

HENDERSON INTERMEDIATE SCHOOL MEETING MINUTES

Location: School Staffroom
Date: Thursday 17th September 2020
Time: 6:00pm
Meeting No 6

Attendees

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|-----------------------------------|----------------------|
| <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>James Christie</i> | <i>BOT Member</i> |
| <i>Pina Luani</i> | <i>BOT Member</i> |
| <i>Spencer Woolrich</i> | <i>BOT Member</i> |
| <i>Pera Adams</i> | <i>BOT Member</i> |
| <i>Kahurangi Fergusson-Tibble</i> | <i>BOT Member</i> |

Apologies

| | |
|--------------------------|-----------------------------|
| <i>Witere Williams</i> | <i>BOT Member</i> |
| <i>Alaina Talamahina</i> | <i>Staff Representative</i> |

MEETING OPENED AT 5.56pm with karakia led by K Fergusson-Tibble

1. ACCEPTANCE OF AGENDA

That the Agenda be accepted

Moved: P Adams

Seconded: J Christie

2. CONFIRMATION OF MINUTES 5/2020

Moved: W Esera

Seconded: P Luani

3. DECLARATION OF CONFLICT OF INTERESTS

Nil

4. MATTERS ARISING FROM MINUTES 5/2020

Nil

5. FINANCE

5.1 Staff Visa Payments – signed by the Board Chair

5.2 General

W Esera gave an update around Finances. The School will receive \$34,000 from the MOE due to the loss of International Student income. In the October 1st Bulk Grant payment, the School will also receive \$7700 towards Covid-19 expenses like hand sanitizer and surface cleaner. In 2021 H.I.S will be part of the Free Lunches in Schools programme which will mean every child in the School will receive a free lunch every day for the entire of 2021. Our Canteen Manager, Cecelia will become the liaison for this and will be arranging and distributing the food daily.

The tender process has gone out for the upgrade of Rooms 7-10. This is still going through the review process but early indication is there is a shortfall of \$100K. The message for the Project Manager is that the School Board may want to contribute this shortfall or reduce the scope of the project. The Board decided they would like to go ahead with project. \$100K will give a 10% contingency for unplanned expenses.

That the Board agrees to fund \$100K towards the upgrade of Rooms 7, 8, 9 and 10.

Moved: P Luani

Seconded: S Woolrich

5.3 July and August 2020 Financial Management Report

Both reports were tabled as read. Tracking well with staff. Current underuse of staffing of \$62,580.

That the July and August 2020 Finance report be accepted

Moved: P Luani

Seconded: J Owen

The Board went In-Committee at 6.08pm

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 6.17pm – Staff well-being was discussed.

The Board talked about and agreed to have a ‘Staff well-being’ budget set up with \$2500 available immediately and this amount can be reviewed at next Board meeting. This will used at the discretion of the principal. K Fergusson-Tibble asked about the well-being of students at the moment. R Crawford made the comment that ‘If we do nothing else this year but look after one another, that is enough and the most important thing’

That a 'Staff well-being' budget be established with \$2500 available.

Moved: S Woolrich

Seconded: K Fergusson-Tibble

6. PRINCIPAL'S REPORT

This report was tabled as read. It was noted that the School needs to budget for repairs to the flooring in the Cooking Room. A section of the floor needs to be broken up and steel reinforcing put in. Early indication quote is for \$20K but that is just an estimate as they won't know the extent of the work until they break up the flooring. It will be over engineered this time so that it doesn't happen again.

That the Principal's Report be accepted

Moved: J Owen

Seconded: J Christie

7. SELF REVIEW

Polices

School Van

Changes to be made as per revised copy in Board Pack

Moved: W Esera

Seconded: S Woolrich

Theft and Fraud Protection

No changes to be made

Moved: W Esera

Seconded: P Adams

Theft and Fraud Protection

Changes to be made as per revised copy in Board Pack with the addition of 'Footage from Security Cameras is kept on a backup server indefinitely'

Moved: S Woolrich

Seconded: W Esera

Student Achievement – Physical Education

Report was tabled as read. R Crawford asked for an update on the grant approval for 2 x 4 side Basketball hoops. S Hammon advised we have applied through KidsCan for \$20k to go towards these as well. We have not yet heard back. The Board agreed to go ahead at the cost of \$28K and if the grant is not approved it will be funded by the School itself. Shania will go ahead and purchase these through Sports Distributors. It would be great to get these in as soon as possible for students to be able to use.

That 2 x 4 Sided Basketball Hoops be purchased at a cost of \$28,000.00

Moved: R Crawford

Seconded: J Owen

Student Achievement – Social Sciences

The unit on "Events have causes and effects" was very successful. Assessment shows this. The current unit is around Discrimination. The assessment for this will be a 1 on 1 interview, students with their teacher for 15 minutes.

2021 Māori Action Plan

A Draft 2021 Māori Action Plan was shared. This includes guidelines from the new refreshed Ka Hikita and Tau Mai Te Reo. Included in the plan for next year is a School Target of 85% or more of

Henderson Intermediate School students being able to confidently talk about basic things in Māori. Each class will have a student as the Māori Guardian who will follow up weekly teaching of these during the week. Hone Tobin would like to teach other male staff members the process to be able to lead a whakatau in 2021. The Board would like to acknowledge Hone and the work he does in the Te Whanau Moko Team.

2021 Pasifika Action Plan

A Draft 2021 Pasifika Action Plan was presented. It includes a role for Dawn Hauraki, Pasifika Liaison Manager.

8. PROPERTY

8.1 General update on Property

A lot to do with property has been covered earlier in the meeting. Robert and Sophie cleaned and polished the vinyl in the Art Room. It has come up like brand new and won't need replacing as initially thought.

8.2 Workplace Health and Safety

The workplace Health and Safety Report was tabled. The only outstanding issue from last meeting is water gathering around Rooms 30-32. Work was done on this during second lockdown however there hasn't be enough of a downpour to make sure this has solved the issue.

Once a year Arges come and do a check of the School in regards to fire safety. It was been overlooked in the building warrant of fitness, 250 as the amount as occupiers. Robert is on to this and will have it updated to 650.

9. GENERAL

9.1 Update on Teacher Aides

During the Staff Only Day in Term 3, all Teacher Aides met and had a successful workshop. Wendy spoke to them about how their new grade and step will work and their roles and responsibilities. All have signed new and updated Individual Employment Agreements and Novopay has been notified. \$76,000 has been paid to the School to cover the backpay they will receive in November as the new pay grades take effect from February 2020.

MEETING CLOSED AT 7.01pm with karakia led by K Fergusson-Tibble

Chairperson: _____ DATE: _____

MEETINGS

NEXT BOT MEETING MONDAY 2nd NOVEMBER 2020