

# PASADENA INTERMEDIATE SCHOOL BOARD OF TRUSTEES

## MINUTES

13<sup>TH</sup> SEPTEMBER  
2016

5:30 PM PASADENA MEETING ROOM, ADMINISTRATION BLOCK

<b>MEETING TYPE</b>	Board Meeting
<b>PRESENT</b>	Jerome Brown, Belinda Drake (Chair), Richard Green, Jonathan Hughes (Principal), Linda Pirrit, Mandy Tubman, Martin Wright
<b>IN ATTENDANCE</b>	
<b>APOLOGIES</b>	RG from 6:30pm, JB from 6:42pm
<b>MINUTES</b>	Jill Pitches, Secretary

### 1. Administration Matters

<b>1.3 DECLARATION OF INTERESTS CONFLICT OF INTERESTS REGISTER</b>	Nil	
<b>1.4 CONFIRMATION OF MINUTES</b>	Moved; that the Board accepts the minutes of the previous meeting held on 2 <sup>nd</sup> August 2016 as true and correct.  Moved; that the Board accepts the PEB minutes of the previous meeting held on 2 <sup>nd</sup> August 2016 as true and correct.	MT/MW: Carried  JB/MT: Carried
<b>1.5 CORRESPONDENCE</b>	Moved; that the inwards and outwards correspondence is received and approved.	RG/MT: Carried
<b>1.6 ADDITIONAL AGENDA ITEMS</b>	Add to PEB a staffing matter. New 2.2 Deputy Principal role.	
<b>1.7 CODE OF CONDUCT</b>	<ul style="list-style-type: none"> <li>The trustees are looking at revising the Code of Conduct for Trustees, most likely in the format of the Pt Chevalier Primary School one which RG provided, with the code for the trustees down one side and for the Principal down the other.</li> <li>NZSTA has a Code of Conduct for Trustees, but not for the Principal, which is important as the Principal is not included in the Staff Code.</li> <li>BD will send out copy of Pt Chevalier one and NZSTA one in an email and trustees can look and decide in November.</li> <li>BD will look at Principal's one as well at NZSTA since JH not covered by Staff Code.</li> </ul>	
<b>CONCLUSIONS AND ACTION</b>	A copy of Pt Chevalier Primary School Code (which includes the Principal) and the NZSTA one will be sent by email, with a view to trustees deciding on the adoption at the next meeting	BD

### 2. Strategic Decisions

<b>2.1 PEB: HRC COMPLAINT</b>	At 5.40pm in accordance with Section 48 of the Local Government Official Information and Meetings Act 1987, the public were excluded from this part of the meeting to discuss confidential matters relating to a complaint to the HRC and a staffing matter.	
<b>OUT OF IN-COMMITTEE</b>	At 6:15pm the meeting moved out of in-committee.	
<b>2.2 APPOINTMENT OF DP</b>	<ul style="list-style-type: none"> <li>JH has put together a timeline, with a view to filling the Deputy Principal position by the end of November.</li> <li>The Board has delegated JH, MW, and BD to form an appointment committee to appoint the new Deputy Principal</li> </ul>	
<b>CONCLUSIONS AND ACTION</b>	Appointment committee to be established to appoint new Deputy Principal	JH, MW, BD

### 3. Strategic Discussions

<b>3.1 RAISING ACHIEVEMENT PLAN (RAP)</b>	<ul style="list-style-type: none"> <li>The School is developing processes for the documentation and analysis of data, and the implementation of interventions, collaboration and sharing of information etc, for all children who are below standard.</li> <li>All these things happen as a matter of course but this is about documenting and recording specifically in a RAP format.</li> </ul>	
<b>3.2 ALIM AND ALL CURRICULUM REPORTS</b>	<ul style="list-style-type: none"> <li>Trustees noted the reports provided are comprehensive.</li> <li>A lot of emphasis has been around the learning centre.</li> </ul>	
<b>3.3 BILINGUAL LEARNING</b>	<ul style="list-style-type: none"> <li>MW initiated a discussion around the steps needed to create a Maori language unit or bilingual learning, as envisioned in the School Charter. It is likely to be a developing process, beginning by stepping up learning under The Treaty of Waitangi as well as support for extension learners, moving towards bilingual learning or an immersion unit. Whatever is decided, it will probably take some time, and it would be good for the trustees to turn their minds to it now.</li> <li>RG supported what MW had said, and suggested a working group was put together to look at what other schools in the area do, how they operate, the cost, talking to the Ministry of Education etc.</li> <li>It was noted Westmere Primary has both a bilingual and immersion unit (Nga Uri o Nga Iwi), and WSC has the Rumaki. It would be beneficial for Pasadena to bridge the gap between those schools. There are also other primary schools in the general area with strong bilingual or immersion units, eg Newton Central and Richmond Road.</li> <li>The need to talk to the community and understand what their needs are and to get 'buy in' from them was discussed.</li> <li>RG left at 6:30pm.</li> <li>A working group to explore this idea was put together comprised of JH, JB, MW and RG.</li> </ul>	
<b>3.4 HEALTH CURRICULUM CONSULTATION</b>	<ul style="list-style-type: none"> <li>It is a legal requirement that the health curriculum is consulted on with the community every 2 years.</li> <li>JH will undertake a Survey Monkey survey with parents in term 4.</li> <li>JB left the meeting at 6:42pm.</li> </ul>	
<b>CONCLUSIONS AND ACTIONS</b>	Survey Monkey survey to be prepared around base line data, priority topics for learning etc. <table border="1" data-bbox="1209 1167 1509 1234"> <tr> <td>JH</td> </tr> </table>	JH
JH		
<b>3.5 POLICY REVIEW PROCESS</b>	<ul style="list-style-type: none"> <li>SchoolDocs provides a schedule of review for policies. All trustees are invited to complete the review process as per the website, by the end of next week.</li> <li>The policies for review are those relating to Appraisal and Crisis Management.</li> </ul>	
	<ul style="list-style-type: none"> <li>Complete review process on SchoolDocs</li> </ul> <table border="1" data-bbox="1209 1339 1509 1395"> <tr> <td>All trustees</td> </tr> </table>	All trustees
All trustees		
<b>3.6 COMMUNITY OF LEARNING STATUS AND UPDATE</b>	<ul style="list-style-type: none"> <li>JH has been working with a local cluster of schools for some time.</li> <li>The School is now seeking approval to form a Community of Learning with the local schools. In doing so it will be eligible for a grant of \$1,000 from the Ministry of Education to take this to the next level and explore key themes around transition, investigation, and data.</li> </ul>	
<b>CONCLUSIONS AND ACTION</b>	Moved; that the Board approves Pasadena Intermediate forming a Community of Learning, with the following schools – WSC, Westmere, Grey Lynn, Pt Chevalier, Bayfield, Ponsonby Primary, Ponsonby Intermediate, Freemans Bay, Richmond Road, and Newton Central. <table border="1" data-bbox="1209 1563 1509 1731"> <tr> <td>LP/MT: Carried</td> </tr> </table>	LP/MT: Carried
LP/MT: Carried		
<b>3.7 REPORT FROM CONFERENCE (JH)</b>	<ul style="list-style-type: none"> <li>JH recently attended a leadership workshop in Hong Kong, and took the opportunity to visit school and agents for international students. He has provided a detailed report of his visit. The schools were amazing, the workshop was excellent and JH appreciated the opportunity for positive learning and reflection.</li> <li>JH also met a couple of international agents who are keen to consider Pasadena for international students coming from Hong Kong.</li> </ul>	
<b>3.8 PEB: EXIT INTERVIEW FEEDBACK</b>	At 7.02pm in accordance with Section 48 of the Local Government Official Information and Meetings Act 1987, the public were excluded from this part of the meeting to discuss confidential matters relating to a staff exit interview.	
<b>OUT OF IN-COMMITTEE</b>	At 7:09pm the meeting moved out of in-committee.	

#### 4. Strategic Monitoring

<b>4.1 PRINCIPAL'S REPORT</b>	The Principal's Report was tabled, received and taken as read.
<b>4.2 FINANCE REPORT</b>	The Finance Report was tabled, received as taken as read.
<b>4.3 HEALTH AND SAFETY REPORT</b>	Vistab now in place and working well for sign in and sign out.
<b>CONCLUSIONS ND ACTION</b>	The Health and Safety Report was tabled, received as taken as read.
<b>4.4 PROPERTY REPORT INCLUDING UPDATE FROM MOE</b>	<ul style="list-style-type: none"> <li>• C@P has agreed to pay \$9,000 for the electric fence to sit along the top of the school pool fence, to protect from vandalism. JH and the Board expressed their gratitude and thank C@P for this generous donation.</li> <li>• The Property Committee was reinstated with JH, RG, and BD forming the members.</li> <li>• With respect to the replacement of the roof and classroom fit out, Whites Associates has been hired by the Ministry of Education to scope the Job Description for a Project Manager which closes on 16 September. The Ministry of Education will then make a recommendation to the Board by 30 September. A Specialist MOE Case Manager (part of the Capital Works Northern Team) will then be appointed to help run the project.</li> </ul>

#### 5. Meeting Closure

<b>5.1 IDENTIFY AGENDA ITEMS FOR NEXT MEETING</b>	<ul style="list-style-type: none"> <li>• Nil</li> <li>• A staff breakfast was suggested for next term – JH will check tentative dates and come back to BD.</li> </ul>
<b>5.2 COMMENTS ON MEETING PROCEDURES AND OUTCOMES</b>	<p>The meeting closed at 7.20 pm.</p> <p>The next meeting will be held at 5:30pm on the 1<sup>st</sup> of November 2016 in the meeting room in the Administration Block.</p>

Belinda Drake  
 Chair, Board of Trustees  
 Pasadena Intermediate School