

PASADENA INTERMEDIATE SCHOOL BOARD OF TRUSTEES

MINUTES

22 SEPT 2020

6:30PM ZOOM MEETING

MEETING TYPE	Board Meeting started 6.35pm. Opened with a karakia from Stacey Morrison
PRESENT	Jonathan Hughes (Principal), Jerome Brown, Shelly Pathak, Jill Pitches, Mandy Tubman, Richard Green, Stacey Morrison, Tipene Lemon
IN ATTENDANCE	Mary Pretorius, Christine Abercrombie, Donovan Farnham, Nicholas Allan (parent)
APOLOGIES	
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 5 August 2020 as true and correct. _JB_/JH : Carried
1.5 CORRESPONDENCE	<ul style="list-style-type: none"> The inwards and outwards correspondence was received and approved.
1.6 ADDITIONAL AGENDA ITEMS	NIL

2. Regular Review

2.1 PRINCIPAL'S REPORT	<ul style="list-style-type: none"> MP has been working on Pasifika achievements and opportunities at Pasadena. Generally students are very proud and have a great sense of belonging at school. School Camp dates 16-20 November and Production dates 3-5 November. SLT keen for these to take place as many other events have been cancelled due to Covid. RG suggested as a discussion point closer to budget time to invest in high end streaming next year. <p>Conclusion and action: The Principal's Report was tabled, received, and taken as read. MP to provide Pasifika students comments in full for Board members as requested by RG.</p>
2.2 FINANCE REPORT	<ul style="list-style-type: none"> Moved; that the Board approves the 2021 donations at same level as 2020 - \$475 _MT_/RG_: Carried Succession planning required for Finance and Property Committee as SP, JP and MT leaving at the end of the year. Finance committee meetings are monthly. RG offered to step into both committees from 7 November. <p>Conclusion: The Finance Report was tabled, received, and taken as read.</p>
2.3 HEALTH AND SAFETY	<ul style="list-style-type: none"> Annual Emergency Procedure Audit taking place 23 September. <p>Conclusion: Health and Safety Report was tabled, received, and taken as read.</p>
2.4 PROPERTY REPORT	<ul style="list-style-type: none"> Fencing will need replacing soon. RG suggested that the MOE may be able to override Council requirements so that we can reduce the number of car parking spaces that the Council has stated are required, relating to the Roll Growth Project. <p>Conclusion: The Property Report was tabled, received, and taken as read.</p>
2.5 KAHUI AKO REPORT IN MAORI MEDIUM	<ul style="list-style-type: none"> A draft rubric has been developed based on documentation from the local high schools, but the MOE is creating one as well. On hold for now. SM appreciates good data collection on student progress. TL suggested lobbying MOE from Kahui Ako to make sure rubric is actioned. <p>Conclusion: The Kahui Ako Report in Maori medium was tabled, received, and taken as read.</p>

2.6 PLD REVIEW UPDATE	<ul style="list-style-type: none"> • SP impressed with amount of PD taking place despite lockdown restrictions. <p>Conclusion: The PLD Review Update was tabled, received, and taken as read.</p>
2.7 SELF REVIEW: FLES	<ul style="list-style-type: none"> • More time required to determine effectiveness of FLEs due to reduced classroom time as a result of lockdowns. <p>Conclusion: The Self Review on FLEs was tabled, received, and taken as read.</p>

3. Policy Review

3.1 POLICY REVIEW: NAG 1 LEARNING SUPPORT	Conclusion: The NAG 1 Learning Support Policy Review was tabled, received, taken as read.
3.2 POLICY REVIEW: NAG 5 CHILD PROTECTION	Conclusion: The NAG 5 Child Protection Policy Review was tabled, received, taken as read.

4. Emergent Review

4.1 END OF YEAR BOARD DINNER	<ul style="list-style-type: none"> • Thursday 26 November at 6.45pm booked for Board dinner at Lokanta.
4.2 NZSTA DELEGATE FOR SGM	<ul style="list-style-type: none"> • AGM didn't take place as there were not enough delegates put forward by schools. • Special General Meeting taking place online. TL agreed to be our delegate. • SP to complete paperwork.
4.3 APPOINTING RETURNING OFFICER FOR NZSTA MID TERM ELECTIONS	<ul style="list-style-type: none"> • CES is not offering an online platform as they can't legally. • Moved; that the Board approves CES as Returning Officer to run the 2020 NZSTA mid-term elections. • _RG_/MT_: Carried • Advertising for new trustees in next school newsletter. Also currently on school FaceBook page.
4.4 KAHUI AKO – NEW LEADERSHIP MODEL	<ul style="list-style-type: none"> • 4 Leader Kahui Ako model proposal submitted to MOE for approval as 1 Leader model is not working effectively. The work load is too much for one person. The 4 Leader Model is a well-researched solution.

5. Meeting Closure

5.1 IDENTIFY AGENDA ITEMS FOR NEXT MEETING	<ul style="list-style-type: none"> • Last Board meetings for 2020 are on Wednesday 28 October and Wednesday 2 December at 6.30pm. • Succession planning to be included in Emergent Review until end of the year. JR is leaving as Secretary in December so that role needs replacing as well as Chair (SP), Deputy Chair (JP) and Trustee (MT). • General discussion re 2021 Covid-19 protocols. Action: Board members to review of Pandemic Policy in Google docs before next meeting.
5.2 TIME ALLOCATION	The MoE requires trustees to record and allocate time spent in their capacity as a trustee. Principal excluded. Reminder: Time Allocation Sheet to be completed at the Board meeting or on the Google Drive
NOTE 1:	List of correspondence has been emailed with board papers.
CLOSURE	8.02pm – Closed with a karakia by Tipene Lemon

Shelly Pathak – Chair
 Jill Pitches – Deputy Chair
 Board of Trustees
 Pasadena Intermediate School