

# HENDERSON INTERMEDIATE SCHOOL BOARD MEETING MINUTES

Location: Boardroom  
Date: Monday 28<sup>th</sup> July 2025  
Time: 6:00pm  
Meeting No 5

## **Attendees**

Ron Crawford	Presiding Member
Viv Carr	Principal
Ebony-Rose Andrews	Board Member
Adelma Rimoni	Board Member
Raj Maharjan	Board Member
Shania Hammon	Board Secretary
Julie Owen	Board Member
Alaina Talamahina	Staff Representative
James Christie	Board Member
Spencer Woolrich	Board Member

## **Apologies**

Pera Adams	Board Member
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**Meeting opened at 6pm with karakia by A Rimoni**

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

**Moved: S Woolrich**

**Seconded: J Owen**

### **2. CONFIRMATION OF MINUTES 4/2025**

**Moved: V Carr**

**Seconded: A Talamahina**

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

Nil

#### **4. FINANCE**

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

#### **4.2 Special Expenditure**

N/A

#### **4.3 April 2025 Finance Report**

This was tabled as read. Good surplus and tracking well to budget. The biggest upcoming expense is the Staffroom upgrade. Banking Staffing is underused. Trying to use this up.

*That the June 2025 Finance Report be accepted.*

**Moved: R Maharjan**

**Seconded: A Rimoni**

#### **5. PRINCIPAL'S REPORT**

The Principal's report was tabled as read. This is as at end of Term 2 and reviewing strategic plan at the halfway point of the year. There has been a lot achieved in these 2 terms. Maths has been the biggest push this year as far as curriculum. Year 7 and 8 classes have made a difference, there are some things that will be done differently next year in terms of mixing Y7 & 8 Tech classes etc however overall the Y7 and Y8 cohorts are running well. The mid year achievement report was also discussed as part of the Principal's report.

*That the Principal's report be accepted*

**Moved: R Manharjan**

**Seconded: J Christie**

#### **6. SELF REVIEW**

##### **6.1 Policies**

##### **Finance Policy**

Small change as per Board pack

**Moved: J Owen**

**Seconded: S Woolrich**

##### **Use of School Facilities Policy**

No changes

**Moved: J Owen**

**Seconded: S Woolrich**

##### **CCTV Camera Use Policy**

New policy, approved as per Board pack.

**Moved: J Owen**

**Seconded: S Woolrich**

##### **6.2 Mid Year Student Achievement Data**

This was data taken from mid year PAT testing. Results are looking really positive. Feedback from students is that they are enjoying maths more than previous years. PATs were done as a paper test which is a good experience for the students and

prepares them for high school. The Board had a good discussion about the data that was provided. The Board acknowledges the work that has been put into getting the teachers upskilled with new curriculums.

## **7. PROPERTY**

### **7.1 Update on Property**

Staff toilets were upgraded in school holidays. This will go over budget due to some unexpected expenses. The partitions from the staff toilets have been re-used in the hall changing rooms/toilets. The feedback on this has been great. There was a flood in the Food tech room over the holidays. At this stage it appears it has been caused by missing ORG. This has now been installed. A camera put down the drainage has found a 10L bucket of rubble. Room 30 was also affected as carpet tiles and skirting was damaged. These have been replaced. Hoping to have cooking room back and up and running in week 4. Lift shaft was also flooded. MOE was informed about the flood and their instructions were to go ahead and get the repairs done. The costs of this will be covered by the MOE.

There was mould on the ceiling in the Quick 60 room. This has been treated and painted. There is a lack of ventilation due to old windows. These will be replaced with aluminum windows. The breakout room behind Rooms 14 & 15 does not have safety glass. This is a H&S issue and will be replaced. A whole new frame will need to go for the safety glass to be installed. Well done to the caretaker who got 80% of the school water blasted over the holidays.

### **7.2 Work Health and Safety Report**

This was tabled as read.

### **7.3 RAMS Folder**

This was tabled and RAMS folder is available for the Board to see at any time.

## **8. UPCOMING DATES**

Board Parent Elections Nominations close – Wednesday 6<sup>th</sup> August

Board Parent Elections Voting Papers issued by – Wednesday 13<sup>th</sup> August

Board Meeting – Monday 25<sup>th</sup> August 6pm

Board Parent Election Day – Wednesday 10<sup>th</sup> September

New Board takes office – Wednesday 17<sup>th</sup> September

## **9. General**

### **9.1 Printing Lease**

3 quotes supplied in Board Pack in previous Board pack. As per minutes # 4, the Board instructed management to decide on the most suitable and report back at this Board meeting. Fujifilm was the chosen supplier.

### **9.2 NZAIMS Board Contribution**

*\$5000 Board contribution towards NZAIMS was approved. This was in the 2025 budget.*

**Moved: J Christie**

**Seconded: R Maharjan**

**Meeting closed at 6.58pm by A Rimoni**

**Presiding Member:\_\_\_\_\_DATE: \_\_\_\_\_**