

# HENDERSON INTERMEDIATE SCHOOL MEETING MINUTES

Location: Staffroom  
Date: Monday 30<sup>th</sup> May 2022  
Time: 6:00pm  
Meeting No 4

## **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>Pera Adams</i>        | <i>BOT Member</i>           |
| <i>Shania Hammon</i>     | <i>BOT Secretary</i>        |

## **Apologies**

|                       |                   |
|-----------------------|-------------------|
| <i>James Christie</i> | <i>BOT Member</i> |
|-----------------------|-------------------|

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

### **1. ACCEPTANCE OF AGENDA**

That the Agenda be accepted

*Moved: W.Esera*

*Seconded: R.Crawford*

### **2. CONFIRMATION OF MINUTES 3/2022**

*Moved: A.Talamahina*

*Seconded: J.Owen*

### **3. DECLARATION OF CONFLICT OF INTERESTS**

Nil

### **4. MATTERS ARISING FROM MINUTES 3/2022**

Nil

## 5. FINANCE

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

### 5.2 March 2022 Finance Report

This was tabled as read. There was a surplus of \$59,454 at the end March. Stationery is over budget as we got the entire years' worth in one go however this will balance out as the year goes on. There was a total of \$1,037,600 in the bank and invested.

*That the March 2022 Finance Report be accepted*

**Moved: S. Woolrich**

**Seconded: P.Adams**

### 5.3 April 2022 Finance Report

This was tabled as read. There is underuse in staffing, this is due to the lack of relievers available at the moment. The School is fortunate to be able to utilize Tech Teachers, Part Time Teachers, the Learning Support Coordinator and staff with a L.A.T to be able to cover classrooms when teachers are away sick. The ride on mower, scaffolding equipment and other grounds equipment were not budgeted for but they were replacing machinery that was well past its lifespan. The scaffolding equipment falls under the Board's Health and Safety responsibilities. A refund in staffing will come through on 1 July.

*That the April 2022 Finance Report be accepted*

**Moved: P. Adams**

**Seconded: J. Owen**

### 5.4 Increase in Budgets

The Board had a discussion about the Students and Staff well-being budgets. It was agreed to increase both budgets.

*That the Student Support Budget (3321) be increased to a total of \$10,000. (\$7,000 increase)*

**Moved: S. Woolrich**

**Seconded: A. Talamahina**

*That the Staff Well-being Budget (1426) be increased to a total of \$11,000 (\$8000 increase)*

**Moved: P. Adams**

**Seconded: J. Owen**

The Board commended the Principal on great financial management as this has made it possible to increase these budgets.

## 6. PRINCIPAL'S REPORT

This was tabled as read. The Board had a discussion around International Students. They believe the School is not ready to welcome back International Students for this year at least. This will be reviewed next year.

*That the Principal's Report be accepted*

**Moved: P.Adams**

**Seconded: A.Talamahina**

## **7. SELF REVIEW**

### **7.1 Polices**

#### Curriculum and Assessment

Small change to be made as be revised version in Board Pack

*Moved: W.Esera*

*Seconded: P.Adams*

#### Performance Management

No changes to be made

*Moved: J.Owen*

*Seconded: A.Talamahina*

#### Digital Devices

Feedback has been received from a parent regarding this policy.

The change that will added is: Deliberate damage to a School Chromebook will result in an invoice being sent home, to cover repair costs.

*Moved: W.Esera*

*Seconded: J.Owen*

#### Health and Safety

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

*Moved: P.Adams*

*Seconded: A.Talamahina*

### **7.2 Te Reo Māori Data Analysis**

The Board has already received the report on this as a whole School, the one presented was for just Māori students. It is pleasing to see the shift within Te Whānau Moko Team. Parent evenings will start again this term which is great.

### **7.3 Parent Survey**

A Parent Survey was sent out to all parents as per the Annual Plan. The School got 121 responses which was pleasing. It was interesting to see that 46 responses were about well-being and mental health. Feedback from staff is that children are feeling very socially insure. As a whole, staff are looking at what can be done. All classroom teachers are meeting 1 on 1 with the Principal over the next 2 weeks to discuss well-being and to give their thoughts and ideas around this. An anonymous survey will also be sent to staff for some questions that might be uncomfortable to answer in person.

### **7.4 Parentschat Programme**

The Board was informed about the forthcoming new “Parentschat Programme”. This will be a very informal evening which parents can attend and chat about common issues they are facing with their children. Each evening will have a presentation by the Principal around a specific theme and also about particular curriculum areas and what we teach. The first meeting will be on Tuesday 14<sup>th</sup> June at 6.30pm.

### **7.5 Covid-19 Online Learning**

The Covid-19 Online Learning Plan has been updated in the case of another lockdown. This includes more structured online learning time with teachers as well as groups with teacher aides. In the situation where students cannot be logged on all day, Parents will be assured this is okay. They can pick subjects their children can join. The main thing is the Teacher is available throughout the day.

## **7.6 Pasefika Educations Action Plan Review**

This was tabled as read. As the year progresses this will be added to.

## **7.7 Annual Plan Review**

This was tabled as read. As the year progresses more will be added to this.

## **7.7 First draft of HIS Strategic Plan 2023 – 2025**

The very first draft was presented to the Board. The strategic goals align with the NELP goals, the 2020 – 2030 National Pasifika Action Plan and the Tau Mai te reo and Ka Hikitia( Maori Action Plans).

This is a work in progress. The Board had a robust discussion about this and will keep revisiting this between now and the end of the year. The staff have now been given the first draft. Later in the year we will also send this out to parents.

## **8. PROPERTY**

### **8.1 Update on MOE Projects**

R Crawford and W Esera interviewed a new Property Consultant – Nick Bradley. R Crawford declared that he is known to him through a previous job he was contracting to however he has never contracted with him directly. He is an independent consultant approved by the Ministry. The Rooms 12-17 Block has a significant amount of money in the 10YA Plan to be spent on it. Will look at modernizing it and closing it in similar to the Rooms 7-11 Block. The Board may have to make a contribution towards this if the footprint is changed.

The Science room is underway, windows have arrived and are being installed. Our Science Teacher has gone on extended leave due to knee surgery so this will be done while she is on leave. One of our part time teachers will do Art in Room 29 in the meantime.

The Board had a discussion about the sculptures (heads) at the front of the School. It was decided that they do not hold any cultural significance for the School and do not fit the culture of the School. The Board decided to have them removed or relocated if possible.

*That the Board approves the Sculptures at the front of the School be removed or relocated if possible.*

*Moved: R.Crawford*

*Seconded: P.Adams*

### **8.2 Workplace Health and Safety**

The report was tabled as read. S Hammon gave an update on this report. The Board approved via email to go ahead with the repair of the gym roof. This total quote was for \$18,386.77+gst. We are awaiting arrival of materials for this. At this stage we are booked for work to get underway on the 28<sup>th</sup> June. Staff have been sent the Health and Safety form for Term 2. The Caretaker is working through issues as they are reported.

## **9. UPCOMING DATES**

-Tupu Ma Ola Art Exhibition Opening – Wednesday 15<sup>th</sup> June 5pm. The Board will attend this as a group. This will be an official Board Meeting.

-BOT Meeting – Monday 27<sup>th</sup> June 6pm

## **10. GENERAL**

### **10.1 Cleaning contract renewal**

C Hunter and S Hammon have sourced 4 quotes for a new cleaning contract. Due to the extra classrooms and work requested, the cost of this is significantly higher. After reviewing all 4 quotes

and meeting with each company, the preferred option is to stay with current cleaners – Clean Planet at a new cost of \$6931+gst per month. The start date for this new contract would be 1<sup>st</sup> July 2022 which means the Cleaning Budget needs to be increased by \$12,000 to allow for this.

*That the Board approves to increase the Cleaning Budget (2010) by \$12,000 bringing it to a total of \$67,000.*

***Moved: R.Crawford***

***Seconded: S.Woolrich***

### **10.2 Physical Restraint Report.**

The Board was provided with a copy of a physical restraint. The child involved is now excluded from H.I.S after a Suspension Hearing with the Board. The Board would like it noted that management went to significant effort to keep this child at School before going ahead with a suspension.

### **10.3 Board of Trustees Election**

The Board had a discussion around the Election that is taking place in September. They agreed to have the election on the preferred date of 7 September and the total amount of Board members will be 7 including the Principal and staff rep.

***MEETING CLOSED AT 7.17pm with a karakia by P.Adams***

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