

# PASADENA INTERMEDIATE SCHOOL BOARD OF TRUSTEES

## MINUTES

06 MAY 2020

6:30PM ONLINE ZOOM MEETING

<b>MEETING TYPE</b>	Board Meeting started 6.34pm. Opened with a karakia from Tipene Lemon
<b>PRESENT</b>	Jonathan Hughes (Principal), Mandy Tubman, Jerome Brown, Shelly Pathak, Jill Pitches, Richard Green, Tipene Lemon
<b>IN ATTENDANCE</b>	Mary Pretorius, Christine Abercrombie, Donovan Farnham
<b>APOLOGIES</b>	Stacey Morrison
<b>MINUTES</b>	Jane Riddell, Secretary

### 1. Administration Matters

<b>1.3 DECLARATION OF INTERESTS</b>	NIL
<b>1.4 CONFIRMATION OF MINUTES</b>	<ul style="list-style-type: none"> <li>Moved; that the Board accepts the minutes of the previous meeting held on 1 April 2020 2020 as true and correct.</li> <li>_JB_/MT_: Carried</li> </ul>
<b>1.5 CORRESPONDENCE</b>	<ul style="list-style-type: none"> <li>The inwards and outwards correspondence was minimal and will be sent at next meeting if possible.</li> </ul>
<b>1.6 ADDITIONAL AGENDA ITEMS</b>	NIL

### 2. Strategic Monitoring

<b>2.1 PRINCIPAL'S REPORT</b>	<ul style="list-style-type: none"> <li>Currently trying to plan report dates but difficult with lockdown.</li> <li>The new zone came into effect on 28 April 2020.</li> </ul> <p><b>Conclusion:</b> The Principal's Report was tabled, received, and taken as read.</p>
<b>2.2 FINANCE REPORT</b>	<ul style="list-style-type: none"> <li>The lockdown should not have a huge impact on finances.</li> <li>Donations have mostly been paid.</li> </ul> <p><b>Conclusion:</b> The Finance Report was tabled, received, and taken as read.</p>
<b>2.3 HEALTH AND SAFETY COVID-19 LEVEL 3 PROTOCOLS</b>	<ul style="list-style-type: none"> <li>No students attended school in level 3 as a result of the survey to parents and caregivers.</li> <li>Staff were given the opportunity to get a flu jab.</li> </ul> <p><b>Conclusion:</b> The Level 3 Health and Safety Protocols were tabled, received, and taken as read.</p>
<b>2.4 PROPERTY REPORT</b>	<ul style="list-style-type: none"> <li>Refurbishment started back on 29 April. Possible mid August completion.</li> <li>The Board approved the Masterplan by consensus via email.</li> </ul> <p><b>Conclusion:</b> The Property Report was tabled, received, and taken as read. Moved; that the Board approved the Masterplan design. SP: Carried.</p>

### 3. Strategic Discussions

<b>3.1 PASIFIKA AND MAORI ACHIEVEMENT PLANS</b>	<ul style="list-style-type: none"> <li>Further online Maori medium resources are being developed. This has been a challenge at Level 3.</li> <li>Interventions will be shared with whanau at a hui when possible or as required.</li> <li>Pasifika enrichment programme has been implemented.</li> <li>Kahui Ako used to strengthen relationships between Pasadena and local schools.</li> <li>Student survey will determine student expectations of learning.</li> <li>Pasifika students were well supplied with technology by Pasadena for the lockdown. JB commented how proactive the school was and how thankful families were for the support.</li> </ul>
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	<b>Conclusion:</b> The Pasifika and Maori Achievement Plans were tabled, received, taken as read.
<b>3.2 ONLINE LEARNING</b>	<ul style="list-style-type: none"> <li>• Mary and Christine have done a great job planning remote learning during lockdown. All teachers and teacher aides have worked really hard to make it work.</li> <li>• JH has received great feedback from the school community and other schools as to how well it is working.</li> <li>• The Board would like it noted how appreciated the teachers are by the Board and thank them for all their hard work.</li> </ul> <p><b>Conclusion and Action:</b> The Online Learning Plan was tabled, received, taken as read. JP to send a thank you email to teachers.</p>
<b>3.3 POLICY REVIEW NAG 2 DOCUMENTATION AND SELF REVIEW POLICY</b>	<b>Conclusion:</b> The Policy Review Nag 2 documentation and Self Review Policy were tabled, received, taken as read.
<b>3.4 SELF REVIEW – FUTURE FOCUS</b>	<b>Conclusion:</b> The Future Focus Self Review was tabled, received, taken as read.
<b>3.5 STAFF APPRAISAL CYCLCLE</b>	<b>Conclusion:</b> The Staff Appraisal Cycle was tabled, received, taken as read.

#### 4. Other agenda items

<b>4.1</b>	•
<b>4.2</b>	•

#### 5. Meeting Closure 7.33pm – Closed with a karakia from Richard Green

<b>5.1 IDENTIFY AGENDA ITEMS FOR NEXT MEETING</b>	<ul style="list-style-type: none"> <li>• Discussion re how to acknowledge hard work of teaching staff over the lockdown eg mid winter xmas dinner.</li> <li>• Discussion re mix of Zoom and Face to Face board meetings over the year.</li> </ul>
<b>5.2 TIME ALLOCATION</b>	<p>The MoE requires trustees to record and allocate time spent in their capacity as a trustee. Principal excluded.</p> <p><b>Reminder:</b> Time Allocation Sheet to be completed at the Board meeting or on the Google Drive</p>
<b>NOTE 1:</b>	List of correspondence has not been emailed with board papers.

Jill Pitches and Shelly Pathak  
Chair, Board of Trustees  
Pasadena Intermediate School