

# HENDERSON INTERMEDIATE SCHOOL MEETING MINUTES

Location: Staffroom  
Date: Tuesday 9<sup>th</sup> August 2022  
Time: 5:00pm  
Meeting No 6

## **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>
<i>James Christie</i>	<i>BOT Member</i>
<i>Shyloh Su'aausane</i>	<i>Head Boy – left at 5.10pm</i>
<i>Xavier Adams</i>	<i>Deputy Head Boy - left at 5.10pm</i>
<i>Kennerly Masi</i>	<i>Head Girl - left at 5.10pm</i>
<i>Valencia Fa'aletatau</i>	<i>Deputy Head Girl - left at 5.10pm</i>

***Meeting opened at 5.00pm with karakia by P Adams.***

***Head students thanked the outgoing Board for their contribution over the last 3 years and handed out presents.***

***Head Students left meeting at 5.10pm***

## **1. ACCEPTANCE OF AGENDA**

That the Agenda be accepted

W Esera added to the agenda School Lunches - meeting held on 9/08/2022.

*Moved: S.Woolrich*

*Seconded: J.Owen*

## **2. CONFIRMATION OF MINUTES 5/2022**

*Moved: J.Christie*

*Seconded: S.Woolrich*

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

Nil

## **4. MATTERS ARISING FROM MINUTES 5/2022**

Nil

## **5. FINANCE**

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

### **5.2 June 2022 Finance Report**

W Esera gave an update on the June and July Finance Reports.

There has been an adjustment made to Staffing as 2 teachers are on Study Leave. The Ministry covers the cost of the teacher who is covering their class. Due to a payroll error, these teachers were not coded correctly and therefore were coming out of the School Teacher Salaries. This has now been corrected and there is plenty of staffing surplus as seen on the July Report.

There are multiple budgets that have blown out as we have had a lot of things come up that were not budgeted for but all have been approved by the Board so there is justified reasoning for the expenditure. These are things like the school van, caretakers shed and equipment, shade sails etc. There is \$1,589,977.00 in the bank and investment accounts.

*That the June and July 2022 Finance Reports be accepted*

*Moved: P.Adams*

*Seconded: J.Owen*

### **5.3 Operation Grant Entitlement Notice - \$241,000 over and above what we planned for**

The Board were provided a copy of this notice. There was \$241,192.37 more than what was planned for.

### **5.4 Rooms 7-11 Refund Notice**

The Board were provided a copy of this notice. A \$103,370.28 refund has been received

### **5.5 \$20,000 Carvings Budget**

The Board had a discussion about getting some Māori Carvings for the front pillars of the Whare. They also discussed a wrap on the top of the Whare with a Māori Design. Mark Snowden will be the person responsible for this. The Board agreed to set a \$20,000 budget for this project. The Principal was authorized to spend up to 20k for this.

*That a \$20,000 budget be set for carvings on the Whare*

*Moved: R.Crawford*

*Moved: W.Woolrich*

## 6. PRINCIPAL'S REPORT

W Esera gave a summary of the Principal's Report.

The Stand Down Report provided within the pack shows a record number of stand downs so far this year. Because of this, W Esera has created a "Family and School Programme" which is run over 6 weeks and is for students and their families, who are returning from a stand down. Currently there are 2 programmes underway, 1 being run by the W Esera and the other by Mark Snowden. Meetings will be held at locations that everyone feels comfortable. It is important that the families feel comfortable coming into school. This is an opportunity to connect with the student and build a relationship with them. It is important that the student is listened to. What they are saying is valid. An update will be provided to the Board about the success of this programme next term, and a report on what has been achieved.

The Board thanked W Esera for what has been put in place. It gives them confidence that in the situation a child does get suspended has to come before the Board, that everything has been done to try keep them at school.

W Esera spoke about the Student Achievement Report. It is exciting seeing the shift in Māori and Pacific students. The School is very optimistic that at the end of the year, targets will be surpassed. W Esera spoke about the Teacher Survey. There were some high results. There have been some really good discussions with teachers about statements that weren't so good. The most important thing is that the voice of the students is heard.

*That the Principal's Report be accepted*

***Moved: P. Adams***

***Seconded: J.Owen***

## 7. SELF REVIEW

### 7.1 Polices

#### Finance

Point 3 under 'Cash Management' needs to now read: Investments may only be made with the written authorisation of the Principal and BOT.

Point 1 under 'Budget' needs to now read: The Principal and nominated member of the BOT, will prepare an Annual Budget based on the School Charter, School needs and Review of the Annual Plan.

***Moved: R,Crawford***

***Seconded: A.Talamahina***

#### Use of School Facilities

Point 3 will now read: No alcohol is allowed on the School Site unless prior approval has been granted by the Principal.

***Moved: J.Owen***

***Seconded: J.Christie***

#### Workplace Health and Safety Policy

Special Policy Addition to be updated as per Board Pack

***Moved: A.Talamahina***

***Seconded: J.Owen***

### 7.2 Stand Down Report

This was discussed as part of the Principal's Report

### 7.3 Student Survey Report

This was discussed as part of the Principal's Report

### 7.4 Student Achievement Mid Year Report

This was discussed as part of the Principal's Report

### 7.5 Strategic Plan

This was tabled as read.

## 8. PROPERTY

### 8.1 Update on MOE Projects

On Wednesday 10/08/2022 at 6.30am, the official blessing of Rooms 23-26 will take place.

On Thursday 11/08/2022 at 1.30pm there will be an official ceremony for the turning of the soil of the building site where the new big block will be. The whole school will be present along with multiple Contractors and Ministry of Education Representatives who are involved with this build. This will be followed by afternoon tea in the staffroom. The youngest female student in the school will be involved with this.

There was a great start up meeting held with the Contractors for this new build on Thursday 4 August. Right now, there is no starting date as the Council hasn't given consent yet. This will be a 14 month build and we are anticipating the Council permits will come through in 2 or 3 months. Some pre build work will be taking place in the meantime. The building contractors (Woodview Construction) will provide a Careers Programme which will be lovely for our students. This is all about encouraging students to get into a Trade.

R Crawford has done a walkthrough of Rooms 27 & 28 with the Caretaker. These classes are deemed to be not up to standard and the Board agreed to close them effective immediately. Keith Walker Construction will Board them up and our Caretaker will paint them to match the School. A meeting will be held with the Property Manager to have them removed.

*That Rooms 27 & 28 be closed immediately*

**Moved: R,Crawford**

**Seconded: J.Owen**

The Board had a discussion about the school being closed out of hours to the public. Due to the the building work that is about to start, the decision was made to close the school to all public after hours. The gates at the back of the school will be locked daily and signage will be put up. A letterbox drop will also be done to the neighboring streets advising them of the change. This will be for the length of the building project.

*That the School be closed to the public after hours effective immediately*

**Moved: R,Crawford**

**Seconded: J.Christie**

The company who are arranging the new garage have alerted the School that there needs to be a fire report done for this. This is on hold while awaiting further advice of the Ministry.

### 8.2 Fencing Quote

New fencing is urgently required for the back of the School running behind the building site. This is because neighbours are accessing the building site by putting their own gates in or moving planks of fencing. A quote has been received from C & K Farrell Contractors Ltd for \$8,734.25 incl GST.

*That the fencing quote from C & K Farrell Contractors Ltd for \$8,734.25 be accepted.*

**Moved: J.Christie**

**Seconded: A.Talamahina**

### **8.3 Workplace Health and Safety**

S Hammon gave an update on the WHS Report. This Gym Roof has been fixed and is no longer leaking. Unfortunately when this job was done, there were some serious leaking issues during the process. The roofers worked quickly to get issue fixed.

There are issues with the speaker on the phone system not being loud enough to students to hear announcements. It is very important we can get announcements to all classes quickly, especially in the case of a lockdown. Norrcom have been contacted and have proposed we put separate external speakers in every class. This will ensure announcements can be made loud and clear. Unfortunately a quote was not able to be obtained before the meeting however the Board decided once the quote comes through, the Principal is authorised to make the decision on this.

2 classes were not able to hear the 'Please evacuate the building' message when a fire alarm went off. Wormald have been contacted to address this, in the meantime a runner will alert these classes if there is another fire alarm.

## **9. UPCOMING DATES**

BOT Meeting – Monday 12<sup>th</sup> September

## **10. GENERAL**

### **10.1 Letter from Student**

This was tabled as read. The Board agreed this was a really lovely letter to receive.

### **10.2 Lunches in Schools**

A meeting was held on site with the providers of our school lunches. This was because there was a cockroach found in one of the sealed school lunches in the first week back at School this term. The providers are now carrying out an investigation. The Ministry has previously due to concerns, put the providers on an Improvement Plan. This is not the first time this has happened. The school has no faith anymore in this provider. W Esera has been going around all classes to ask them how they like the lunches. This was agreed to at the meeting held with the Providers and the MOE. A survey will be sent out via Survey Monkey too, to all students about the lunches they received that day and how much of it they ate.

### **10.3 International students**

The Board had a quick discussion regarding international students. The Board agreed that this is not yet on the Schools radar.

**MEETING CLOSED AT 6.25pm with karakia by P Adams.**

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