

PASADENA INTERMEDIATE SCHOOL BOARD OF TRUSTEES

MINUTES

16 MAY 2018

5:30PM PASADENA MEETING ROOM, ADMINISTRATION BLOCK

MEETING TYPE	Board Meeting started 5.33pm
PRESENT	Jonathan Hughes (Principal), Mandy Tubman, Jerome Brown, Richard Green
IN ATTENDANCE	
APOLOGIES	Shelly Pathak, Jill Pitches, Kirk Torrance
MINUTES	Jane Riddell, Secretary

1. Administration Matters

1.3 DECLARATION OF INTERESTS	NIL	
1.4 POLICE VETTING	Completed for MT, SP and JP. Still to be completed for KT and 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 11th April 2018 as true and correct. 	JB : RG Carried
1.6 CORRESPONDENCE	<ul style="list-style-type: none"> Moved; that the inwards and outwards correspondence is received and approved. 	JB : RG Carried
1.7 TIME ALLOCATION	<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 to be completed at the Board meeting.</p>	
1.8 ADDITIONAL AGENDA ITEMS	See below 5.1	

2. Strategic Review

2.1	NIL
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3. Regular Review

3.1 PRINCIPAL'S REPORT – INCLUDING PROPERTY REPORT	<ul style="list-style-type: none"> 80% of Enrolments come from local area. 8% overseas and remainder from other areas of Auckland. JH has requested the MoE complete a demographic study of the area to ascertain the effect of the new Unitec development on Pasadena's roll growth following a visit from Isabel Evans and Julian Le Suer MoE was impressed with our Strategic Report and is using as an exemplar for other schools. JH complimented on easy to read layout of Principals Report by RG. Discussion if Board papers be saved on Team Drive for ease of access. Moving to using Google Drive for vetting documents for next meeting.
	Conclusions and Action: The Principal's Report was tabled, received, and taken as read.
3.2 POLICY REVIEW	Action: All board members to review on school docs.

3.3 LEARNING SUPPORT REPORT	<ul style="list-style-type: none"> JH pleased to be able to provide the numbers of students participating as it shows the money allocated by Board is well spent. The Board expressed how impressed they were with the report.
	Conclusions and Action: The Learning Support Report was tabled, received, and taken as read. MT to email Ally, Gina and Lisa on behalf of board.
3.4 GIFTED AND TALENTED REPORT	Conclusions and Action: The Gifted and Talented Report was tabled, received, and taken as read.
3.5 MAORI AND PACIFICA ACHIEVEMENT PLAN	<ul style="list-style-type: none"> Pasadena Maori and Pacifica Achievement plan content is being used as an exemplar for other schools.
	Conclusions and Action: The Maori and Pacifica Achievement Plan was tabled, received, and taken as read.
3.6 STAFF APPRAISAL CYCLE	<ul style="list-style-type: none"> JB thanked JH for sorting out the issues with his registration.
	Conclusions and Action: The Staff Appraisal Plan was tabled, received, and taken as read.
3.7 NUMERACY REVIEW	<ul style="list-style-type: none"> Based on a report by ERO on teaching maths.
	Conclusions and Action: The Numeracy Review was tabled, received, and taken as read.
3.8 FINANCE REPORT	<ul style="list-style-type: none"> Reminder email to parents to pay fees was successful in getting outstanding fees paid.
	Conclusions and Action: The Finance Report was tabled, received, and taken as read.
3.9 HEALTH AND SAFETY REPORT	<ul style="list-style-type: none"> Students are taking their H&S responsibilities very seriously.
	Conclusions and Action: The Health and Safety Report was tabled, received, and taken as read.

4. Emergent Review

4.1 PB4L	Conclusions and Action: The PB4L was tabled, received, and taken as read.	
4.2 10YPP	<ul style="list-style-type: none"> Figures are what was agreed but it does not appear to be the whole 10YPP. It does not look as comprehensive as past plans (in a new format via Helios system?). Board will sign off once questions answered. Board received email from Quinn Hamill. Meeting booked Friday 18 May to receive final tenders. MT and RG to attend. 	
	Conclusions and Action: The 10YPP was tabled, received, and taken as read. JH will contact John Collins regarding cyclic maintenance in the 10YPP. Once the additional information is received and reviewed the Board will approve the 10YPP via email.	
4.3 2019 MAORI MEDIUM ENROLMENT CRITERIA	<ul style="list-style-type: none"> Fourth Priority: minor wording amendment required. JH to action. 	
	Moved; that the MMEC is approved and adopted.	RG : JB Carried

5. Other agenda items

5.1 NZST CONFERENCE	<ul style="list-style-type: none"> Attendees: RG as part of STA and JB. SP and MT considering going.
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5.2 UNIFORM REVIEW	<ul style="list-style-type: none"> • Result of the survey was a strong percentage of the community wanted to keep a uniform but update it. • JH getting feedback from the students as to what they would like their uniform to be. • 3 companies have presented initial ideas to the SLT and students, these will be collated and presented to the Board by the students at the next Board Meeting. • RG suggested Pasadena look at introducing a ie faitaga as a uniform item.
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6. Meeting Closure 6.28pm

5.1 IDENTIFY AGENDA ITEMS FOR NEXT MEETING – 27 JUNE	<ul style="list-style-type: none"> • 10YPP Feedback • Presentation of uniform ideas by students to the Board
NOTE 1:	List of correspondence has been emailed with board papers.

Mandy Tubman
 Chair, Board of Trustees
 Pasadena Intermediate School