

HENDERSON INTERMEDIATE SCHOOL MEETING MINUTES

Location: Staffroom
Date: Monday 8th May 2023
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</i>
<i>Raj Maharjan</i>	<i>BOT Member</i>
<i>Alaina Talamahina</i>	<i>Staff Representative</i>
<i>James Christie</i>	<i>BOT Member</i>
<i>Adelma Rimoni</i>	<i>BOT Member</i>
<i>Ebony-Rose Andrews</i>	<i>BOT Member</i>
<i>Shania Hammon</i>	<i>BOT Secretary</i>

Apologies

<i>Pera Adams</i>	<i>BOT Member</i>
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Meeting opened at 6.00pm with karakia by M. Snowden

1. MĀORI AND PASIFIKA ACHIEVEMENT

Debbie Wylde, Morag Pepe and Katie Wright presented their report regarding Māori and Pasifika Achievement and their roles in this. Debbie had the opportunity in Term 1 to work with classroom teachers looking at classroom achievement data. Talked about how they were going to meet individual learning needs of their students. Talked about strategies. Goal of everyone being, to raise achievement. She also worked with the 4 COL leaders. Looked at the school data, class by class. Looked at isolating which teachers they could work with to raise achievement. Katie and Morag this year are looking specifically at Māori and Pacific students data, across the whole School.

Katie and Morag have identified specific teachers to support. Both have had initial meetings with these teachers to talk about lifting achievement. Teachers were very excited about this. They identified where they would really like support - reading, writing or maths for individual students. Katie and Morag will coordinate this. They will also meet these students, so they know there is another adult to support them.

The Board thanked them for attending and agreed that the work they are doing is very important. It will be exciting to see the data at the end of the year and to see the shift in student achievement.

2. FAGASA CONFERENCE REPORT

Toni Fa'aletatau, Alaina Talamahina, Anevili Auva'a and Hanna Lealiiee presented their reports to the Board. They thanked the Board for the opportunity to attend and each gave their feedback about what they took away from the Conference. They spoke about their highlights of the Conference and what they are going to implement in their classes moving forward. They finished with singing a Samoan song to the Board.

The Board thanked these staff members for the wonderful work they are doing in Tupu Ma Ola. The School is very privileged to have them.

3. MĀORI PARENTS SURVEY FEEDBACK

Mark Snowden presented to the Board, feedback from the Term 1 Whānau Hui and the survey that was completed there. 55 whānau who attended the Hui completed the survey. Feedback from the Hui was that whānau really enjoyed the new format so this will be used again in the future. Mark will meet regularly with Katie Wright to discuss achievement and to be able to bounce ideas off each other. Starting in Week 5, Mark will meet each Monday night with whānau for a wānanga reo māori me ōnā tikanga (language and customs forum). The Board thanked Mark for his work here and they enjoyed the new format of the hui.

4. ACCEPTANCE OF AGENDA

That the Agenda be accepted

Moved: A. Talamahina

Seconded: J. Owen

5. CONFIRMATION OF MINUTES 03/2023

Moved: W. Esera

Seconded: A. Talamahina

6. DECLARATION OF CONFLICT OF INTERESTS

Ron Crawford declared a conflict of interest that would be discussed later in the meeting. This was to do with the NZSTA National Elections.

7. FINANCE

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

5.2 March 2023 Finance Reports

This was tabled as read. The School is in a very good financial position.

That the March 2023 Finance Report be accepted

Moved: S. Woolrich

Seconded: R. Maharjan

8. PRINCIPAL'S REPORT

This was tabled as read. The Lost Learning Programme is looking very positive and there is no opposition from the Ministry in regards to how we will run this. The funding has been paid to the School already. Teacher Aides have been invited to be included in this.

ERO day in School was fantastic. Anjie Savage is going to be great to work with. She was very excited to be able to work with our School and she thoroughly enjoyed her time with classes. She said the culture in our School is lovely.

That the Principal's Report be accepted

Moved: J. Owen

Seconded: W. Esera

9. SELF REVIEW

7.1 Polices

Performance Management

Small changes as per policy in Board Pack. 'Board Chairman' needs to be changed to 'Presiding Member' and Board of Trustees needs to be changed to 'The Board' This is for all polices moving forward.

Moved: R. Maharjan

Seconded: E. Andrews

Curriculum and Assessment Policy

Small changes as per policy in Board Pack.

Moved: R. Maharjan

Seconded: J. Owen

Digital Devices Policy

No changes

Moved: R. Maharjan

Seconded: A. Rimoni

10. PROPERTY

10.1 Update on MOE Projects

The refurbishing of Block 11 will start in Week 1 of the school holidays. The roof works will be started next week.

The Shade sails were completed over the recent holidays and looks great. The front car park was also completed. Work was also completed with the drainage around Rooms 18-20.

The New build is tracking well and close to on track (17 days behind)

Wendy spoke about updating the road signage at the front of the School. That we really need to get a bigger and clearer digital screen that images can be put on. Work is still being done on finding the best option for this. Asked that the Board set a budget of \$45,000 for this.

The Board formally approved \$5000 to be put towards NZAIMS and \$5000 to be put towards Sports Camp. This had been circulated around the Board prior to the meeting as a request.

That the Board sets a budget of \$45,000+GST for a new digital road sign.

Moved: S. Woolrich

Seconded: J. Owen

That the Board approves \$5000 for NZAIMS and \$5000 for Sports Camp

Moved: S. Woolrich

Seconded: J. Owen

10.2 Workplace Health and Safety

This was tabled as read. Shania spoke about the new speaker system that was installed over the holidays. Individual speakers were installed in each classroom apart from the Whare, Potu'ai and Caretakers shed. These will be installed as soon as internet issues are resolved. Emergency situations will now be done over the indoor/outdoor speakers.

That the Work, Health and Safety report be accepted

Moved: J. Christie

Seconded: A. Talamahina

11. UPCOMING DATES

Staff and Board Review Meeting – Monday 12 June. An outline was included in the Board Pack.
Board Meeting – Monday 12 June – 6pm, following the Review Meeting.

12. GENERAL

12.1 Resignation Letter from Principal – This has been received. The Board now has a timeframe of key dates etc for this process to get underway. All the Board will be involved in this appointment. Ron Crawford said he will meet and gather data from the 3 DPS, then the whole staff at a later date.

12.2 Letter from a Staff member – The Board received a letter from a staff member asking for financial assistance with helping her get her Masters Degree. The Board discussed and approved her request as per her letter.

Moved: E. Andrews

Seconded: J. Christie

12.3 NZSTA National Elections – Ron Crawford excused himself for this part of the meeting due to a conflict of interest. He is seeking nomination from our Board for the National Executive.

The Board nominated Lorraine Kerr for National President of NZSTA.

Moved: J. Christie

Seconded: J. Owen

The Board nominated Ron Crawford for Board Member for the NZSTA National Executive.

Moved: A. Talamahina

Seconded: J. Christie

MEETING CLOSED AT 7.21pm with prayer by A. Talamahina

Chairperson: _____ DATE: _____