

PASADENA INTERMEDIATE SCHOOL BOARD OF TRUSTEES

MINUTES

28TH JUNE 2016

5:37 PM MEETING ROOM ADMINISTRATION BLOCK

MEETING TYPE	Board Meeting
PRESENT	Jerome Brown, Belinda Drake (Chair), Richard Green, Jonathan Hughes (Principal), Linda Pirrit, Mandy Tubman, Martin Wright
IN ATTENDANCE	-
APOLOGIES	RG will need to leave meeting at 6:30pm
MINUTES	Jill Pitches, Secretary

1. Administration Matters

1.3 APPOINT CHAIR	RG nominated BD to the position of Chairperson.	
CONCLUSIONS AND ACTION	Moved; that the Board appoints Belinda Drake to the position of Chair. BD welcomed new trustees Jerome Brown (staff-elected trustee) and Linda Pirrit (parent-elected trustee).	RG/JB: Carried
1.4 DECLARATION OF INTERESTS CONFLICT OF INTERESTS REGISTER	<ul style="list-style-type: none"> • Nil • The School's Auditors have recommended the Board adopts a Conflict of Interests Register, which all trustees & SLT will sign and which will be kept at the office. This Register that must be updated if a conflict arises, including have a financial interest in a company undertaking work for the school. 	
1.5 CONFIRMATION OF MINUTES	Moved; that the Board accepts the minutes of the previous meeting held on 24 th May 2016 as true and correct. Moved; that the Board accepts the PEB minutes of the previous meeting held on 24 th May 2016 as true and correct.	MW/RG: Carried MW/RG: Carried
1.6 CORRESPONDENCE	Moved; that the inwards and outwards correspondence is received and approved.	MT/MW: Carried
1.7 ADDITIONAL AGENDA ITEMS	4.4 Property update	
1.8 CONFIRM MEETING DATES FOR REMAINDER 2016	Meeting for the dates for the rest of the year are as follows: <ul style="list-style-type: none"> • 2 August 2016 • 13 September 2016 • 1 November 2016 • 6 December 2016 	

2. Strategic Decisions

2.1 CONFIRM WORDING FOR UNIFORM SURVEY	<ul style="list-style-type: none"> • RG has sent through the wording prepared by Alex Woodley from Point Research. • The survey is brief and presented as a 'pulse check' to find out whether parents and the community support the School having a uniform or not. Depending on the feedback, a further survey may be undertaken to elicit more information. • In addition to asking participants what year level their child is (which is part of the survey), it was suggested it would be good to ask participants what school their children are currently at. • MW was concerned the question is not worded neutrally enough and will solicit an endorsement of the status quo. • RG can go back to Alex with feedback so he can reassure trustees if necessary. • After discussion the trustees agreed they were happy with the wording and to run with it
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	as it is, to meet participating school newsletter deadlines.	
CONCLUSIONS AND ACTION	Confirm with Alex the Board is happy to proceed, and check whether she is able to set up a Survey Monkey link and send to JH.	RG
2.2 SCHOOL DONATIONS FOR 2017	JH suggested the school donations are kept at the same level as last year.	
CONCLUSIONS AND ACTION	Moved; that the Board accepts JH's suggestion to keep the school donations set at the same level as for 2016.	RG/MT: Carried

3. Strategic Discussions

3.1 SCHOOL DOCS	<ul style="list-style-type: none"> All trustees were invited to provide feedback and comments about the use of SchoolDocs. JB likes them, and is reassured by the fact 350 other schools use them, and that they are cost effective. JH says they are brilliant; it's great to have them and to know they are there. They provide a one-stop shop to go to, and they are there for the School community to see. LP said Grey Lynn School recently adopted them & she had feedback from trustees there that they are great. SchoolDocs is set up to make sure policy reviews are up-to-date and that's where valuable conversation comes from, including with the community. MW found them comprehensive, consistent, carefully integrated, and using the same phrases and terminology throughout. He was impressed with the hyperlinks to different sections. RG thinks they are great and is happy to go with them, but notes the need to be robust in the approval of adopting SchoolDocs. His earlier issue around SchoolDocs was not around the policies specifically, but the process by which the Board adopted them as there was no formal resolution. RG doesn't want members to become complacent because the policies are all there, and it was agreed by all that the board needs to know them and to own them, and to be aware of what they say. MT understood the Board did agree to adopt SchoolDocs in the April meeting (in PEB) but agrees that a resolution is required, and also with the need to know the policies, and to follow the review schedule. BD has compared the School's current policies to the SchoolDocs ones. They are pretty much the same, with the exception of the Treaty of Waitangi policy, where the School's one is more comprehensive. The School has the ability to edit the SchoolDocs policy to reflect the School's position on the Treaty of Waitangi. There is also a thorough review schedule for constant review. It was suggested all trustees get to know the policies in time for the next meeting where any issues can be discussed. 	
CONCLUSIONS AND ACTION	<ul style="list-style-type: none"> Trustees to read through and get to know the policies on SchoolDocs. Trustees to complete the navigation quiz for the Board <p>Moved; that the Board adopts SchoolDocs.</p>	<p>All All</p> <p>RG/MW: Carried</p>
3.2 SELF-REVIEW: SCIENCE	<ul style="list-style-type: none"> JH advised over the last year there has been a big push from the School on science and integrating it into a conceptual framework. They have developed it into a more hands-on fun learning experience, with ongoing PD for teachers. The students can see the relevance of science by integrating through inquiry learning. JB advised they consulted the curriculum extensively, matched the science content to it, there has been lots of student voice, the students have loved it and talked about it at school and at home. JH notes it would be great to get this sort of stuff up on the Facebook page, so the community can see amongst others things, Pasadena has a strong science programme. Consent for photos to be published on social media now forms part of the enrollment process, so from next year the School will be able to publish some great photos of the kids in action. 	
3.3 SPECIALIST PROGRAMMES	<ul style="list-style-type: none"> JH noted the same as above, that the aim is to make these subjects all encompassing, so they are incorporated and integrated into inquiry learning, and to look at different ways of motivating priority students. Tabled, received, taken as read with brief discussion. 	

3.4 EQ SURVEY	<ul style="list-style-type: none"> Agreed it is important for the School to have this information. This will be reviewed in full for next year. Tabled, received, taken as read with brief discussion.
3.5 BOT TRACKING OF HOURS SPENT	<ul style="list-style-type: none"> JH advises the Auditors have brought to the School's attention, the adoption of procedures to track hours spent. Trustees will advise their hours undertaken (approximately) on BOT matters at each meeting by advising BD.

4. Strategic Monitoring

4.1 PRINCIPAL'S REPORT	<ul style="list-style-type: none"> JB enjoyed reading this, found the information clear and helpful. The School has been successful in its application for the MOE's Innovation Fund. The School's proposal relates to the Teaching of Mathematics through the use of mixed ability groups and an inquiry approach and is part of Strategic Goal 1 "Students" in the Strategic Plan. Staff sick leave data was reviewed. LP asked about whether the School provided flu vaccines for interested staff: not currently, but this is a possibility. 				
CONCLUSIONS AND ACTION	<table border="1" style="width: 100%;"> <tr> <td style="width: 70%;">Cost of flu vaccines to be investigated.</td> <td style="width: 30%;">LP/JH</td> </tr> <tr> <td colspan="2">The Principal's Report was tabled, received and taken as read, with comment as above.</td> </tr> </table>	Cost of flu vaccines to be investigated.	LP/JH	The Principal's Report was tabled, received and taken as read, with comment as above.	
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4.2 FINANCE REPORT INCLUDING AUDITOR'S REPORT	<ul style="list-style-type: none"> A member of staff has accrued long service leave, which would need to be paid should that person leave. This is now being budgeted for as an expense in the accounts. The School Auditors also suggested if the School was on track to produce a surplus at the end of the year, this should be reflected in the accounts. JH explained the deficit budget reflects a precautionary approach to allow for unforeseen circumstances. 				
CONCLUSIONS AND ACTION	The Finance Report was tabled, received as taken as read, with discussion.				
4.3 HEALTH AND SAFETY REPORT	<ul style="list-style-type: none"> Lisa White was the previous staff-elected trustee on this committee; JB may like to pick this up. The hall hire forms have been reviewed. 				
CONCLUSIONS AND ACTION	The Health and Safety Report was tabled, received as taken as read.				
4.4 PROPERTY UPDATE	JH has received an email confirming the MoE want to complete the roof replacement and conversion of classrooms to ILEs concurrently, but he doesn't have a confirmed timeframe from the MOE in respect of this. He will keep the pressure on the MoE to provide this information.				

5. Meeting Closure

5.1 IDENTIFY AGENDA ITEMS FOR NEXT MEETING	<ul style="list-style-type: none"> The NZSTA conference is in Wellington, 15-17th July. JB will have a think about attending. Other members have found them incredibly beneficial in the past. Early bird registration finishes this week on the 1st July 2016. BD advises RG would like to attend and half of the registration cost to be met (and half by Pt Chevalier School). The Board is happy to pay half of his registration, and for JB to attend if the dates work for him. LP is away and unable to attend.
5.2 COMMENTS ON MEETING PROCEDURES AND OUTCOMES	<p>The meeting closed at 7:25pm.</p> <p>The next meeting will be held at 5:30pm on 2nd of August 2016 in the meeting room in the Administration Block.</p>

Belinda Drake
Chair, Board of Trustees
Pasadena Intermediate School