

# PASADENA INTERMEDIATE SCHOOL BOARD OF TRUSTEES

## MINUTES

24<sup>TH</sup> MAY 2016

5:35 PM MEETING ROOM ADMINISTRATION BLOCK

<b>MEETING TYPE</b>	Board Meeting
<b>PRESENT</b>	Belinda Drake (Chair), Jonathan Hughes (Principal), Mandy Tubman, Jacqui Watson, Lisa White, Richard Green, Martin Wright
<b>IN ATTENDANCE</b>	
<b>APOLOGIES</b>	
<b>MINUTES</b>	Jill Pitches, Secretary

### 1. Administration Matters

<b>1.3 DECLARATION OF INTERESTS</b>	Nil	
<b>1.4 CONFIRMATION OF MINUTES</b>	Moved; that the Board accepts the minutes of the previous meeting held on 12 <sup>th</sup> April 2016 as true and correct.	LW/MT: Carried
	Moved; that the Board accepts the PEB minutes of the previous meeting held on 12 <sup>th</sup> April 2016 as true and correct.	LW/MT: Carried
<b>1.5 CORRESPONDENCE</b>	Moved; that the inwards and outwards correspondence is received and approved.	MT/JW: Carried
<b>1.6 ADDITIONAL AGENDA ITEMS</b>	PEB matter refer 4.0	

### 2. Strategic Decisions

<b>2.1 PROGRESS AND NEXT STEPS FOR UNIFORM SURVEY</b>	<ul style="list-style-type: none"> <li>RG has been in touch with Alex Woodley from Point Research. Her advice around a uniform survey is to keep the initial question short, simple and concise, with some preamble.</li> <li>E.g. begin with "does the community want a uniform or not", yes or no answer. If the feedback indicates the community is in favour of keeping a uniform, at that stage the next set of questions can be introduced around whether the current uniform should be kept, or what a new uniform might look like.</li> <li>A preamble at the start of the survey will make it clear the Board recognises the importance of consultation and this is the first step in that process.</li> <li>Current parents of Year 7 and 8 students plus Year 5 and 6 parents of contributing primary schools will be invited to take part in the survey.</li> </ul>	
<b>CONCLUSIONS AND ACTION</b>	<ul style="list-style-type: none"> <li>RG will ask Alex to prepare the necessary wording for the survey to have for the Board in time for the next meeting.</li> <li>Trustees to email through any questions or information for the preamble they would like to see included in the survey by Wednesday 1<sup>st</sup> June 2016.</li> <li>JH will talk to Grey Lynn, Westmere and Point Chevalier Primary Schools to check their process for inclusion of the survey in their respective school newsletters, to go out before the July school holidays.</li> </ul>	<p>RG</p> <p>All Trustees</p> <p>JH</p>

### 3. Strategic Discussions

<b>3.1 SELF-REVIEW: NUMERACY AND DIGITAL</b>	<ul style="list-style-type: none"> <li>Maths as Inquiry has been implemented in approximately half of the classes.</li> <li>LW explained some strands are easier to roll out school wide (such as numeracy), while</li> </ul>
--	---

<b>LEARNING</b>	<p>other strands take more time, so the strategy has been to embed it first with some classes, thereby trialling it.</p> <ul style="list-style-type: none"> <li>Christine Abercrombie (teacher) has been leading the roll out. JH would be happy to either get more information from her to provide to the Board, or invite her to present to the Board.</li> <li>By this time next year it should be embedded throughout the school. Results are measured through motivational engagement, data, and surveys via appraisal.</li> <li>Digital learning is tied into Maths. JH explained it fits into everything, including the School's goals - the digital lens is applied to motivate and engage.</li> <li>The idea with both Maths and Digital learning is to create a link to the real world, so they aren't taught as silo subjects, but are integrated with and applied to other subjects also.</li> <li>JH recently visited Western Springs College and spoke of the amazing teaching practices he witnessed that were technology based, hugely motivating, and student led. He saw some great passionate teachers, students that were engaged, and some common language being adopted, similar to that which Pasadena and other schools use.</li> <li>Some Pasadena students have been chosen to assist with taking measurements for the new classroom fit outs, which is a real life application of their teaching. They will be able to present to the Board next term.</li> <li>The teachers are at different levels in terms of adopting Maths/Digital Learning, but what has made a huge difference is the technology that is available, and the fact that there are good leaders in the School, with a future focused team leading the implementation.</li> <li>MW commended JH on creating an IT network that is 'strong and robust.'</li> </ul>
-----------------	---

#### 4. Strategic Monitoring

<b>4.0 PEB ADVICE FROM PRINCIPAL CONCERNING A SCHOOL MATTER</b>	At 6:20pm, in accordance with Section 48 of the Local Government Official Information and Meetings Act 1987, the public were excluded from this part of the meeting to discuss confidential matters relating to a school matter.	
<b>OUT OF IN-COMMITTEE</b>	At 6:35pm the meeting moved out of in-committee.	
<b>4.1 PRINCIPAL'S REPORT</b>	<ul style="list-style-type: none"> <li>Students have initiated a review of the Honours system. Once it is decided what the new or revamped system might look like, the students can present to the Board.</li> <li>MW commended Martin Ball and Priscilla Godinet on their successful running of the Hiroshima exchange trip.</li> </ul>	
<b>CONCLUSIONS AND ACTION</b>	The Principal's Report was tabled, received and taken as read, with comment as above.	
<b>4.2 POLICY REPORT</b>	<ul style="list-style-type: none"> <li>The SchoolDocs Policies and Procedures online system has been adopted, as per the last Board meeting.</li> <li>JH provided a link for the board to view the school's policies and procedures, and provide comment.</li> <li>RG was concerned that in adopting SchoolDocs the previous policies would change and be rewritten, and is glad to be able to view the policies and comment.</li> <li>The documents can be reviewed and annotated as need be specifically for Pasadena – MW wondered to what extent.</li> <li>LW would like the opportunity to comment also, notwithstanding she is retiring from the Board. She will pass her comments to JH.</li> </ul>	
<b>CONCLUSIONS ND ACTION</b>	<ul style="list-style-type: none"> <li>The Trustees will view the policies on SchoolDocs and provide their comments at the next Board meeting.</li> <li>JH will check on ability to change wording as required.</li> <li>The Policy Report was tabled, received as taken as read, with comment as above.</li> </ul>	All Trustees JH
<b>4.3 FINANCE REPORT</b>	The Finance Report was tabled, received as taken as read, with discussion around school fees and donations.	
<b>4.4 PROPERTY REPORT</b>	<ul style="list-style-type: none"> <li>The MoE are planning to combine the roof replacement and classroom upgrades, as this will cause the least disruption to students.</li> <li>A timeline of when the work is due to start and be completed is due shortly.</li> </ul>	
<b>CONCLUSIONS AND ACTION</b>	The Property Report was tabled, received as taken as read, with comment.	
<b>4.5 HEALTH AND SAFETY REPORT</b>	<ul style="list-style-type: none"> <li>Discussion was had around whether Board members need to log in as visitors when attending Board meetings.</li> <li>JH is researching a new electronic means of log on rather than the current paper based</li> </ul>	

	system.	
<b>CONCLUSIONS AND ACTION</b>	The Health and Safety Report was tabled, received as taken as read, with comment.	
<b>4.6 UPDATE ON ELECTIONS/NEW BOARD TERM</b>	<ul style="list-style-type: none"> <li>• LW and JW did not stand for re-election.</li> <li>• The board didn't go to election so the Returning Officer has declared the trustees, effective as at 27<sup>th</sup> May.</li> <li>• BD and Linda Pirrit have been declared for an 18-month term (as per the transition to mid-term election cycle).</li> <li>• RG, MT and MW have been declared for a 3-year term.</li> <li>• Jerome Brown is the new staff-elected trustee.</li> </ul>	
<b>4.7 TERM 2 STAFF/BOARD FUNCTION</b>	<ul style="list-style-type: none"> <li>• The Trustees would like to have a function in Term 2 to introduce the new Board to staff, and thank staff for their work this year.</li> <li>• A breakfast on Friday 17<sup>th</sup> June at 7:30am was suggested.</li> </ul>	
<b>CONCLUSIONS AND ACTION</b>	<ul style="list-style-type: none"> <li>• A breakfast will be held in the staff room on 17<sup>th</sup> June 2016 at 7:30am.</li> <li>• BD will check the minutes as to who brought what last time, and advise Trustees accordingly.</li> </ul>	BD

## 5. Meeting Closure 7.15

<b>5.1 IDENTIFY AGENDA ITEMS FOR NEXT MEETING</b>	<ul style="list-style-type: none"> <li>• Policy comments re SchoolDocs</li> <li>• Follow up on uniform survey</li> </ul>	
<b>5.2 COMMENTS ON MEETING PROCEDURES AND OUTCOMES</b>	Nil	

Belinda Drake  
Chair, Board of Trustees  
Pasadena Intermediate School