

PASADENA INTERMEDIATE SCHOOL BOARD OF TRUSTEES

MINUTES

20TH FEBRUARY
2018

5:30 PM PASADENA MEETING ROOM, ADMINISTRATION BLOCK

MEETING TYPE	Board Meeting started 5.36pm
PRESENT	Jerome Brown, Jonathan Hughes (Principal), Kirk Torrance, Mandy Tubman, Jill Pitches, Shelly Pathak, Richard Green (arrived 6.28pm)
IN ATTENDANCE	
APOLOGIES	
MINUTES	Jane Riddell, Secretary

1. Administration Matters

1.2A	Moved that appointment of Jane Riddell be appointed as minute secretary as per 2017 duties. Jane's son will be attending Pasadena in 2019, hence her interest in the role.	MT: Carried
1.3 DECLARATION OF INTERESTS	NIL - All Trustees completed a Trustees Interest Register – returned to MT at meeting	
1.4 POLICE VETTING	All board members to be police vetted being a trusted member of the community. Conclusion and Action: JP, SP, RG to complete and return to the office.	
1.5 CONFIRMATION OF MINUTES	<ul style="list-style-type: none"> Moved; that the Board accepts the minutes of the previous meeting held on 5th December 2017 as true and correct. Moved; that the Board accepts the minutes of the previous meeting held on 13th February 2018 as true and correct. 	JB/KT: Carried SP/JP: Carried
1.6 CORRESPONDENCE	<ul style="list-style-type: none"> Moved; that the inwards and outwards correspondence is received and approved. 	SP/KT: Carried
1.7 TIME ALLOCATIONS	The MoE requires trustees to record and allocate time spent in their capacity as a trustee. Principal excluded. Conclusion and Action: Time Allocation Sheet to be completed at the conclusion of each Board meeting	
1.8 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. Conclusion and Action: The honorarium will remain at the current level for this year.	
1.9 COMMITTEE STRUCTURE & DELEGATION	<ul style="list-style-type: none"> The Principal has an official delegation from the Board for day to day running of the school. Delegations are also in place for the Finance Committee (JH, MT) and Property committee (JH, MT, RG) to make decisions in committee and report to the Board. SP expressed an interest. Further working groups or committees may be established with appropriate delegations put in place.	
1:10 RAMS DELEGATIONS	<ul style="list-style-type: none"> The Principal has an official delegation from the Board to authorize RAMS for EOTC day trips. BOT to authorize RAMS for overnight stays. Approval agreed. 	JP/SP: Carried
1.11 ADDITIONAL AGENDA ITEMS		

2. Strategic Monitoring

<p>2.1 PRINCIPAL'S REPORT</p>	<ul style="list-style-type: none"> • Good start to the year, teachers pre-school PD successful and good turnout for school picnic. • Student council leadership training to be introduced as requested by students. To be continued annually. • Property – disappointed in length of time to get building projects started. Staging options discussed. Special education building modification to be funded by MOE. • Health and safety discussed re illness levels so far. Virus present in school. Near misses discussed via SP. Currently recorded in a Hazard Register, hazards regularly discussed/reminded with students and teachers. • Strong enrolments this year. Discussion on maximum numbers in both classes and schoolwide, some classes slightly smaller to accommodate further growth this year. Roll needs to be at 325 before roll growth classrooms considered by MOE. • Craig has done a great job maintaining the grounds over the summer holidays. 	
<p>Conclusions and Action: The Principal's Report was tabled, received, and taken as read.</p>		
<p>2.2 FINANCE REPORT</p>	<ul style="list-style-type: none"> • Dec 2017 accounts unaudited. To be discussed at next meeting. • 2018 budget drafted Dec 17 meeting. MT discussed main differences. • Moved that a school credit card with limit of \$2000 be issued to Lisa White. 	<p>RG/KT: Carried</p>
<p>Conclusions and Actions: The Finance Report was tabled, received, and taken as read. Credit card for Lisa to be established JH.</p>		
<p>2.3 HEALTH AND SAFETY REPORT</p>	<ul style="list-style-type: none"> • Lockdown on first day of school went extremely well. Health and safety procedures are robust. 	
<p>Conclusions and Action: The Health and Safety Report was tabled, received, and taken as read.</p>		
<p>2.4 PROPERTY UPDATE</p>	<ul style="list-style-type: none"> • Discussion regarding disappointment in the time delays for the project. • No PA system but current systems are effective in communicating emergency situations 	
<p>Conclusions and Action: The Property Report was tabled, received, and taken as read, with discussion as per above.</p>		

3. Strategic Decisions

3.1 APPROVAL OF 2018 BUDGET	<ul style="list-style-type: none"> • RG recommendation that conference costs for BoT not covered. JH to amend Board PD budget to \$3000. • Moved; that the Board approves the draft Pasadena Intermediate budget for 2018 with recorded alteration. 	RG/JP: Carried
	Conclusion and Action: Board PD budget to be amended to \$3000 JH	

4. Strategic Discussions

4.1 ANALYSIS OF VARIANCE INCLUDING TARGETS FOR MAORI AND PASIFIKA STUDENTS	Moved; that the Board approves Analysis of Variance Report (MOE requirement).	
	Conclusion and Action: The Report was tabled, received, and taken as read, with discussion and approved by all.	
4.2 ASSESSMENT OVERVIEW	<ul style="list-style-type: none"> • Teachers assessment tools and the influence these have on student achievement data received and reviewed. 	
4.3 POLICY REVIEW: HOME LEARNING (NAG 1)	<ul style="list-style-type: none"> • Policy review via google not successful. JH to sort and requested Trustees view and comment on policies online. 	
4.4 2018 SUGGESTED MEETING DATES	<p>Wednesday 11th April Wednesday 16th May Wednesday 27th June Wednesday 8th August Wednesday 19th September Wednesday 7th November Tuesday 4th December</p> <p>Conclusion and Action: The BOT Meeting dates below are confirmed by the Trustees.</p>	
4.5 BOARD WORK PLAN	<ul style="list-style-type: none"> • The Work Plan shows the different matters coming up for review/discussion by the Board. <p>Conclusions and Action: 2018/2019 Work Plan confirmed by Trustees.</p>	
4.6 APPROVAL 2018 EOTC (CAMP) RAMS	Conclusions and Action: RAMS forms for the 2018 Camp at Piha were tabled and approved by the Trustees.	
4.7 PRINCIPAL APPRAISAL	RG mooted that the Board Chair arranges an internal review of Principal appraisal without whole Board being involved.	KT/JP: Carried
	Conclusions and Action: MT and RG to be delegation to the chair to run the Principal appraisal process.	
4.8 STAFF LEAVE REQUEST	6 school days leave requested staff member for 2019. RG moved approval of leave / carried SP	RG/SP: Carried

5. Meeting Closure 7.40pm

5.1 IDENTIFY AGENDA ITEMS FOR NEXT MEETING	RAMS approval for Japan trip
5.2 COMMENTS ON MEETING PROCEDURES AND OUTCOMES	NIL

Mandy Tubman
Chair, Board of Trustees
Pasadena Intermediate School