

PASADENA INTERMEDIATE SCHOOL BOARD OF TRUSTEES

MINUTES

11 APRIL 2018

5:30 PM PASADENA MEETING ROOM, ADMINISTRATION BLOCK

MEETING TYPE	Board Meeting started 5.36pm
PRESENT	Jonathan Hughes (Principal), Jerome Brown, Kirk Torrance, Mandy Tubman, Jill Pitches, Shelly Pathak, Richard Green
IN ATTENDANCE	Christine Abercrombie, Keith Ward, Lisa White, Donovan Farnham, Suzanne Davies (left 6:47pm)
APOLOGIES	
MINUTES	Jane Riddell, Minutes Secretary

1. Administration Matters

1.3 DECLARATION OF INTERESTS	NIL	
1.4 POLICE VETTING	Reminder to complete and return to the office with 2 forms of photo ID. SP, JP, RG	
1.5 CONFIRMATION OF MINUTES	<ul style="list-style-type: none"> Moved; that the Board accepts the minutes of the previous meeting held on 20th February 2018 as true and correct. 	KT: RG Carried
1.6 CONFIRMATION OF ELECTRONIC RESOLUTIONS	<p>Confirmed that the following resolutions were carried electronically on Monday March 19th.</p> <ul style="list-style-type: none"> To approve up to 8 weeks leave for a staff member from May 14th. To approve the travel, accommodation and conference costs for the SLT to attend the Future in Schools Conference in Melbourne from 20th March to 22nd March. To approve up to \$6000 to be spend on replacing phone system. 	RG: SP Carried
1.7 CORRESPONDENCE	<ul style="list-style-type: none"> Moved; that the inwards and outwards correspondence is received and approved. 	JB: JP Carried
1.8 TIME ALLOCATIONS	<p>The MoE requires trustees to record and allocate time spent in their capacity as a trustee. Principal excluded.</p> <p>Conclusion and Action: Time Allocation Sheet was completed at the conclusion of Board meeting.</p>	
1.9 ADDITIONAL AGENDA ITEMS	Criteria for Maori medium class. See 4.6	

2. Strategic Monitoring

2.1 PRINCIPAL'S REPORT – INCLUDING PROPERTY REPORT	<ul style="list-style-type: none"> Melbourne conference. SLT appreciated time out to attend. Worthwhile conference. Other schools visiting was a highlight this term. Great to share Pasadena philosophy. Isabel Evans coming to visit schools in the area. Property – unhappy with level of communication with MOE. Wade advises they need more time. Meeting mid next week. Board recommended pushing back.
	Conclusions and Action: The Principal's Report was tabled, received, and taken as read.

	JH and MT to write a letter to Wade on behalf of BOT expressing displeasure over project to date and make a stand re timeframes and improved communication, Sandra Orr and Catrina Casey to be copied into letter.	
2.2 FINANCE REPORT	<ul style="list-style-type: none"> • Loss is only a book loss. Plenty of cash available. • New MoE guidelines for travel and gifts highlighted - FISH. 	
	Conclusions and Actions: The Finance Report was tabled, received, and taken as read.	
2.3 HEALTH AND SAFETY REPORT	<ul style="list-style-type: none"> • Great to have student voice in this area. 	
	Conclusions and Action: The Health and Safety Report was tabled, received, and taken as read.	

3. Strategic Decisions

3.1 STRATEGIC PLAN, ANNUAL PLAN AND TARGETS	<ul style="list-style-type: none"> • Team Leaders investigating other ways of incorporating digital technologies to enhance children’s learning eg programming drones. • Final year of teacher led innovation fund. Progressing well. • Team Leaders looking at pedagogies to incorporate collaborative learning environments. • Need to set up a digital curriculum group to assist implementing digital programme in 2 years. • Discussed digital reporting platforms eg LinkEd • Peer coaching implemented with local primary schools – students taking on a significant learning/mentoring roles with younger students. • Breakdown of students from different Pacific regions appreciated by RG. • Acknowledgement of Donovan’s input in developing Maori medium/ Bilingual pathways. 	
	<p>Conclusions and Actions: The Strategic Plan was tabled, received, and taken as read with discussion and approved by all.</p> <p>Moved: The BoT accept and adopt the 2018 Strategic Plan, Annual Plan and targets subject to following amendment: JH to remove first sentence on page 5 of Strategic Plan.</p>	RG:JP Carried

4. Strategic Discussions

4.1 POLICY REVIEW: NAG 4 FINANCIAL CONTROL AND EXPENDITURE	Action: Board members to review by the end of term 1	
4.2 ACHIEVEMENT DATA – EASTTLE TERM 1 ACHIEVEMENT DATA	<ul style="list-style-type: none"> • Discussion on framing language of English Medium and Maori Medium at Pasadena. Medium being the pathway of the language. • Downward trend in maths is nationwide. 	

	Conclusion and Action: The Achievement Data was tabled, received, and taken as read, with discussion led by CA.
4.3 PLD PLAN	<ul style="list-style-type: none"> No questions
	Conclusion and Action: The PLD Plan was tabled, received, and taken as read, with discussion and approved by all.
4.4 TEAM LEADER REPORTS	<ul style="list-style-type: none"> Board members enjoyed reading the reports.
	Conclusion and Action: The Team Leader Reports were tabled, received, and taken as read.
4.5 APPROVAL OF 2018 HIROSHIMA TRIP AND RAMS	<ul style="list-style-type: none"> Plan updated and all bases covered. Trip mostly funded by individual students. Some funded by church groups. Creation of scholarships discussed. Discussion required re overseas school trip use of school funds as per audit process. The Board agrees the Hiroshima trip is a good use of school funds because it enhances student achievement through experiencing diverse cultures and a wider world view.
	Conclusions and Action: 2018 Hiroshima Trip plans were tabled, received, and taken as read, with discussion and approved by all.
	Finance committee to look at future scholarships for the Hiroshima trip.
	Moved; that 2018 Hiroshima trip RAMS and funding by the school is approved by the Board. RG: KT Carried
4.6 CRITERIA FOR MAORI MEDIUM CLASS	<ul style="list-style-type: none"> JH would like to put criteria in place asap for the Maori medium class. JH and DF to determine criteria. Currently 5 places available for 2019.
	Conclusion and Action: JH to show examples of the criteria to the Board by email for approval.

5. Meeting Closure 7.12pm

5.1 IDENTIFY AGENDA ITEMS FOR NEXT MEETING	Unitec Apartments zoning <ul style="list-style-type: none"> discussion required re inclusive zoning. don't want to turn people away. JB JH to provide data for current students if a zone was introduced for Pasadena.
NOTE 1	List of correspondence has been emailed with board papers.

Mandy Tubman
 Chair, Board of Trustees
 Pasadena Intermediate School