

HENDERSON INTERMEDIATE SCHOOL MEETING MINUTES

Location: Staffroom and Zoom
Date: Monday 14th March 2022
Time: 6:00pm
Meeting No 2

Attendees

<i>Ron Crawford</i>	<i>Chairman</i>
<i>Wendy Esera</i>	<i>Principal</i>
<i>Julie Owen</i>	<i>BOT Member – via Zoom</i>
<i>Spencer Woolrich</i>	<i>BOT Member</i>
<i>Alaina Talamahina</i>	<i>Staff Representative</i>
<i>James Christie</i>	<i>BOT Member</i>
<i>Pera Adams</i>	<i>BOT Member – via Zoom, joined at 6.17pm</i>
<i>Shania Hammon</i>	<i>BOT Secretary</i>

MEETING OPENED AT 6.00pm

1. ACCEPTANCE OF AGENDA

That the Agenda be accepted

Moved: J.Christie

Seconded: A.Talamahina

2. CONFIRMATION OF MINUTES 1/2022

Moved: S.Woolrich

Seconded: J.Owen

3. DECLARATION OF CONFLICT OF INTERESTS

Nil

4. MATTERS ARISING FROM MINUTES 1/2022

Nil

5. FINANCE

5.1 Staff Visa Payments – These are approved for payment by the Board

5.2 December 2021 Finance Report

This is a draft of the 2021 Financial Statements. The year ended with a surplus of \$278,754. The reason for the surplus is there were a lot of things that were budgeted for in the 2021 School year that simply did not happen because of Covid19.

That the Board approves in principal the draft 2021 Financial Statements.

Moved: A.Talamahina

Seconded: J.Owen

That the Board approves the 30 January Finance Report.

Moved: W.Esera

Seconded: R.Crawford

6. PRINCIPAL'S REPORT

The report was tabled as read.

That the Principal's Report be accepted

Moved: S. Woolrich

Seconded: R. Crawford

7. SELF REVIEW

7.1 Polices

Theft and Fraud

The Board approved the new version of the Theft and Fraud policy that was included in the Board pack.

Moved: R.Crawford

Seconded: W.Esera

Personnel

No changes to be made, so approved as is.

Moved: W.Esera

Seconded: S.Woolrich

Parent Help

The Board approved this policy, but with the following changes:

Point 1 change to: Parents/Caregivers must be fully vaccinated against Covid19, wear a mask and sign in at the School office on arrival.

Remove Points 6 and 7.

Moved: A.Talamahina

Seconded: S.Woolrich

Classroom Release Time

No changes to be made, so approved as is.

Moved: A.Talamahina

Seconded: S.Woolrich

Anti-Bullying

No changes to be made, so approved as is.

Moved: J.Owen

Seconded: J.Woolrich

Health and Safety

The Board approved to add the 'Special Policy Addition' that was presented to them with the below amendments:

Point 1 – Any staff member who has Covid 19, will be on paid leave for the 5 SCHOOL WORKING DAYS required, testing on Day 3 and Day 7. They will return to school on Day 8, once they have completed the required isolation time. Any further leave required after this time will be, the staff members own Sick Leave.

Point 3: Change 'DISCRETIONARY LEAVE WITH PAY to just LEAVE WITH PAY.

This will be reviewed at the next Board Meeting

Moved: W.Esera

Seconded: S.Woolrich

7.2 Covid19 at HIS

W Esera gave an update around Covid19 at the School and discussed the School closure. The reason for the School closing was the amount of cases in the School. Initially there were 1 or 2 and all of a sudden it blew up and it was evident there was spread among classes. The biggest issue that was noted before closing the School down was the amount of students being sent to School who were sick. It was very sad and distressing to learn that a lot of these students were sent to School as the parents needed to work and their workplace clearly wasn't being accommodating with them taking time off to care for their children. W Esera has done some investigation into the students that had Covid19 and what was learnt was that almost half of them had friendship connections here so that clearly students are spreading this to each other.

What also was interesting to note was that there are 8 staff at HIS who have not yet had their booster shot. 7 out of 8 of those staff have now had Covid19 which shows how important the booster is. There are other schools in the area with similar findings. As a staff we looked at how else we could really tighten up around the School in order to slow down the future possibility of further spread amongst students. The changes that have been made for the next 2 weeks are:

- Year 7 and Year 8 students attend on alternating days and all students are working online on Fridays. On the days they are physically at School, they will receive intense Reading, Writing and Math's learning so that no one falls behind.

-Staff have tightened up on morning tea and lunch time duties and are making sure that any students sitting close together outside have their masks on correctly.

W Esera presented a 'Special Policy Addition' to the Health and Safety Policy which the Board approved. The Principal shared with the Board her concern at Staff and their pay and the issues if they have no sick leave left. She had concern for many staff in this situation because they have young children.

This approval and amendments to the policy have been minuted under 'Policies'.

This policy addition will take effect as of Tuesday 15th March and would be reviewed at the next BOT meeting.

The Board commended the Principal on her outstanding communication to Parents and the Board during this time. They also commended her on the process that was put in place for the School to close. A plan was put in place and it was executed well.

The Board were very pleased with the NZ Herald article about the School and the comments the Principal made. It came across very well. The Board Chairman said he has received very positive feedback from people in the community too. The Board are happy to support staff at this difficult time.

S.Woolrich acknowledged the Principal and Board Chairman for their knowledge of the local community and for putting the health of students and staff first.

8. PROPERTY

8.1 Update on MOE Projects

The Ministry are running late with the 4 new classes going in on the field. Unfortunately this has been delayed due to staff isolating with Covid19.

The 10 Year Property Plan has been sent through and there is a meeting with the Schools Consultant this Thursday to discuss it. The School also has a new MOE Property Manager, Amanda, and she will attend this meeting.

R Crawford will arrange for an exterior painting contractor to quote and give a plan for painting the outside buildings. This will be brought to the next Board meeting for approval. This will be part of Cyclical Maintenance.

The Whare has had new windows installed and they look great.

Chris Hunter has been working hard on the gardens around the School and they are looking very nice. Overall the grounds and buildings are looking very clean and tidy.

8.2 Workplace Health and Safety

The Health and Safety Report was tabled as read.

S Hammon requested the Board approve purchasing a mobile scaffolding unit for the School at a cost of \$2703.83. This is so Chris Hunter can access heights safely and legally.

That the Board purchase a mobile scaffolding unit at a cost of \$2703.83

Moved: R.Crawford

Seconded: A.Talamahina

9. UPCOMING DATES

BOT Meeting – Monday 4th April 6.00pm

10. GENERAL

10.1 Billboard Contract

The Billboards on Lincoln Road have come out of contract and the existing provider has proposed a new contract with a base payment of \$7500 and 60% revenue share. They have also said they will take over paying for the power of these. The Board asked if a meter could be put on the Billboard. They also requested that the Billboard Company be contacted and asked if they would put in an electronic sign. W Esera will follow up with this.

10.2 Shade at HIS

The Board had a discussion around quotes supplied for new shading over the Interchallenge and outside Rooms 7 - 11 and Rooms 12-17. The Board agrees that the School needs more shaded areas. The Board approved the quote for Shade Sails over the Interchallenge. The Board asked S Hammon to look into Grants for other shading to see if there is any support from local Trusts. The Board is aware they may have to make a contribution towards this.

That the Board approves the quote of \$43,385+GST for Shade Sails over the Interchallenge.

Moved: S.Woolrich

Seconded: J.Owen

That the Board approves S.Hammon to apply for Grants for shading in front of Rooms 7 – 11 and Rooms 12 – 17

Moved: R.Crawford

Seconded: P.Adams

10.3 Appointment of Returning Officer for BOT Election

The Board appoints S Hammon and J Appleton to share the role of Returning Officer for the BOT election this year.

Moved: W.Esera

Seconded: S.Woolrich

10.4 Soft Materials Gifts to Parliament

The Soft Materials Group knitted some lovely squares that were made into cushions and these have been sent to Hon. Jacinda Ardern, Hon. Chris Hipkins and Dr Ashely Bloomfield with a lovely letter to thank them for all they have done during this pandemic.

10.5 Passing of Ex HIS Student – Suliveta Nathan Siaoosi

The Board were informed of the very sad passing of ex HIS Student Suliveta. A koha of \$200 will be given to the family and some staff will go and see them.

10.6 NZ School Trustees Event

There is a NZ Trustees event on the 18-19 June at Waitangi. It is an overnight stay and has limited numbers. The cost of each Board member to attend is \$250. The Board approves up to 2 Board Members attending if two tickets are available.

Moved: R.Crawford

Seconded: P.Adams

10.7 Personalised Plates

The Board approved purchasing 2 personalised plates for the School Vans at a cost of \$700 each. These will be HIS 001 and HIS 002. S Hammon will arrange this.

Moved: J.Chrstie

Seconded: R.Crawford

MEETING CLOSED AT 7.01pm

Chairperson: _____ DATE: _____