

HENDERSON INTERMEDIATE SCHOOL MEETING MINUTES

Location: Staffroom
Date: Monday 19th September 2022
Time: 6:00pm
Meeting No 7

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 – arrived at 6.08pm</i>
<i>James Christie</i>	<i>BOT Member</i>
<i>Raj Maharjan</i>	<i>BOT Member</i>
<i>Alaina Talamahina</i>	<i>Staff Representative</i>
<i>Shania Hammon</i>	<i>BOT Secretary</i>
<i>Mark Snowden</i>	<i>Deputy Principal – left at 6.15pm</i>
<i>Natasha Clark</i>	<i>Parent – arrived at 6.54pm</i>

Apologies

<i>Ebony-Rose Andrews</i>	<i>BOT Member</i>
<i>Adelma Rimoni</i>	<i>BOT Member</i>

Meeting opened at 6.00pm with karakia by M Snowden.

1. APPOINTMENT OF CHAIRPERSON

W. Esera called for nominations for Chairperson. S. Woolrich and A. Talamahina nominated Ronald Crawford. No other nominations were received. W. Esera declared Ronald Crawford duly elected as Chairperson of the Henderson Intermediate School Board of Trustees.

2. WHARE CARVINGS

M. Snowden introduced himself to the new Board and gave a presentation and some background information about the Whare. The Board had previously approved \$20,000 for some carvings to go on the front of the Whare. Mark has found a carver by the name of Fred Harrison who has designed and started these carvings which represent the schools values. The designs were presented to the Board. The carver has sourced lovely pieces of Kauri to use for this. The top of the whare will have a sign written Māori pattern mixing contemporary with traditional. Mark has approached local iwi to gain their permission for this project. The carver will keep Mark informed every step of the way. The Board acknowledged and thanked Mark for the time and effort he has put into this. Mark also acknowledged and thanked R Crawford for his support and passion for this project, driving this to happen.

3. BOARD MATTERS

R. Crawford moved to Co-op James Christie back onto the Board due to his experience on the Board and his expertise with Property Matters.

The J. Christie be co-opted onto the Henderson Intermediate School Board of Trustees.

Moved: R. Crawford

Seconded: S. Woolrich

The Board acknowledged the 2 new members that were absent and took a moment of silence for Queen Elizabeth.

4. NEW BOARD INDUCTION

The new Board members were provided with an Induction Pack. R. Crawford covered the items that were included as part of the Pack. Finance is in a good position with close to \$1.5million in the bank. There are projects already underway such as the new Tech Block, new speaker system, Sun Shades in front of Rooms 7 – 11. Policies and Charter can be found on the School Website. ERO Report can be found online. There will be a preliminary ERO visit in Term 4. BOT meetings have been set for the rest of the year and information on these has been provided. The Chairperson has the discretion to change these meeting dates from time to time due to illness and other circumstances. This will be communicated through the BOT Secretary.

5. CONFIRMATION OF MINUTES 6/2022

Moved: J.Christie

Seconded: A.Talamahina

6. DECLARATION OF CONFLICT OF INTERESTS

Raj Maharjan declared that he was also a member on the Waitākere College Board of Trustees.

7. MATTERS ARISING FROM MINUTES 6/2022

Nil

8. FINANCE

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

5.2 July 2022 Finance Report

This was tabled as read. The July Finance Report shows nothing of concern. Tracking with a good surplus and tracking well with staffing. Education Services met with Wendy and their yearly report

was provided in the Board pack. This shows good graphs showing where money is being spent. It shows it is all going in the right places with Learning Resources having the highest spend.

That the July 2022 Finance Reports be accepted

Moved: A.Talamahina

Seconded: P.Adams

9. PRINCIPAL'S REPORT

This was tabled as read. W Esera gave an overview on the Report. Scale A positions for next year have been advertised. There has been good interest in these positions. Tristan Williams has resigned as he has got a position at Orewa Primary School closer to his home.

The success at NZAIMS was fantastic with all teams involved. It was a wonderful experience for everyone involved. It was very pleasing to see that HIS won the Netball for a second time. Also the Football team came 24^h out of 50 teams which is wonderful!

That the Principal's Report be accepted

Moved: A.Talamahina

Seconded: J.Owen

10. SELF REVIEW

7.1 Polices

Food & Nutrition Policy

As per Board Pack – point 9 to be added: All students needing breakfast will be provided with a healthy breakfast at school – 8.15 – 8.45pm daily,

Moved: S. Woolrich

Seconded: J.Christie

Workplace Health and Safety Policy

As per Board Pack under 'Special Policy Addition' – point 2 will read: Staff, Students and any day relievers at HIS may if they wish wear a mask while indoors. Masks will be provided for all staff and students, if required.

Remove point 3.

Moved: J.Owen

Seconded: P.Adams

School Van Policy

Remove 'Where possible, trip organisers must factor in a contribution towards the cost of petrol for the vans'.

Moved: A.Talamahina

Seconded: S.Woolrich

7.5 Strategic Plan – updated version

This was tabled as read.

11. PROPERTY

11.1 Update on MOE Projects

The Board went In-Committee @ 6.35pm.

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 @ 6.50pm.

The Board had a general discussion around Building Consents and the Council.

Rooms 27 & 28 that were closed due to being unfit for purpose, now need to be used. There is no money allocated for them in the 10YA Plan however there is money allocated for roofing that won't be required. The School's Consultant will write an amendment to get this money reallocated to these classes. These need to be bought up to scratch. The particle board is full of Bora. There is no air flow under the flooring. There is also asbestos in one of the classrooms. This is estimating to cost \$300,000. The Board has made the decision to not use these classrooms until they are up to standard.

11.2 Windows and Doors Joinery Quotes

The Board approved the 5 quotes for Keith Walker Construction for new doors and joinery for the Staffroom (\$22,712.00), Library (\$30,602.00), Potu Ai (\$20,537.00), between Library and Staffroom (\$11,888.00) and the Staffroom Corridor and Courtyard (\$11,506.00)

That the quotes from Keith Walker Construction totaling \$97,245.00 + GST be accepted

Moved: A.Talamahina

Seconded: R.Maharjan

11.3 Shade Sails Quote for Rooms 7-11

Due diligence has been done and a recommended quote from Shade Systems was provided to the Board. The Board approved this without the optional extra of painted finish.

That the quote from Shade Systems be accepted totaling \$147,660.00 + GST

Moved: P.Adams

Seconded: J.Christie

11.4 New Trailer

The Board discussed the benefits of a new trailer for school vans. This will be great for school sporting and camp trips. The Board also agreed to get this sign written as well.

That the quote from Save Barn be accepted totaling \$6,869.57 + GST

Moved: R.Crawford

Seconded: R.Maharjan

11.5 Workplace Health and Safety

S Hammon gave an update on the WHS Report. Everything that is in progress is under control. Nothing outstanding to report.

11.6 Painting

Maintenance Painting that has already been approved is well underway. This will go slightly over budget as there is an additional class that needs to be painted.

11.7 Fale

The Board had a further discussion about a Fale for the School. A budget of \$250,000 has been set for this project. The Board would like to get this underway as soon as possible.

MEETING CLOSED AT 7.10PM with karakia by P Adams.

Chairperson: _____ DATE: _____