

PASADENA INTERMEDIATE SCHOOL BOARD OF TRUSTEES

MINUTES

8 AUGUST 2018

5:30PM PASADENA MEETING ROOM, ADMINISTRATION BLOCK

MEETING TYPE	Board Meeting started 5.32pm
PRESENT	Jonathan Hughes (Principal), Mandy Tubman, Jerome Brown, Richard Green, Shelly Pathak, Jill Pitches
IN ATTENDANCE	Student Representatives: Kerera Morgan, Danii Mafoe, Isla Kirkman, Jed Burgess, Hawaiki Morrison, Luke Ward, Oscar Harding. Parents: Ewarua Morgan and Zoe Kirkman. Staff members: Lisa White, Donovan Farnham and Paul Ward
APOLOGIES	Kirk Torrance
MINUTES	Jane Riddell, Secretary

1. Administration Matters

1.3 DECLARATION OF INTERESTS	NIL
1.4 CONFIRMATION OF MINUTES	<ul style="list-style-type: none"> Moved; that the Board accepts the minutes of the previous meeting held on 27 June 2018 as true and correct. SP : RG Carried
1.5 CORRESPONDENCE	<ul style="list-style-type: none"> The inwards and outwards correspondence was received and approved by all.
1.6 TIME ALLOCATION	<ul style="list-style-type: none"> The MoE requires trustees to record and allocate time spent in their capacity as a trustee. Principal excluded. <p>Conclusion and Action: Time Allocation Sheet to be completed at the Board meeting.</p>
1.7 ADDITIONAL AGENDA ITEMS	See below 5.1, 5.2

2. Strategic Review

2.1 UPDATE – MID YEAR TARGETS	<ul style="list-style-type: none"> Students presented on their involvement in different strategic areas and targets.
2.2 PRESENTATION – STRATEGIC PLANNING GROUP	<ul style="list-style-type: none"> Students - Isla and Jed presented on school life eg reading, writing, maths, Homework Club, Gifted and Talented programme, Peer Coaching, School Council. Future Focus - Luke and Oscar presented student agency ideas eg ISMART goals, social goals and developing of digital technologies policy. Also inquiry process targets. Isla discussed social targets, peer coaching and learning support targets. Community - Danii spoke about her Pasifika Journey at Pasadena which has been all encompassing and successful. Bi-lingual Pathways - Hawaiki and Kerera spoke about the Maori community, the Bilingual Pathway and Ruamki at Pasadena with very positive outcomes. <p>Conclusion: The Board was impressed with the confidence of the children and their knowledge of the strategic goals. It was appreciated hearing Te Reo spoken in the board meeting and the student voice/agency in strategic areas was great to see.</p>
2.3 ACHIEVEMENT DATA	<ul style="list-style-type: none"> Christine Abercrombie unable to present due to medical reasons. Her data analysis is extremely comprehensive. SP commented how easy the data was to understand and felt it told the story well. Congratulations and thank you to Christine from the Board.

	<p>Your efforts are appreciated.</p> <ul style="list-style-type: none"> JH advised some results skewed due to 5, Year 8 students enrolling at the start of 2018. These students all have high needs and are below the expected curriculum level. Due to our individualised support programs all students make progress in the 2 years they attend Pasadena. Discussion re assessment and data analysis of primary school children often inconsistent. <p>Conclusion: The Achievement Data was tabled, received, and taken as read.</p>
2.4 PLD PLAN MID YEAR UPDATE	<ul style="list-style-type: none"> JH commented staff appreciate supportive PLD budget. <p>Conclusion: The PLD Plan was tabled, received, and taken as read.</p>

3. Regular Review

3.1 PRINCIPAL'S REPORT	<ul style="list-style-type: none"> Board viewed timeline for roof replacement and ILE upgrade Timeframe acceptable to Board Consensus by the Board that JH and his staff are doing a great job and making positive changes which in turn is being noticed and commented on by the local community
	<p>Conclusions and Action:</p> <ul style="list-style-type: none"> JH to consider how to communicate refurbishment plan with parents by mid-September. The Principal's Report was tabled, received, and taken as read.
3.2 POLICY REVIEW: NAG 3 COMPLAINTS POLICY	<ul style="list-style-type: none"> The Complaints Policy to be reviewed on School Docs.
3.3 FINANCE REPORT	<ul style="list-style-type: none"> SP commented the report was easy to read and well written (especially without the numbers) The Board expressed their confidence in the Finance Committee and their decisions.
	<p>Conclusions and Action:</p> <ul style="list-style-type: none"> The Finance Report was tabled, received, and taken as read. Moved; The Board move that the recommendations for budget overspend from the Finance Committee namely the operating grant, R&M and ICT be adopted. RG : JP carried.
3.4 HEALTH AND SAFETY REPORT	<ul style="list-style-type: none"> Evacuation drill on 30 July went well. Students and staff assembled outside within 2 minutes. <p>Conclusion: The Health and Safety Report was tabled, received, and taken as read.</p>

4. Emergent Review

4.1	NIL
	Conclusions and Action:

5. Other agenda items

5.1 15 AUGUST TEACHER STRIKE	<ul style="list-style-type: none"> Board discussed whether nonunion member and support staff (5 in total) to work on the day of the strike. JH and JB recused themselves from the discussion and vote due to conflict of interest. <p>Conclusions and Action:</p> <ul style="list-style-type: none"> Moved; that the support staff of Pasadena Intermediate are directed to stay at home on 15 August on full pay. Nonunion teaching staff are required to remain on site.
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	RG : MT carried
5.2 CYBER SECURITY	<ul style="list-style-type: none"> • Cyber security for school Cloud systems raised by JP
	<p>Conclusions and Action:</p> <ul style="list-style-type: none"> • JH confirmed all possible steps have been taken to meet the requirements of the MOE to protect the data of Pasadena Intermediate.

6. Meeting Closure 7.24pm

6.1 IDENTIFY AGENDA ITEMS FOR NEXT MEETING – 19 SEPTEMBER	<ul style="list-style-type: none"> • Staff retention • JB to report on NZSTA conference • Governance Policy
NOTE 1:	List of correspondence has been emailed with board papers.

Mandy Tubman
Chair, Board of Trustees
Pasadena Intermediate School