

PASADENA INTERMEDIATE SCHOOL BOARD OF TRUSTEES

MINUTES 20 FEBRUARY 2019 5:30PM PASADENA MEETING ROOM, ADMINISTRATION BLOCK

MEETING TYPE	Board Meeting started 5.30pm
PRESENT	Jonathan Hughes (Principal), Mandy Tubman, Jerome Brown, Shelly Pathak, Jill Pitches, Richard Green
IN ATTENDANCE	
APOLOGIES	Kirk Torrance
MINUTES	Jane Riddell, Secretary

1. Administration Matters

1.3 DECLARATION OF INTERESTS	NIL - All Trustees to complete the Trustees Interest Register – MT to hand out forms
1.4 CONFIRMATION OF MINUTES	<ul style="list-style-type: none"> Moved; that the Board accepts the minutes of the previous meeting held on 4 December 2018 as true and correct. _SP_/JB_: 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>Reminder: Time Allocation Sheet to be completed at the Board meeting.</p>
1.7 CONFIRM HONORARIA FOR 2019	<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. RG moved that the total honorarium for Trustees is set at a lump sum of \$605 for Trustees and \$825 for the Chair for 2019 (ie 11 meetings). <p>Conclusion and Action: The honorarium will remain at the current level for this year.</p>
1.8 CONFIRM COMMITTEE STRUCTURE AND DELEGATIONS	<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, SP, JP) and Property committee (JH, MT, RG) to make decisions in committee and report to the Board. A new Zoning committee (JH, MT, SP, RG) was established.
1.9 DELEGATE RAMS AUTHORITIES	<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. _RG_/_JP_: Carried
1.10 ADDITIONAL AGENDA ITEMS	See 5.1, 5.2 and 5.3

2. Strategic Monitoring

2.1 PRINCIPAL'S REPORT	Conclusion: The Principal's Report was tabled, received, and taken as read.
2.2 FINANCE REPORT	Conclusion: The Finance Report was tabled, received, and taken as read.
2.3 HEALTH AND SAFETY REPORT	<ul style="list-style-type: none"> Relocatable buildings cannot currently be contacted in case of lockdown. Board expressed concern re Health and Safety issues this raises as PCBU. <p>Conclusion and action: The Health and Safety Report was tabled, received, and taken as read. MT to bring up with MOE at Property Meeting to provide solutions and rectify.</p>

3. Strategic Decisions

3.1 APPROVAL OF 2019 BUDGET	<ul style="list-style-type: none"> Moved; that the Board approves the Pasadena Intermediate budget for 2019. _RG/_JP_: Carried <p>Conclusion: 2019 Budget approved</p>
3.2 PRINCIPALS PERFORMANCE AGREEMENT	<p>Conclusion and Action: Board approved Nicki Knight appointment as appraiser for Mr Hughes appraisal. MT to organise.</p>
3.3 CONFIRM RETURNING OFFICER – BOT ELECTION	<ul style="list-style-type: none"> Moved; that the Board approves CES to be used again to run the 7 June 2019 election. _RG/_JB_: Carried

4. Strategic Discussions

4.1 ANALYSIS OF VARIANCE	<ul style="list-style-type: none"> Moved; that the Board approves Analysis of Variance Report (MOE requirement). JB/_JP_: Carried <p>Conclusion: The Report was tabled, received, and taken as read, and approved by all.</p>
4.2 ASSESSMENT OVERVIEW	<p>Conclusion: The Assessment Overview was tabled, received, and taken as read.</p>
4.3 POLICY REVIEW: NAG 4 FINANCE AND PROPERTY MGMT	<p>Conclusion: The NAG 4 Policy Review was tabled, received, and taken as read.</p>
4.4 2019 SUGGESTED MTG DATES	<p>The BOT Meeting dates at 5.30pm below are confirmed by the Trustees.</p> <p>Wednesday 20th February Wednesday 27th March Wednesday 15th May Wednesday 26th June Wednesday 7th August Wednesday 18th September Wednesday 30th October Wednesday 4th December</p>
4.5 2019 BOARD WORK PLAN	<ul style="list-style-type: none"> The Work Plan shows the different matters coming up for review/discussion by the Board. RG noted this is generally tri-annually. <p>Conclusion and Action: 2019/2020 Work Plan confirmed by Trustees.</p>
4.6 APPROVAL OF 2019 EOTC RAMS	<ul style="list-style-type: none"> The Principal has an official delegation from the Board for approval of EOTC RAMS. Thank you to Mr Ward from the Board for his organization of this event. <p>Conclusion and Action: RAMS forms for the 2019 EOTC were tabled and approved by the Trustees.</p>
4.7 MOE REFORM PROPOSAL	<ul style="list-style-type: none"> SP recommended publishing the survey to the local community for awareness of the proposal. JP recommended including Pasadena’s views on the proposal, outlining how important intermediate schools are. <p>Conclusion and Action: The MOE Reform Proposal was tabled, received and taken as read. Survey link and FAQ document to be communicated to parents by JH with comment on effect of proposal on intermediate schools.</p>

5. Other agenda items

5.1 PASIFIKA PARKING FUNDRAISER	<ul style="list-style-type: none"> Discussion re Pasifika Parking fundraiser event 23-24 March 2019. Need a coordinator to manage emails to parents and scheduling of volunteers and be present for the weekend. Systems already in place. <p>Conclusion and Action: JH to email parents re importance of this fundraiser to encourage a volunteer from within the Pasadena community.</p>
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5.2 STAFF BREAKFAST	<ul style="list-style-type: none"> Staff breakfast put on by the Board confirmed as Thursday 14 March.
5.3 PROPERTY UPDATE	<ul style="list-style-type: none"> MT and JH attended a Property Meeting with the MOE today. Brief update on building schedule.

6. Meeting Closure 7.10pm

6.1 IDENTIFY AGENDA ITEMS FOR NEXT MEETING	Annual Plan – review of strategic goals
NOTE 1:	List of correspondence has been emailed with board papers.

Mandy Tubman
Chair, Board of Trustees
Pasadena Intermediate School