

# PASADENA INTERMEDIATE SCHOOL BOARD OF TRUSTEES

## MINUTES

24 JUNE 2020

6:30PM PASADENA MEETING ROOM, ADMINISTRATION BLOCK

<b>MEETING TYPE</b>	Board Meeting started 6.30pm. Opened with a karakia from Stacey Morrison
<b>PRESENT</b>	Jonathan Hughes (Principal), Mandy Tubman, Jerome Brown, Shelly Pathak, Jill Pitches, Richard Green, Stacey Morrison
<b>IN ATTENDANCE</b>	Mary Pretorius, Christine Abercrombie, Donovan Farnham, John Sofo - ASC, Geoff Maddren - MOE Property (left at 7pm)
<b>APOLOGIES</b>	Tipene Lemon
<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 6 May 2020 as true and correct.</li> <li>_JB_/MT_: Carried</li> </ul>
<b>1.5 CORRESPONDENCE</b>	<ul style="list-style-type: none"> <li>There was nothing of note for inwards and outwards correspondence.</li> </ul>
<b>1.6 ADDITIONAL AGENDA ITEMS</b>	See 4.5

### 2. Strategic Monitoring

<b>2.1 PRINCIPAL'S REPORT</b>	<ul style="list-style-type: none"> <li>School production Disney's Moana JR (Junior) is on 22-24 September.</li> <li>Quiz night is on 4 September.</li> </ul> <p><b>Conclusion:</b> The Principal's Report was tabled, received, and taken as read.</p>
<b>2.2 FINANCE REPORT</b>	<b>Conclusion:</b> The Finance Report was tabled, received, and taken as read.
<b>2.3 HEALTH AND SAFETY</b>	<b>Conclusion:</b> Health and Safety Report was tabled, received, and taken as read.
<b>2.4 PROPERTY REPORT</b>	<ul style="list-style-type: none"> <li>Moved; that the Board approves the preliminary design plans as per May email from JH.</li> <li>_RG_/SM_: Carried</li> <li>MOE approval process has become more stringent so refurbishment may take a bit longer.</li> <li>MOE requesting prefabs back. Currently under negotiation.</li> </ul> <p><b>Conclusion:</b> The Property Report was tabled, received, and taken as read.</p>
<b>2.4.1 ASC PRESENTATION</b>	<ul style="list-style-type: none"> <li>John Sofo, ASC architect presented preliminary plans to the Board.</li> <li>Geoff Maddren, MOE updated Board on next steps in approval and funding processes.</li> </ul>
<b>2.4.2 CYCLICAL MAINTENANCE PLAN</b>	<ul style="list-style-type: none"> <li>Moved; that the Board approves the Cyclical Maintenance Plan 2020.</li> <li>_RG_/MT_: Carried</li> </ul> <p><b>Conclusion:</b> The Cyclical Maintenance Plan 2020 was tabled, received, and approved by all.</p>

### 3. Strategic Discussions

<b>3.1 GIFTED AND TALENTED ENRICHMENT PROGRAMMES</b>	<ul style="list-style-type: none"> <li>External facilitators are working well.</li> <li>Peer Mentoring training is enjoyed by the students. Mentoring to take place in term 3.</li> <li>Pasifika Enrichment programme run by William Uele has made a big difference for Pasifika students.</li> </ul>
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	<b>Conclusion:</b> The Gifted and Talented Enrichment Programmes were tabled, received, taken as read.
<b>3.2 KAHUI AKO REPORTING ON WRITING</b>	<ul style="list-style-type: none"> <li>Christine Abercrombie has been busy collaborating with local schools to develop writing tools and rubrics. There have been challenges with the effectiveness of the process/model. Reset required.</li> </ul> <b>Conclusion:</b> The Kahui Ako Report on Writing was tabled, received, taken as read.
<b>3.3 POLICY REVIEW NAG 3 EMPLOYMENT RESPONSIBILITY – BOARD &amp; STAFF</b>	<b>Conclusion:</b> The Policy Review Nag 3 Employment Responsibility was tabled, received, taken as read.
<b>3.4 SELF REVIEW – COMMUNITY</b>	<ul style="list-style-type: none"> <li>Mary Pretorius presented the Community Self Review.</li> <li>Continuing to build and strengthen connections with other schools, parents, communities.</li> <li>Working on student led social actions to commence in term 3. Delayed due to Covid-19 disruptions.</li> <li>Lockdown was a good promotion for education at Pasadena, due to the excellent and effective on-line teaching programme that took place, and which became known in the community.</li> </ul> <b>Conclusion:</b> The Community Self Review was tabled, received, taken as read.
<b>3.5 SELF REVIEW – MATHS</b>	<ul style="list-style-type: none"> <li>Christine Abercrombie presented the Maths Self Review.</li> <li>Students appreciate challenging tasks other than worksheets.</li> <li>Teachers working on timing of maths lessons.</li> <li>PD to be continued.</li> </ul> <b>Conclusion:</b> The Maths Self Review was tabled, received, taken as read.
<b>3.6 REGULAR REVIEW – PB4L TIMELINE</b>	<b>Conclusion:</b> The PB4L Timeline Regular Review was tabled, received, taken as read.

#### 4. Emergent Review

<b>4.1 WELLBEING SURVEY – POST COVID 19 WELLBEING</b>	<b>Conclusion:</b> The Post Covid 19 Wellbeing Survey was tabled, received, taken as read.
<b>4.2 STAFF MID WINTER LUNCH</b>	<ul style="list-style-type: none"> <li>The Board is hosting a staff lunch on Friday 26 June at 3.15pm. A few Board members will pop in to say thanks to staff in particular for their exceptional efforts over lockdown.</li> </ul>
<b>4.3 MID TERM ELECTIONS 2020</b>	<ul style="list-style-type: none"> <li>Returning Officer discussed.</li> <li>NZSTA to be contacted by JP.</li> </ul>
<b>4.4 OFFICIAL SCHOOL OPENING</b>	<p>Moved; that the Board approves the 2021 open days as follows:  Term 1 – Wednesday 3 February to Friday 16 April  Term 2 – Monday 3 May to Friday 10 July (Kahui wide TOD on Friday 4 June)  Term3 – Monday 26 July to Friday 1 October  Term 4 – Monday 18 October to Wednesday 15 December  This adds up to the required 380 half days.</p> <ul style="list-style-type: none"> <li>_RG_/MT_: Carried</li> <li>Official Opening of new buildings will be after the blessing. Prime Minister to be invited. Date 11 September TBC.</li> </ul>
<b>4.5 ADDITIONAL AGENDA ITEMS</b>	<ul style="list-style-type: none"> <li>Discussion re succession planning for Board. RG offered to go on Property Committee. Finance Committee member also needed.</li> </ul>

#### 5. Meeting Closure 8.40 pm – Closed with a karakia by all

<b>5.1 IDENTIFY AGENDA ITEMS FOR NEXT MEETING</b>	<ul style="list-style-type: none"> <li>22 September 2020 is the new date for the September Board meeting due to the School Production.</li> <li>RG thanked the Board for their support of his NZSTA nomination.</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> <b>Reminder:</b> Time Allocation Sheet to be completed at the Board meeting or on the Google Drive
<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