

PASADENA INTERMEDIATE SCHOOL BOARD OF TRUSTEES

MINUTES

29TH MAY 2017

5:30 PM PASADENA MEETING ROOM, ADMINISTRATION BLOCK

MEETING TYPE	Board Meeting
PRESENT	Jerome Brown, Belinda Drake (Chair), Richard Green, Jonathan Hughes (Principal), Linda Pirrit, Kirk Torrance, Mandy Tubman
IN ATTENDANCE	-
APOLOGIES	N/A
MINUTES	Jill Pitches, Secretary

1. Administration Matters

1.3 DECLARATION OF INTERESTS	Nil	
1.4 CONFIRMATION OF MINUTES	Moved; that the Board accepts the minutes of the previous meeting held on 11 th April 2017 as true and correct.	MT/RG: Carried
1.5 CONFIRMATION OF PEB MINUTES	Moved; that the Board accepts the PEB minutes of the previous meeting held on 11 th April 2017 as true and correct.	JB/MT: Carried
1.6 CORRESPONDENCE	Moved; that the inwards and outwards correspondence is received and approved.	JH/MT: Carried
1.7 ADDITIONAL AGENDA ITEMS	<ul style="list-style-type: none"> RG would like Matters Arising from the Minutes to be added to the agenda as a process step. The minutes are sent to and reviewed by the Trustees weeks prior to the next meeting. Any matters arising, or new items or points for discussion that aren't on the Board Work Plan, can therefore be raised before the meeting agenda is set. If something arises urgently between the agenda being set and the meeting, it can be dealt with as an additional agenda item. 	

2. Strategic Decisions

2.1 RESOLVE TO SELECT NEW TRUSTEE	The Board welcomes Kirk Torrance as the new Board Member to replace Martin Wright (MW).	
CONCLUSIONS AND ACTION	Moved; that, having followed due process, the Board selects Kirk Torrance as parent-elected trustee to replace MW for the remainder of MW's term, through to mid-2019.	RG/MT: carried

3. Strategic Discussions

3.1 HAUTU ; SELF REVIEW TOOL	<ul style="list-style-type: none"> Hautu is a Maori cultural responsiveness tool developed by NZSTA. The Board acknowledges it is important and beneficial to revisit it, and reflect on where the School is at with it, especially in light of the upcoming consultation meeting tomorrow, but also from a governance level. Feedback from tomorrow's consultation will also be very useful for the School (see 3.2). RG mentioned that he will be offering an NZSTA Board Treaty workshop on Aug 26th at Point Chevalier School. BD has correspondence from Tamsin Hanly, a former primary school teacher. This information could also be useful for the Board to review, including with staff. 	
CONCLUSIONS AND ACTIONS	<ul style="list-style-type: none"> Thorough read through of the Hautu information before the next board meeting. 	All

	<ul style="list-style-type: none"> Resend correspondence from Tamsin Hanly to trustees. 	BD
3.2 MAORI AND PASIFIKA ACHIEVEMENT PLANS	<ul style="list-style-type: none"> JH advised the Maori and Pasifika consultation will take place tomorrow, Tuesday 30 May 2017. Lisa White will facilitate. Consultation will take place with parents around the new interventions (a number of which are initiatives from last year's consultation) to gauge what they see is working and to get their thoughts and ideas. MT enquired whether JH has noticed a difference yet in outcomes for students? JH responded that the profile of Maori has increased in the school with the addition of te reo Maori and te ao Maori teaching and learning, and there are good gains through the learning centre's work. Although it's early days, there are good synergies already, and feedback from parents especially around learning maps is positive. Peer coaches are being developed. Maths as inquiry is having a positive effect on student achievement. LP would like a separate Maori and Pasifika Communication Plan, to recognize the needs of both groups are different. JH acknowledges this. At the consultation parents are offered the chance to split into different groups, although there are commonalities between both, and some needs are unique to each. RG congratulated JH on the plan and his work to date, noting he has taken the strategic goal and made it work. Enthusiastic discussion then turned to the lack of funding by the MoE to cater for Maori-medium learning, which is delaying the establishment of a dedicated Maori-medium learning pathway from Westmere School to Western Springs College. The MoE will fund an 80/20 approach, but anecdotal feedback from Westmere parents is that they are looking for another approach, possibly a 60/40 split between mainstream and bilingual or immersion learning, but also with the opportunity for their children to take part in the rest of the school curriculum within existing classes (rather than a silo approach). The trustees discussed whether it is possible to achieve the same results through staffing entitlements? Probably not without 18 children wanting Maori-medium education (although this number is highly possible). The trustees discussed the need to consult with parents and whanau from Westmere, Richmond Road, Newton Central (where there is a Maori-medium pathway) but also from other local COL schools, to ascertain the numbers and also whanau requirements. It may be possible for the Board to fund any shortfall in MoE funding. 	
CONCLUSIONS AND ACTIONS	Talk to Jane at Westmere (our closest collaborators in this area), with a view to setting up a consultation with parents from feeder schools.	JH
3.3 GIFTED AND TALENTED REPORT	The Gifted and Talented Report is tabled, received and taken as read, with enthusiastic discussion.	
3.4 NUMERACY REVIEW	<ul style="list-style-type: none"> Maths Inquiry continues to be implemented across the School with positive results. The Numeracy Review is tabled, received and taken as read. 	
3.5 ICT REVIEW	<ul style="list-style-type: none"> ICT is a priority in the school and a positive tool to implement learning. The School started with external professional development in this area for teachers, but has found better results through internal PD and staff sharing ideas and information. The ICT Review is tabled, received and taken as read. 	
3.6 POLICY REVIEW, NAG 2 (SELF-REVIEW AND DOCUMENTATION)	The Policy review is available on-line at SchoolDocs.	
CONCLUSIONS AND ACTIONS	Forward emails generated by SchoolDocs advising of next board reviews, and include the logging-in process etc.	BD
3.5 PEB: PRINCIPAL'S APPRAISAL REPORT	At 6:38 pm 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 the Principal's Appraisal Report.	
OUT OF IN-COMMITTEE	At 7:02 pm the meeting moved out of in-committee.	

4. Strategic Monitoring

4.1 PRINCIPAL'S REPORT	The Principal's Report was tabled, received and taken as read, with discussion through the meeting.
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4.2 FINANCE REPORT	The Finance Report was tabled, received and taken as read. The auditor's report arrived today, with no particular issues noted. MT read through it on behalf of the board and has no concerns. The Annual Report can now be sent to the MoE by 31/5.
4.3 HEALTH AND SAFETY REPORT	The Health and Safety Report was tabled, received and taken as read.
4.4 PROPERTY UPDATE	JH, BD & RG met with the MoE & Project Managers on 25/5. The health and safety matters identified at the last board meeting have expedited the building works. The MoE is of the view the work will need to be separated into two distinct projects -- the roof repair and the classroom fit-outs -- which would mean the students will face two moves. The Property Committee members argued strongly against this and are waiting for a better solution. There is a meeting with the architects on Thursday 1/6.

BD suggested a staff board function. The breakfasts are still popular. A suggested date of Wednesday 5th July on the last week of term was proposed. JB will check this with staff.

5. Meeting Closure

5.1 IDENTIFY AGENDA ITEMS FOR NEXT MEETING	As per the Board Work Plan (which BD will re-email to trustees).
5.2 COMMENTS ON MEETING PROCEDURES AND OUTCOMES	<ul style="list-style-type: none"> • The meeting closed at 7:30 pm. • The next meeting will be held on the 27th June at 5:30pm in the meeting room in the administration block.

Belinda Drake
Chair, Board of Trustees
Pasadena Intermediate School