

HENDERSON INTERMEDIATE SCHOOL MEETING MINUTES

Location: Staffroom and Zoom
Date: Monday 4th April 2022
Time: 6:00pm
Meeting No 3

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 – via Zoom, joined at 6.15pm</i>
<i>Alaina Talamahina</i>	<i>Staff Representative</i>
<i>James Christie</i>	<i>BOT Member</i>
<i>Pera Adams</i>	<i>BOT Member</i>
<i>Shania Hammon</i>	<i>BOT Secretary</i>

MEETING OPENED AT 6.00pm

1. ACCEPTANCE OF AGENDA

That the Agenda be accepted

Moved: W.Esera

Seconded: J.Christie

2. CONFIRMATION OF MINUTES 2/2022

Moved: J.Christie

Seconded: J.Owen

3. DECLARATION OF CONFLICT OF INTERESTS

Nil

4. MATTERS ARISING FROM MINUTES 2/2022

Nil

5. FINANCE

5.1 Staff Visa Payments – Credit card statements will be bought to the next Board Meeting.

5.2 February 2022 Finance Report

This was tabled as read.

5.3 Draft 2021 Financial Statement

The Board was sent the Draft 2021 Finance Report prior to the meeting. This was tabled as read. W Esera gave an update on the report. There is more surplus than budgeted for. This is due to roll growth and the fact that the School was only open for 105 out of 190 days last year. The surplus at year end is sitting at \$233,101. There is also a refund in staffing coming. This is due to not needing relievers a lot last year with so much time being closed. The Board were pleased with the report and thanked Wendy for her management of this.

6. PRINCIPAL'S REPORT

The report was tabled as read.

W Esera gave an update on the P.A.T Tests. It is pleasing to see that overall, despite a very hard year last year, the report isn't showing a huge fall in achievement. The valuable report will be the one at end of the year which shows improvement over the year. There is a big focus on reading, writing and maths. The Board thanked Wendy for the data.

That the Principal's Report be accepted

Moved: S.Woolrich

Seconded: R.Crawford

7. SELF REVIEW

7.1 Polices

Animal Welfare

The Board approved the revised policy that was presented in the Board pack which had changes regarding dogs at school on a Friday as a well-being strategy.

Moved: W.Esera

Seconded: P.Adams

Health and Safety Review

Due to the removal of the Covid-19 Vaccination Mandate, the Board approved to remove the 'Covid19' Section of the Policy. A risk assessment will be undertaken before the next Board meeting and the policy will be reviewed on the 23rd May 2022 in line with the Ministry of Education Guidelines.

The Board approved to extend the 'Special Policy Addition' regarding Covid-19 leave. This will be reviewed again at the next Board meeting on the 23rd May 2022.

Moved: J.Christie

Seconded: S.Woolrich

8. PROPERTY

8.1 Update on MOE Projects

Our Property Advisor, Robert Gunter, is finishing up with Henderson Intermediate School therefore the School will need to source a new Property Advisor acting on behalf of H.I.S.

10YE funding has come through and there is a reasonable amount to spend on the R12-17 block. This needs work done particularly on the toilet blocks and break out spaces. The classes will need some modernization done. The MOE are visiting on Wednesday 6 April to confirm when the 4 new classes alongside Rooms 21 and 22 will be ready to occupy.

The Science Room is needing an upgrade. A quote has been received from Keith Walker Construction for \$33,162+GST for replacement of windows and removing joinery. The Board approved this quote.

R Crawford and S Hammon met with RCS Painting Contractors and did a walk around the School to point out places that are requiring some maintenance painting. The quote has come in at \$27,883+GST. The Board approved this quote. S Hammon will organise to have this managed by the Caretaker who will work out the logistics of when and what painting can be done as it will not be able to be done all at once.

That the Board approves the quote of \$33,162+GST from Keith Walker Construction.

Moved: P.Adams

Seconded: J.Christie

That the Board approves the quote of \$27,883+GST from RCS Painting Contractors

Moved: R.Crawford

Seconded: W.Esera

8.2 Workplace Health and Safety

The report was tabled as read. S Hammon gave an update on outstanding items. The new security cameras are being installed this week. The mobile scaffolding was delivered on Monday 6 April. There was a delay in delivery due to Covid. There is leaking in the gym and we do not yet know if this is going to be a big or little issue. Thermo Tech are having a look at this on Monday 11 April to try find the issue. There have been a few issues with the Portacom classrooms and Rooms 21 and 22 however the contractors have been informed and are organizing to have these items fixed. The Shade Sails have been ordered for the playground.

9. UPCOMING DATES

BOT Meeting – Monday 23rd May 6pm

BOT Meeting – Monday 20th June 6pm

10. GENERAL

10.1 Memorial for Peter Jones

W Esera let the Board know that a remembrance piece is being made for Peter Jones who passed away last year. He was a huge part of the School. The piece will be made from the Totara tree that is being cut down as part of the new build project. This will be placed in a garden at the School.

10.2 Letters from Jacinda Ardern and Ashely Bloomfield

The Soft Materials group knitted some lovely pillows and these were sent off to Jacinda Ardern, Ashley Bloomfield and Chris Hipkins. Jacinda Ardern and Ashely Bloomfield sent thank you letters which the Board were provided a copy of. They were very impressed with the photo Ashley Bloomfield sent with him holding the pillow which is lovely for our Students.

10.3 Outdoor Speakers

The Board were informed that the 3 outside speakers have been stolen. Replacement speakers have been ordered at a cost of \$4,388. Keith Walker Construction will make secure cages for these and mount the speakers into the cages. They will be put in place with screws that are not able to be tampered with. The Board requested we check our insurance policy to see if they can be covered via insurance.

MEETING CLOSED AT 6.55pm

Chairperson: _____ DATE: _____