

# HENDERSON INTERMEDIATE SCHOOL MEETING MINUTES

Location: School Staffroom  
Date: Monday 15<sup>th</sup> June 2020  
Time: 6:00pm  
Meeting No 4

## **Attendees**

<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>Witere Williams</i>	<i>BOT Member</i>
<i>James Christie</i>	<i>BOT Member</i>
<i>Kahurangi Fergusson-Tibble</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>Alaina Talamahina</i>	<i>Staff Representative</i>

*MEETING OPENED AT 6.00PM with karakia led by Kahurangi Fergusson-Tibble*

### **1. MID-YEAR REPORT FROM HEAD STUDENTS**

Samuel Clark (Head Boy), Moe To'a (Deputy Head Girl) and Morgan Hundermark (Deputy Head Boy) presented a Mid-Year report to the Board. They covered the topics of House Captains, Enviro Leaders, Sports Leaders, I.T Leaders, School Council Leaders and Pink Shirt Day. The Board thanked the students for their report. The Head Students asked if the school would be getting a new playground this year and mentioned the survey that took place in lockdown over the preferred type of playground. The Board let them know they would be having a discussion about this later on in the meeting. The students thanked the Board for the new concrete area outside Rooms 11-16 as it has been very well used by all students in the colder weather.

## 2. ACCEPTANCE OF AGENDA

That the Agenda be accepted

*Moved: W Esera*

*Seconded: A Talamahina*

## 3. CONFIRMATION OF MINUTES 3/2020

*Moved: P Adams*

*Seconded: P Luani*

## 4. MATTERS ARISING FROM MINUTES 3/2020

Nil

## 5. FINANCE

### 5.1 Finance report

W. Esera gave a general update around finances. The 30<sup>th</sup> April Finance Report shows the school is tracking ahead for the year. Ed Services are currently a bit behind which is why we do not have the May 30th Report but this is expected any day. The actual Banking Staffing refund is tracking higher now than what is reported. A COVID-19 Budget Code has been set up so the Board can see how much has been spent on things relating to the pandemic. The Ministry has paid for staff to get their flu shots this year so this is a saving to the school of \$3K as this was in the original budget.

Currently we have \$759,232 in the Bank (including investments). We will receive a banking staffing refund of \$97K in the July 1<sup>st</sup> Ops Grant. This is \$72k more than what was budgeted for. We have received from the Ministry, 124 brand new Chromebooks with a value of \$62K. This is a huge saving for the School. A Talamahina requested if we could allocate a Chromebook to each Teacher Aide within the school. The Board all seemed to be happy with this. W Esera acknowledged and complimented the Ministry on their dealings with COVID-19. Their communications, she said, were great. We are expecting a refund from the Ministry for some of the other unexpected expenses incurred due to COVID-19.

### 5.2 Tourism well-being treat for Students

With camp being cancelled, W Esera requested the Board approves \$16K which will cover the cost for every child in the school to have an outdoor education experience around Auckland which the students will love. The Board agreed and also said that the original camp budget of \$25k could remain and be used for this.

**5.3 Printer Quote** – The Board received 2 quotes for our Photocopying and the decision was made to go with Konica Minolta with a 5 year lease. The savings were \$9K a year on what we are currently spending. The reason for this is that CSG has now joined the AOG Scheme.

That the April 30<sup>th</sup> Finance report be accepted

*Moved: R Crawford*

*Seconded: P Luani*

That the Printer quote from CSG be accepted

*Moved: A Talamahina*

*Seconded: J Christie*

## 6. PRINCIPAL'S REPORT

W Esera talked about the Lockdown Self-Review. It was interesting to see what staff enjoyed about lockdown. Most mentioned it was lovely to spend so much time with their families. The gut feeling from students is that they prefer to learn at school where they can see/speak to their teachers face to face.

An informal report was sent out in May to give parents some idea of where their children are sitting in regards to their learning. Writing and Reading are both going very well for the year. Maths may be where we are running behind our Annual Plan for the year. We had 2 pastoral care issues while in lockdown. The Board requested Jess (SWIS) provide a report at the next Board meeting with her perspective of how students are coping after lockdown. The Board will have a discussion around student well-being in the coming months. The Board are very aware there will be students who have stresses at home with the effects of COVID-19 and well-being is very important at this time. Teachers are not putting too much pressure on students so as not to overwhelm them. S Woolrich requested a report to show how this year's students compare to achievement levels of previous years. This is something the School does anyway. This will be in the Board pack closer to the end of the year. Students are very well aware of hygiene and hand sanitizing and washing is being done on a schedule. It will be interesting to see how this has an effect with general colds this year.

That the Principal's Report be accepted

*Moved: A Talamahina*

*Seconded: P Luani*

## 7. SELF REVIEW

### **Polices**

The Board went In-Committee at 6.59pm.

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 7.15pm. A policy was discussed.

### Curriculum Assessment and Reporting

Changes made as per revised copy presented in Board Pack

*Moved: W Esera*

*Seconded: P Luani*

### Child Protection

Changes made as per revised copy presented in Board Pack

*Moved: W Esera*

*Seconded: J Owen*

### Allocation of Units

Changes made as per revised copy presented in Board Pack

*Moved: W Esera*

*Seconded: P Adams*

### Protected Disclosure

No changes to be made

*Moved: W Esera*

*Seconded: W Williams*

### Concerns and Complaints

Changes made as per revised copy presented in Board Pack

*Moved: W Esera*

*Seconded: K Fergusson-Tibble*

### 2020 Quality Teacher Annual Survey

Very good survey this year, overall results very impressive. 97% of students felt their teachers cared for them which is fantastic. 97% also felt their teachers encourage them to be respectful which is one of our school values.

### School Achievement in Health

The unit being assessed was Resilience. This was cut short due to lockdown. When they came back to school in Term 2 students had a written assessment about Resilience. 82% showed a very solid understanding of this.

## **8. PROPERTY**

### **8.1 Workplace Health and Safety**

The Work Health and Safety Register is working very well. This is brought to the fortnightly Health and Safety meeting. Matters are discussed, progress recorded and any updates are added. It is a great way of keeping on top of any reported issues. W. Esera wanted it to be noted that the WHS System now is running really smoothly and this is a credit to Shania.

The Board requested Sophie go on a Safe Site course. Shania will arrange this.

### **8.2 Update on Property/Classrooms**

Block 7-10 Upgrade – We have got Building Consent for this and it is currently out for tender. This will be our new Bilingual Unit. Work will start in September and be finished in December ready for the new school year. Temporary classroom spaces have been sorted for the classes currently in this block.

Keith Walker Construction Quote for the Design room. This space is very tired and in bad need to upgrade. This upgrade needs to be funded by the school.

Keith Construction Quote for Room 30 – This will be the new Learning Support Co-ordinator Room which will be funded by the Ministry.

That the quote be accepted for the Design Room

*Moved: W Esera*

*Seconded: S Woolrich*

That the quote be accepted for Room 30

*Moved: R Crawford*

*Seconded: P Luani*

## **9. GENERAL**

### **9.1 Security Cameras**

The Board had a discussion around Security Camera's for the School and the Safety of Staff. It was agreed to go ahead with installing Security Cameras. Quotes will now be sourced.

### **9.2 Playground**

A survey was done during lockdown by students regarding a preferred playground. The Board had a discussion about this and J. Christie and W. Esera will take some students and have a look at this option and report back at the next Board meeting

### **9.3 Emergency/Lockdown procedure**

The Board requested Management look into the Emergency/Lockdown procedures at the school to ensure there is a robust process in place.

#### **9.4 Staff Hangi**

Thursday 2<sup>nd</sup> July there will be a Hangi at the School for all Staff and Board Members

#### **9.5 Four Sided Basketball Hoop**

R Crawford will look into pricing for these for the School and bring to next Board Meeting.

Pera Adams thanked the Board for the flowers she received, they were much appreciated.

**MEETING CLOSED AT 7.47 pm with a karakia led by Kahurangi Fergusson-Tibble**

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

#### **MEETINGS**

**NEXT BOT MEETING MONDAY 27<sup>th</sup> JULY 6.00PM**