

# HENDERSON INTERMEDIATE SCHOOL MEETING MINUTES

Location: Board Room  
Date: Monday 30<sup>th</sup> November 2020  
Time: 6:00pm  
Meeting No 8

## **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>Spencer Woolrich</i>	<i>BOT Member</i>
<i>Kahurangi Fergusson-Tibble</i>	<i>BOT Member</i>
<i>Pina Luani</i>	<i>BOT Member</i>
<i>Alaina Talamahina</i>	<i>Staff Representative</i>

## **Apologies**

<i>James Christie</i>	<i>BOT Member</i>
<i>Pera Adams</i>	<i>BOT Member</i>
<i>Witeri Williams</i>	<i>BOT Member</i>

*Before the meeting opened, Matua Hone took Board members to the Whare to show and talk through the new decorations on the wall, The Poupou. The Board acknowledged and thanked Hone Tobin and the students who had put this together.*

**MEETING OPENED AT 6.18pm with karakia led K Fergusson-Tibble**

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

That the Agenda be accepted

**Moved: W Esera**

**Seconded: A Talamahina**

## **2. CONFIRMATION OF MINUTES 7/2020**

*Moved: S. Woolrich*

*Seconded: J Owen*

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

Nil

## **4. MATTERS ARISING FROM MINUTES 7/2020**

K Fergusson-Tibble has resigned from the Henderson Intermediate Board of Trustees as his whānau are moving to Rotorua. R Crawford thanked him on behalf of the Board for his work and his kind words in his resignation letter.

## **5. FINANCE**

**6.1 Staff Visa Payments** – will be bought to next meeting

### **6.2 October 2020 Finance Management Report**

The report was tabled as read. W. Esera gave an update around Finances. The School is in a very good position financially. \$80K of funds is put aside for the Bike Track. Another \$76K was received from the Ministry and has gone out already as this was to cover pay increases and back pay for teacher aides. \$165K will be spent on the upgrade of Rooms 7,8,9 & 10. This was approved in the last Board meeting. The Ministry has also given approval for the School to contribute towards this upgrade. The Ministry has reimbursed the school the cost of a reliever for 8 weeks Term 3 to cover a teacher who was on sick leave for that term. The reliever was paid out of bulk grant which is what needed to happen in order to get the reimbursement. W Esera also presented the 2021 Draft Budget (2<sup>nd</sup> draft). The change in this is further back pay salary for support staff (Teacher aides). The 2021 Budget has a surplus of \$14,000.

That the October 2020 Finance Report be accepted

*Moved: S Woolrich*

*Seconded: K Fergusson-Tibble*

That the 2021 Draft Budget be accepted

*Moved: P Luani*

*Seconded: A Talamahina*

## **6. PRINCIPAL'S REPORT**

The Report was tabled as read. W Esera gave an update on appointments for 2021. Mark Snowden has been appointed as Treaty Partnership Manager. Sandra Hirinuki has been appointed as Te Whānau Moko Team Leader. Mark Snowden and Jackie Rogers were on the panel for this position to be able to give a Māori voice as this was important. 1 appointment has been made for a Fixed Term Scale A position and an ad will be put in the Ed Gazette for a second position.

That the Principal's Report be accepted

*Moved: R Crawford*

*Seconded: A Talamahina*

## **7. SELF REVIEW**

### **7.1 Polices**

#### Anti-Bullying

It was requested this was bought back to the next Board meeting.

## Animal Welfare

The Board requested a point be added 'Any animal being bought to school needs approval from Principal'

*Moved: W Esera*

*Seconded: S Woolrich*

### **7.2 Schoolwide Achievement PAT Tests**

This shows a comparison to data from the start of the year. PATs are done March and November. Comparison is done of the Scaled Scores in March and November.

The results are very good and especially considering the disruptions this year. The Board had a healthy debate and robust discussion about the results.

## **8. PROPERTY**

### **8.1 Update on Property**

There has been a delay with the sign-off for the upgrade of Rooms 7,8,9 & 10. The School is hoping to have the Contract signed before the Christmas break so work can start as soon as possible however this delay means there will be 5 classrooms less than expected for the beginning of the year. Other spaces will be utilized as classrooms in the meantime (e.g – Library, Learning Support room, Rooms 1 & 2). 2 more relocatable classrooms will be delivered and these will go on the field by Rooms 30,31 & 32. Meetings are also underway about the new 2 story 8 classroom block.

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

The Workplace Health and Safety Report was tabled as read. No major health and safety issues to report.

That the Work Health & Safety report be accepted

*Moved: W Esera*

*Seconded: A Talamahina*

## **9. GENERAL**

### **9.1 Update on Bike Track**

This is almost finished and the opening will be on Tuesday 8 December at 9am. It will be great for not only students of the school but also families using it during the weekends or after school.

### **9.2 Atrium Roof Quote**

The Atrium Roof needs replacing as the panels have started to come off and are moving in the wind. 3 companies have been out to quote and the preferred company is Solutions Roofing due to the quality of the roofing panels used.

That the quote from Solutions Roofing for \$12,700 be accepted

*Moved: S Woolrich*

*Seconded: P Luani*

### **9.3 Update on phone system and lines**

The contract with New Era, Advvaro and One Communication will finish on the 31<sup>st</sup> December 2020. A new contract has been signed with Norcomm. They will be the provider for phone lines, phone equipment and IT. They will also install a new PA system that runs through the Phones. This will be by way of a phone in every classroom which has a two way speaker. The phones will have a security pin number on it that only the teacher will know so no students will be able to access the phone to make calls. 3 big speakers will be put outside too. There are significant savings with switching providers and also the benefit of only dealing with 1 company.

#### **9.4 Principals Appraisal**

The Principals Appraisal was tabled as read, discussed and then shredded. A copy is to be placed on her file. The Board congratulated Wendy on the wonderful report.

*MEETING CLOSED AT 7.20pm*

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

#### **MEETINGS**

**NEXT BOT MEETING MONDAY 14<sup>th</sup> DECEMBER 2020 6PM**