

PASADENA INTERMEDIATE SCHOOL BOARD OF TRUSTEES

MINUTES

14TH NOVEMBER
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, Mandy Tubman
IN ATTENDANCE	-
APOLOGIES	Kirk Torrance
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 18 th September 2017 as true and correct.	JB/MT: Carried
	Moved; that the Board accepts the minutes of the previous PEB meeting held on 18 th September 2017 as true and correct.	RG/MT: Carried
1.5 CORRESPONDENCE	Moved; that the inwards and outwards correspondence is received and approved.	JB/RG: Carried
1.6 ADDITIONAL AGENDA ITEMS	Nil	

2. Strategic Decisions

2.1	No strategic decisions discussed.
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3. Strategic Discussions

3.1 STRATEGIC PLAN REVIEW	<ul style="list-style-type: none"> The School Charter is due for review as part of the School's annual planning and reporting cycle. As the strategic aims of the School evolve, it is prudent to review them and update them as necessary. It may be that the current headings are retained (future focused, community, students, bilingual pathways), but that what drops down underneath those aims evolves; or new aims may emerge. The Charter is due for filing with the MoE by 1st March 2018. In light of the uncertainty around the new Government's directions and priorities though, the trustees considered they will wait to see what the new Government's requirements around School Charters may be. The final ERO report may also positively impact on the review of current strategic aims. The trustees suggested a tentative date of 1st February 2018 for a planning meeting around the strategic and annual plan, possibly from 4:30-8:30pm. This date will be confirmed at the next Board meeting. JH would like to engage with the community through a survey that would seek feedback around the strategic aims and inform the 2018 annual plan. This should take place early in Term 1 next year. JH is working on draft budget which he will present to the Board at the next meeting. Frustratingly, the MoE has still not committed to funding for the Maori unit.
3.2 POLICY REVIEW: CLASSROOM RELEASE TIME AND PRIVACY	As per the SchoolDocs

3.3 LITERACY SELF REVIEW	The self-review confirms the School is recording and capturing good data, and continuing to develop literacy through the COL.	
3.4 STUDENT TRANSITION	The transition process was prepared for ERO by Lisa White. It was acknowledged she has done a great job.	
3.5 ADOPTING WAITITKO	<ul style="list-style-type: none"> Jane Cooper from Nga Uri O Nga Iwi at Westmere School has researched te reo names, and suggested the name "Waititko" for Pasadena. It is the Maori name for Meola Creek, named after the periwinkles that used to be found there. The trustees would like to incorporate the name correctly. It also seems appropriate to look at renaming some of the other school buildings with Maori names, which fits with the School's strategic aim around bilingual pathways. LP suggests an unveiling of the name/building names next year. 	
CONCLUSIONS AND ACTIONS	Check with Jane the correct wording/adoption of the name Waititko.	JH

4. Strategic Monitoring

4.1 PRINCIPAL'S REPORT	<ul style="list-style-type: none"> The roll is looking great for next year with 160 students to date pre-enrolled for Year 7 2018. This will result in an additional classroom plus the Maori medium classroom. JH is currently advertising for a new classroom growth teacher. Donovan Farnham has been appointed as the new Maori medium teacher. LP asked about the new honours system, and how that was working. JH responded that it is a living document, the students appreciate it more, it works across the curriculum, and they have received good feedback on it from students and staff. PB4L is working really well. It provides consistency, a common language, it is responsive to the needs of the children, and it has been adopted and integrated into the School system (including the honours system). 	
CONCLUSIONS AND ACTIONS	The Principal's Report was tabled, received, and taken as read.	
4.2 FINANCE REPORT	Discussion was had around funding an end of year function for staff, especially in light of their hard work around ERO.	
CONCLUSIONS AND ACTIONS	Moved; that the Board contributed an amount of \$2000 (approximately \$80 per head) towards an end of year staff function in recognition of the hard work and dedication of the staff throughout the year. The Finance Report was tabled, received, and taken as read.	RG/MT: Carried
4.3 HEALTH AND SAFETY REPORT	The trustees were very impressed by the student input into health and safety processes with meaningful input.	
CONCLUSIONS AND ACTIONS	The Health and Safety Report was tabled, received, and taken as read.	
4.4 PROPERTY UPDATE	The 10YPP is still to be finalised in order for ILE project to start.	
CONCLUSIONS AND ACTIONS	<ul style="list-style-type: none"> Email Wade Ashley from the Greenstone Group to follow up on finalisation of 10YPP for ILE project to start. The Property Report was tabled, received, and taken as read. 	BD

5. Meeting Closure

5.1 IDENTIFY AGENDA ITEMS FOR NEXT MEETING	<ul style="list-style-type: none"> End of year National Standards (or replacement) Meeting dates for next year Upcoming Kahui Ako/COL meeting with all trustees invited Thursday 23rd November 7:30-8:30am at St Columba Centre on Vermont Street. 	
5.2 COMMENTS ON MEETING PROCEDURES AND OUTCOMES	<ul style="list-style-type: none"> The meeting closed at 7:05 pm. The next meeting will be held on the Tuesday 5th December 2017 at 5:30pm in the meeting room in the administration block. 	

Belinda Drake
Chair, Board of Trustees
Pasadena Intermediate School