

HENDERSON INTERMEDIATE SCHOOL MEETING MINUTES

Location: Staffroom
Date: Monday 21st November 2022
Time: 6:00pm
Meeting No 8

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>Pera Adams</i>	<i>BOT Member</i>
<i>James Christie</i>	<i>BOT Member</i>
<i>Raj Maharjan</i>	<i>BOT Member</i>
<i>Ebony-Rose Andrews</i>	<i>BOT Member</i>
<i>Adelma Rimoni</i>	<i>BOT Member</i>
<i>Alaina Talamahina</i>	<i>Staff Representative</i>
<i>Shania Hammon</i>	<i>BOT Secretary</i>

Meeting opened at 6.00pm with karakia by P Adams.

Introductions were done with new Board members.

1. ACCEPTANCE OF AGENDA

That the Agenda be accepted

Moved: J.Owen

Seconded: A.Talamahina

2. CONFIRMATION OF MINUTES 7/2022

Moved: S.Woolrich

Seconded: J.Owen

3. DECLARATION OF CONFLICT OF INTERESTS

Nil

4. MATTERS ARISING FROM MINUTES 7/2022

Nil

5. FINANCE

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

5.2 August, September and October 2022 Finance Reports

Tracking very well for the year. There is a surplus in staffing despite having more relievers. This year, we did not appoint an Art teacher to cover Anna Delany while she was on study leave for the year. Kate Hart stepped into this role however she is already on our staffing therefore this has saved us staffing.

That the August, September and October 2022 Finance Reports be accepted

Moved: P.Adams

Seconded: E.Andrews

5.3 2023 Draft Budget

This is looking healthy with a good surplus. It shows the School has the ability to meet all of its commitments. If there is any feedback, Board members are invited to email this through to the Principal before the next Board meeting when the Budget will be ratified.

6. PRINCIPAL'S REPORT

This was tabled as read. Wendy gave an update on Staffing. Kath Aiavao has gained a Learning Support Coordinator role. The School has appointed a teacher who is currently teaching at Kedgley Intermediate. She will be a great addition to the staff.

Teacher Aides have been appointed for next year. The School is very fortunate to have such a high caliber of Teacher Aides doing work outside of their work description and hours.

The Board had a discussion about the roll for next year and if there are enough teaching spaces. Wendy informed the Board of the plan to move classes around and utilize the Library as a teaching space to accommodate all classes.

Wendy and Ron met with an Architect about the Fale. This is a starting point and another meeting will be booked to go and have a look at some Fales.

That the Principal's Report be accepted

Moved: R.Maharjan

Seconded: S.Woolrich

7. SELF REVIEW

7.1 Polices

International Student Policy

The Board had a general discussion around the policy and it was noted that the School has to follow the direction of the General Director of Health in regards to Covid vaccines and testing.

No changes to be made to this policy

Moved: A.Talamahina

Seconded: J.Christie

7.2 Draft 2022 Annual Report

This was tabled as read.

7.3 Draft 2023 Annual Plan

This was tabled as read. This will be completed once staff have inputted into it around the Performance Indicators.

7.4 Final 2023 Strategic Plan

Ebony-Rose commented that the word 'Pasifika' has been spelt differently in this document. This will be corrected.

That the 2023 Strategic Plan be approved.

Moved: S.Woolrich

Seconded: P.Adams

8. PROPERTY

8.1 Update on MOE Projects

The school is waiting on a reply from the Ministry regarding the 5YA Amendment so that the condemned classes can be made safe again. Our Property Manager will keep following this up. The 2 Portacom classrooms we have currently are very small and there is not much room for storage. Wendy contacted the Ministry and they have said to hire or purchase 2 x smaller Portacom Storage Units which the Ministry will reimburse the school for.

That the school purchase 2 x Portacom Storage Units at the cost of \$13,095 + gst each and add window security bars at the cost of \$429 + gst each

Moved: R,Crawford

Seconded: A.Rimoni

There was a meeting held last week about the new build. This was a very positive meeting. The Council consent has come through and fortnightly meetings will now take place with the School and the Contractors. There may be times the courts will need to be closed so that work can get started with the foundations. The security fencing will be extended so that students are safe and will not have access.

Ron and Wendy met with the Church next door in regards to using some of their carparks while the work is underway as the back car park will be impacted. They have offered 10 of their carparks to be used by staff during the day. The Ministry has responsibility to provide car parks for staff. They are aware that more car parks are needed, the School will keep reminding them.

8.2 Fencing Quote

There is some boundary fencing around the school that is a serious Health and Safety issue. A quote was provided for the Board from C & K Farrell Contractors Ltd to have this replaced.

That the quote from C & K Farrell Contractors Ltd for \$36,866+gst be accepted.

Moved: J.Christie

Seconded: A.Talamahina

8.3 Library

The Library will be made into a teaching space next year for Music. A walk through was done and it was identified that some work needs to be done in that area. The Board set a budget of \$20,000+gst

which is to cover new carpet tiles, paint, removing of old heating pipes and removal of electrical sockets in ground.

That a budget of \$20,000 be approved for works to be done in Library

Moved: S.Woolrich

Seconded: J.Owen

8.4 Chromebooks

The Board had a discussion about Chromebooks. We would like to purchase an additional 200 Chromebooks to replace older/broken Chromebooks that are no longer suitable for use or not compatible with the schools systems. The Board had a discussion and decided to donate them to the local primary schools.

8.5 Workplace Health and Safety

S Hammon gave an update on the WHS Report. The wire ropes on the confidence course have been removed as they are a Health and Safety issue due to fraying. They are being replaced with a new wire rope that has a casing around it. We are still having flooding issues around Rooms 18 – 20 and the Ministry are still working on a solution for this. There are some new water retention tanks being installed in this area.

9. UPCOMING DATES

Grad Dance – Thursday 1st December 6.30pm

Whānau Hui – Wednesday 7th December 7pm

Pacific Celebration Evening – Thursday 8th December 7pm

BOT Meeting - Monday 12th December 6pm

10. GENERAL

10.1 ERO day in School

This will be held on the 9th February 2023. All available Board members were asked to please attend.

10.2 BOT and Staff Meeting

The Board asked if they could have a ‘meet the staff’ meeting at School. Wendy will arrange this for Monday 12th December before the Board meeting.

10.3 End of year Christmas Lunch

BOT members to let Shania know if they can attend the end of year Christmas Lunch on the 15th December at 1.30pm.

10.4 2023 NZSTA Auckland Elections

That the Board agree to nominate Spencer Woolrich for the 2023 NZSTA Regional Executive Elections – Auckland region

Moved: J.Christie

Seconded: E.Andrews

MEETING CLOSED AT 7.12pm with karakia by P Adams.

Chairperson: _____ DATE: _____