

PASADENA INTERMEDIATE SCHOOL BOARD OF TRUSTEES

MINUTES

5TH DECEMBER
2017

5:30 PM PASADENA MEETING ROOM, ADMINISTRATION BLOCK

MEETING TYPE	Board Meeting
PRESENT	Jerome Brown, Belinda Drake (Chair), Jonathan Hughes (Principal), Linda Pirrit, Kirk Torrance, Mandy Tubman
IN ATTENDANCE	Keith Ward, Christine Abercrombie (both to 6:20pm), Lisa White
APOLOGIES	Richard Green
MINUTES	Jill Pitches, Secretary

1. Administration Matters

1.3 DECLARATION OF INTERESTS	Nil	
1.4 CONFIRMATION OF MINUTES	Moved; that the Board accepts the minutes of the previous meeting held on 14 th November 2017 as true and correct.	MT/JB: Carried
1.5 CORRESPONDENCE	Moved; that the inwards and outwards correspondence is received and approved.	JB/MT: Carried
1.6 ADDITIONAL AGENDA ITEMS AT 2.5 AND 2.6	ERO report, Official Information Act request	

2. Strategic Decisions

2.1 KAHUI AKO/COL: RAITIFY MEMO OF UNDERSTANDING	<ul style="list-style-type: none"> • All schools in the COL are required to: <ul style="list-style-type: none"> ○ ratify the Memorandum of Agreement ○ ratify the delegation below. • Paul Alford from WSC is collating the signatures from all the schools in the COL, which will then be delivered to the MoE this week. • The board-appointed members of the interim Selection Panel were agreed at a meeting of Board Chairs held on 28/11/17, being Te Kawehau Hoskins (Co Board Chair at Newton Central), Carolyn Marino, Richard Green and Belinda Drake. • The first aim is to appoint a Principal Leader, after which the board-appointed members of the Selection Panel can be re-looked at for the appointment of the Across School Teachers. 	
CONCLUSIONS AND ACTIONS	Moved; that the Board ratifies the Memorandum of Agreement for the Kahui Ako/COL.	BD: Carried
2.2 KAHUI AKO/COL: RAITIFY DELEGATION:	Moved; that the Board of Trustees delegates authority to the selection and appointment's panel to; select their preferred candidate(s) for the Community of Learning Leader, and Across School teachers, in collaboration with guidance provided by the 'New Appointment National Panel' member. The selection panel then makes recommendation to the employing Boards.	BD: Carried

2.3 APPROVE DRAFT BUDGET	Refer to finance report 4.2 below	
2.4 SUGGESTED 2018 MEETING DATES	<p>The suggested meeting dates for 2018 are:</p> <p>Tuesday 20th February Tuesday 27th March Tuesday 15th May Tuesday 26th June Tuesday 7th August Tuesday 18th September Tuesday 6th November Tuesday 4th December</p>	
2.5 ERO REPORT	<ul style="list-style-type: none"> • The School has received the draft external ERO report. It is a thoroughly positive report, with a recommendation from ERO that the School be placed on a 4-5 review cycle (as opposed to 3 yearly). • The Board would like to thank JH and all the staff for their contribution resulting in such a positive report. • The Trustees are happy with the report. 	
CONCLUSIONS AND ACTIONS	Moved; that BD sign the draft external evaluation by ERO and return to ERO.	BD: Carried
2.6 OIA REQUEST	<ul style="list-style-type: none"> • Many schools in the area and across NZ have received a received an OIA request from David Radich at Broadleaf Consulting. • The date for the information to be provided is 20th February 2018. • The School must take into account privacy when complying. It also has the ability to charge for the supply of information. 	

3. Strategic Discussions

3.1 NATIONAL STANDARDS END OF YEAR DATA	<ul style="list-style-type: none"> • 90% of all students are At or Above the National Standard for Reading. • 81% of all students are At or Above the National Standard for Writing. • 84% of all students are At or Above the National Standard for Maths. 	
3.2 ANALYSIS OF VARIANCE INCLUDING TARGETS FOR MAORI AND PASIFIKA STUDENTS	<ul style="list-style-type: none"> • 86% of Maori students are At or Above the National Standard for Reading, compared with 60% for the same time last year. • 74% of Pasifika students are At or Above the National Standard for Reading, compared with 64% for the same time last year. • 71% of Maori students are At or Above the National Standard for Writing, compared with 51% for the same time last year. • 73% of Pasifika students are At or Above the National Standard for Writing, compared with 56% for the same time last year. • 75% of Maori students are At or Above the National Standard for Maths, compared with 57% for the same time last year. • 66% of Pasifika students are At or Above the National Standard for Maths, compared with 49% for the same time last year. • Pasifika students still represent the tail. Next year CA is meeting with Westmere School, to discuss cross school initiatives to lift the tail of Pasifika achievement. • The reasons for the increase in achievement include targeting students who need additional support, accelerated/learning support integrated with the curriculum, and collaboration amongst teachers. • Measured against the Strategic Plan, the intended targets have either been met or exceeded in relation to Maori and Pasifika students in the areas of Reading, Writing and Maths. 	

3.3 POLICY REVIEW: PRIVACY (NAG 6)	Term 4 reviews still available to do (privacy; classroom release; salary units)
3.4 LEARNING SUPPORT END OF YEAR DATA, PRESENTED BY LW	<ul style="list-style-type: none"> • The results are looking really good. • Last year a review identified that the results in the Learning Centre (LC) and the classroom weren't reflective of each other. This year they are aligned, and that is shown in the consistency of the data. • For writing, over the last 2 terms, 63% of students attending the LC have made accelerated progress of a year or more. • Over the same period, for reading, 47.4 % of students attending the LC have made accelerated progress of a year or more.
3.5 STUDENT WELL BEING SURVEY	<ul style="list-style-type: none"> • Students were surveyed again in Term 4 on 8 fundamental areas of their wellbeing. Key findings were: <ul style="list-style-type: none"> • 88% of students feel they belong at School. • 96% of students recognize bullying is not OK. • The buildings were identified by students as areas to be improved. • Maori and Pasifika results were generally in line with schoolwide results. • The areas in which responses were notably higher than the school-wide data for Maori students included: <ul style="list-style-type: none"> ○ Students feel that the school celebrates the good things that students do ○ Students recognise that negative physical and verbal behaviour is not okay at Pasadena • The area in which responses were notably lower than the school-wide data for Maori students included: <ul style="list-style-type: none"> ○ Students being able to say how they are feeling when they need to • The areas in which responses were notably higher than the school-wide data for Pasifika students included: <ul style="list-style-type: none"> ○ Students know the school rules around behaviour ○ Students feel that teachers care about their culture and background ○ Students feel safe going to and from school ○ Students feel that our school values are important ○ Students feel that they know what to do if a student is getting bullied ○ Students feel that teachers recognise when they help each other ○ Students stick up for each other if someone is mean to them • The areas in which responses were notably lower than the school-wide data for Pasifika students included: <ul style="list-style-type: none"> ○ Students felt that the buildings were not well maintained ○ Teachers making learning interesting ○ If students are mean to me, I know to ignore them or walk away. • An area of focus next year is PB4L and getting consistency and understanding from students and staff around values, developing peer coaches further schoolwide, reinforcing behavioral expectations.
3.6 TEAM LEADERS' END OF YEAR REVIEWS, PRESENTED BY KW, LW AND CA	<ul style="list-style-type: none"> • The End of Year targets for Future Focus have been met or exceeded; 92% of students understand the process of inquiry units, 84% understand Maths as Inquiry, 97% of students believe digital devices have made learning easier, and 92% say using devices makes them more motivated and engaged. • Next steps are to continue to promote BYOD, and to make sure there is an equal distribution between the classes, especially in light of roll growth and the new Maori medium classroom. • 10 classes are still yet to be converted to ILEs, refer Property Update. • Annual targets for Community have also been met, with sports days with local schools, consultations, huis, feedback etc. Whanau contribution is exciting and staff are looking forward to the new Maori medium classroom next year. • Overall it was noted teachers are working collaboratively together across curriculum subjects, classrooms and students, and this is having amazing results in lifting student achievement.

	<ul style="list-style-type: none"> • Team Kahurangi had an effective team, with all staff members participating to meet the needs of students, and communicating effectively. This collaborative approach will transfer across as the classrooms move to ILEs. • Teacher Kirsten Hudson has been welcomed into Room 3, and is an asset to the team. Things that are working well include working collaboratively from planning to student achievement, open discussion, Kahurangi time, and maths inquiry. • Areas of focus include integration with the Zoo, a revised inquiry model to ensure consistency schoolwide, and exploring digital tools for student voice and to make it easier to transmit information/feedback through to parents. • Team Whero also had an effective team, with a focus on open and effective communication, collaboration and sharing of resources.
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4. Strategic Monitoring

4.1 PRINCIPAL'S REPORT	<ul style="list-style-type: none"> • The electric fence around the pool was recently vandalized, but has since been repaired. • C@P might want to consider contributing funds for a shade sail for the pool. • Several new teachers have been employed and will be starting next year. There is still a need for another classroom teacher and a technology teacher, with advertising in place. • Year 6 pre-enrollments are at 172, compared to 114 this time last year. 	
CONCLUSIONS AND ACTIONS	The Principal's Report was tabled, received, and taken as read.	
4.2 FINANCE REPORT	<ul style="list-style-type: none"> • Certain areas have been increased to reflect roll growth e.g. MoE grants. • Teacher Aide salaries may need to be adjusted once confirmation is received from the MoE as to how much funding will be available. • There is a small surplus showing, which is appropriate and consistent with the School's policy to apply monies to the benefit of current students. • The budget will be finalised in February 2018. 	
CONCLUSIONS AND ACTIONS	<p>The Finance Report was tabled, received, and taken as read.</p> <p>Moved; that the Board approves the draft budget for 2018.</p>	Carried: MT/KT
4.3 HEALTH AND SAFETY REPORT	The Health and Safety Report was tabled, received, and taken as read.	
4.4 PROPERTY UPDATE	<ul style="list-style-type: none"> • JH expressed his frustration at the length of time and delays that are occurring re the property remedial works and ILE conversions. • The project managers have signalled a scaling back of the work, and a requirement for the School to prepare a hierarchy of needs. • The Board may wish to consider increasing their contribution as this will be matched by the MoE. • JH has been in touch with John Collins, School Property Advisor for Auckland to factor in current and future roll growth. 	
CONCLUSIONS AND ACTIONS	The Property Report was tabled, received, and taken as read, with discussion as per above.	

5. Meeting Closure

5.1 IDENTIFY AGENDA ITEMS FOR NEXT MEETING	<ul style="list-style-type: none">• Planning and induction meeting scheduled for Thursday 1st Feb 4:30pm• 2 new trustees will be joining the Board next year (election results announced 8/12/17).
5.2 COMMENTS ON MEETING PROCEDURES AND OUTCOMES	Nil

Belinda Drake
Chair, Board of Trustees
Pasadena Intermediate School