funding.

That that Board agree to spend the \$400K on upgrade of 7,8,9 and 10.

Moved: R Crawford

Seconded: K Fergusson-Tibble

That the Prinicpal's Report be accepted

Moved: S Woolrich

Seconded: P Adams

6. SELF REVIEW

Crisis Management

Item 3 –Board requested we removed the phone tree and replace that the Principal will communicate with all staff via email.

Moved: J Owens

Seconded: J Christie

Concerns & Complaints

No changes to be made to this

Moved: J Christie

Seconded: P Luani

Digital Devices

No changes to be made to this

Moved: A Talamahina

Seconded: P Adams

Quality Teacher Characteristics

No changes to be made to this

Moved: P Luani

Seconded: A Talamahina

School Culture

No changes to be made to this

Moved: P Luani

Seconded: A Talamahina

7. PROPERTY

7.1 Workplace Health and Safety

A Health and Safety register has been created which logs all reported hazards from staff and their outcomes. Previously OSH forms were handed out at the beginning of each term and then passed on to Robert to action. By logging them on a register we will have an overview to present to the board over the entire year. The outcomes will be followed up and updated by Shania. The register is also printed off regularly and kept in a folder in Shania's office.

A Safety form has been created for any safety training provided internally within the school. The form will be signed by both the trainer and trainee so this will minimize the risk of anyone ever coming back saying they weren't trained on a certain thing. Copies of the signed forms will be kept in a folder in Shania's office.

The Board has requested we send Sophie on a Site Safety course. Wendy/Shania will arrange this. The Board were informed Robert is qualified in electrical tagging, he does this regularly which saves the school a lot of money

That this report be accepted.

Moved: R Crawford

Seconded: P Adams

7.2 Update re MOE Projects

Part of the new classrooms were delivered on Monday 17/02/2020, the remaining parts are due to be delivered on Thursday 20/02/2020. During this process a tree of significance was removed and the new carpark is being put in a different place than initially thought.

The Board was concerned there was not enough consultation given in regards to where the new car park would be and also the tree of significance was not the one that was thought to be removed. The Board asked the Principal to write to the MOE for clarity on why both points were not discussed with her.

The Board was taken for a walk around the school to look at the new classrooms which are looking great. They were also taken to look at the gum trees by the playground which are a serious hazard and need to be removed. An Arborist has quoted \$2500 to cut down the gum trees, removing all foliage and dicing up the big wood into 300mm rounds. It was suggested this wood is gifted to HIS staff members who will pay a koha to the School.

That the quote of \$2500 is accepted to remove gum trees.

Moved: R. Crawford

Seconded: J. Christie

7.3 Fencing The Fencing along the back boundary has disintegrated and in a very bad state and the owners of property have agreed tear it down, rebuild and remove and rubbish and requested HIS halve the cost of \$6000. The letter from the Property Manager was provided for all to have a read over.

That the school covers half the cost of new fencing of \$3000

Moved: W Esera

Seconded: S Woolrich

The Board requested a quote be obtained to re-do the old wire fencing down the right hand side of field. Once obtained Housing Corp needs to be contacted to request they pay half the cost as this fencing is shared with state housing,

8. GENERAL

8.1 NZSTA National Elections

Wendy put forward Ron as a nominee for the NZSTA National Elections.

That the Board nominate Ron Crawford for the NZSTA National Executive.

Moved: P. Luani

Seconded: K Fergusson-Tibble

8.2 The Board request that Shania and Julz seek a GRANT for some new 4 sided basketball hoops which our students love.

Moved: R. Crawford

Seconded: W Esera

8.3 Principal's Appraisal

The Board went In -Committee @ 7:10pm. Wendy and Shania were asked to leave. The Board has received Wendy's end of year Appraisal Report.

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 @ 7.25pm.

Board thanks Wendy for the full report and for all her efforts as a Principal. The Board were very happy with the report

That the Principals Appraisal is accepted

Moved: P. Adams

Seconded: J. Christie

8.4 Parent complaint letter involving Oranga Tamariki

The Board has received a parent complaint letter.

The Board went In - Committee @ 7.25pm

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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 @ 7.35pm.

It was agreed by the full Board that the school acted correctly and no further action would be taken made on the matter.

Before the meeting ended Kahurangi requested it be minuted that our thoughts and prayers are with everyone in China especially those that the school has relationships with such as Confucious Institute and all the familes and children we have met along the way.

MEETING CLOSED AT 7.40 pm with karakia led by Kahurangi Fergusson-Tibble

Chairperson: _____ DATE: _____

MEETINGS

NEXT BOT MEETING MONDAY 23rd March