

PASADENA INTERMEDIATE SCHOOL BOARD OF TRUSTEES

MINUTES

21ST FEBRUARY
2017

5:35 PM PASADENA MEETING ROOM, ADMINISTRATION BLOCK

MEETING TYPE	Board Meeting
PRESENT	Jerome Brown, Belinda Drake (Chair), Richard Green, Jonathan Hughes (Principal), Linda Pirrit, Martin Wright
IN ATTENDANCE	Lisa White
APOLOGIES	Mandy Tubman
MINUTES	Jill Pitches, Secretary

1. Administration Matters

1.3 ELECT BOARD CHAIR	<ul style="list-style-type: none"> RG called for nominations for the positions of Chair. BD is duly elected as Chair by a unanimous vote of the trustees. 	LP/JB: Carried
1.4 DECLARATION OF INTERESTS CONFLICT OF INTERESTS REGISTER	Nil, register completed by trustees.	
1.5 CONFIRMATION OF MINUTES	Moved; that the Board accepts the minutes of the previous meeting held on 6 th December 2016 as true and correct.	JB/RG: Carried
	Moved; that the Board accepts the PEB minutes of the previous meeting held on 6 th December 2016 as true and correct.	MW/JB: Carried
1.6 CORRESPONDENCE	Moved; that the inwards and outwards correspondence is received and approved.	JH/LP: Carried
1.7 REMINDER TO FILL IN TIME ALLOCATIONS	<ul style="list-style-type: none"> The Ministry of Education (MoE) requires trustees to record and allocate time spent in their capacity as a trustee. Suggestion board could use Google Sheets. 	
	<ul style="list-style-type: none"> Email a link to Google Sheets to trustees. Record time at beginning of each meeting. 	BD BD
1.8 CONFIRM HONORARIA	<ul style="list-style-type: none"> The honorarium is paid as a lump sum, recognizing an overall contribution by trustees throughout the year, rather than on a per meeting basis. The amounts of \$55 per trustee per meeting and \$75 for the Chair were set in 1989 and linked to the tax-free per annum amount at the time, which hasn't changed. RG advised NZSTA are looking at reviewing this amount. 	
CONCLUSIONS AND ACTION	The honorarium will remain at the current level for this year.	
1.9 CONFIRM COMMITTEE STRUCTURE AND DELEGATIONS	<ul style="list-style-type: none"> The Principal has an official delegation from the Board for the day to day running of school. Delegations are also in place for the Finance Committee - MT, MW, (JH and BD ex officio), and the Property Committee - RG, (JH and BD ex officio). Further working groups or committees may be established with the appropriate delegations put in place. 	
CONCLUSIONS AND ACTION	Check procedures with regard to financial limits in delegations.	BD
1.10 ADDITIONAL AGENDA ITEMS	Nil	

2. Strategic Decisions

2.1 APPROVAL OF 2017 BUDGET	Moved; that the Board approves the draft Pasadena Intermediate budget for 2017.	MW/RG: Carried
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3. Strategic Discussions

3.1 DISCUSS CHARTER, ESP ADDITION OF A 4TH STRATEGIC GOAL ACKNOWLEDGING COMMITMENT TO MAORI MEDIUM EDUCATION	<ul style="list-style-type: none"> All trustees support the addition of a 4th strategic goal acknowledging a commitment to Maori Medium education. At the moment, there is no clear Maori medium pathway between Westmere School (primary) and Western Springs College, and it would be great to provide that opportunity to students. Discussion was had around how this might be achieved – through a commitment to language, or to Maori students, or both? It may be through providing a separate bilingual unit, or through teaching that is split between English and bilingual learning. Funding is an issue. The MoE model is quite set, and doesn't necessarily recognize that there are many ways to achieve this goal, over and above a separate bilingual unit. The School is making a start, with the employment of a teacher (Turuhira Hotene) to teach te reo Maori. Consultation with feeder schools participating in Community of Learning will continue throughout the year and will be crucial in finding the way forward. The trustees agreed on a goal: "to provide a bilingual pathway in te reo Maori within a tikanga and te Ao Maori context". Although the goal is a specific one for students following a bilingual pathway, mainstream students will also benefit, including access to te reo which is reinforced through the other strategic goals. The Board welcomes Maori representation on the Board. As the strategic goal is embedded and more students enroll, it is hoped more parents will want to become involved. The Charter will be reviewed later in the year. The adoption of this strategic goal will necessitate changes to the Annual Plan. The trustees acknowledge the hard work JH has done to date in this area. 	
CONCLUSIONS AND ACTION	<ul style="list-style-type: none"> Report to be provided to trustees on meetings previously held relating to bilingual pathways with local schools and MOE. Wording and spelling of strategic goal to be confirmed as correct (via Jane at Westmere School). 	<p>JH</p> <p>JH</p>
3.2 ANALYSIS OF VARIANCE	<ul style="list-style-type: none"> The format is an MoE template. Discussion was had by the trustees about this document and the information it contains – targets against goals, successes, next steps etc – and recognition that this is made up of the information provided in December. A summary to go with the document would be helpful. 	
CONCLUSIONS AND ACTION	<p>A bullet point summary to be provided with the Analysis of Variance document next year.</p> <p>Moved; the Board accepts the Analysis of Variance report.</p>	<p>JH</p> <p>RG/JB: Carried</p>
3.3 ASSESSMENT OVERVIEW	This shows what the teachers' assessment tools are through the year, and how they look at student achievement data.	
3.4 POLICY REVIEW: NAG 3: STAFF LEAVE	<ul style="list-style-type: none"> Not all trustees are receiving the email with the link to the policy to be reviewed. Is SchoolDocs still sending this out? All trustees are to complete the review on staff leave. 	
CONCLUSIONS AND ACTION	<ul style="list-style-type: none"> Follow up with SchoolDocs Complete review on staff leave. 	<p>BD/JH</p> <p>All trustees</p>
3.5 2017 SUGGESTED MEETING DATES	<p>The proposed meeting dates for 2017 are:</p> <ul style="list-style-type: none"> Tuesday 21st February Tuesday 28th March Tuesday 11th April Tuesday 23rd May Tuesday 27th June Tuesday 8th August Tuesday 19th September Tuesday 7th November 	

	<ul style="list-style-type: none"> Tuesday 5th December 	
CONCLUSIONS AND ACTION	The proposed dates are confirmed by the trustees.	
3.6 2017 BOARD WORK PLAN	<ul style="list-style-type: none"> The Work Plan shows the different matters coming up for review/discussion by the Board. The schoolwide community survey on school performance will be added in, as will anything else as it arises over the year. 	
CONCLUSIONS AND ACTION	Draft 2018/2019 being prepared and will be emailed to trustees.	JH/BD

4. Strategic Monitoring

4.1 PRINCIPAL'S REPORT	The Principal's Report was tabled, received, and taken as read, with comment.
4.2 FINANCE REPORT	<ul style="list-style-type: none"> The Finance Report was tabled, received as taken as read. MW offered his apologies and left the meeting at this point at 7:23pm.
4.3 HEALTH AND SAFETY REPORT	<ul style="list-style-type: none"> The School will undertake an audit around procedures for Emergency Plan. This is part of the service offered by Harrison Tew. The Health and Safety Report was tabled, received as taken as read.
4.4 PROPERTY REPORT	<ul style="list-style-type: none"> The Property Committee has attended 2 meetings relating to property with the MoE. Rob Giller, MoE General Manager Infrastructure was present at the first of these. The outcomes of the meetings are a full roof repair, of which the School will contribute half its current 5YA allocation, and the balance will be met by the MoE. The MoE has agreed to match the combined 5YA sum plus any Board contributions, for the classroom ILE project. The School is waiting on a condition assessment, and the design process should start in April.

5. Meeting Closure

5.1 IDENTIFY AGENDA ITEMS FOR NEXT MEETING	Nil
5.2 COMMENTS ON MEETING PROCEDURES AND OUTCOMES	<ul style="list-style-type: none"> The meeting closed at 7:34. pm. The next meeting will be held at Tuesday 28th March in the meeting room.

Belinda Drake
Chair, Board of Trustees
Pasadena Intermediate School