

# PASADENA INTERMEDIATE SCHOOL BOARD OF TRUSTEES

## MINUTES

27 MARCH 2019

5:30PM PASADENA MEETING ROOM, ADMINISTRATION BLOCK

<b>MEETING TYPE</b>	Board Meeting started 5.35pm
<b>PRESENT</b>	Jonathan Hughes (Principal), Mandy Tubman, Jerome Brown, Kirk Torrance, Jill Pitches
<b>IN ATTENDANCE</b>	Christine Abercrombie
<b>APOLOGIES</b>	Shelly Pathak, Richard Green
<b>MINUTES</b>	Jane Riddell, Secretary

### 1. Administration Matters

<b>1.3 DECLARATION OF INTERESTS</b>	NIL – forms to be completed by next meeting
<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 20 February 2019 as true and correct.</li> <li>_JP_/JB_: Carried</li> <li>Moved; that the Board accepts the minutes of the PEB meeting of 11 March 2019 as true and correct.</li> <li>_JB_/KT_: Carried</li> </ul>
<b>1.5 CORRESPONDENCE</b>	<ul style="list-style-type: none"> <li>The inwards and outwards correspondence was received and approved by all.</li> </ul>
<b>1.6 TIME ALLOCATION</b>	<ul style="list-style-type: none"> <li>The MoE requires trustees to record and allocate time spent in their capacity as a trustee. Principal excluded.</li> </ul> <p><b>Reminder:</b> Time Allocation Sheet to be completed at the Board meeting.</p>
<b>1.7 ADDITIONAL AGENDA ITEMS</b>	See 5.1

### 2. Strategic Monitoring

<b>2.1 PRINCIPAL'S REPORT</b>	<ul style="list-style-type: none"> <li>Refurbishment Project - still waiting on MOE to sign a new contractor. BOT disappointed with response and lack of action/communication from MOE and Greenstone Group.</li> <li>Teachers and staff supported children well after the terror attacks in Christchurch. Counsellor available for children who are particularly upset.</li> <li>Moved; that the Board support additional funding for the remainder of the year to provide weekly Counselling for students as result of the terror attacks.</li> <li>_KT_/_JP_: Carried</li> </ul> <p><b>Conclusion and actions:</b> The Principal's Report was tabled, received, and taken as read. Deputy Principal Appointment Committee MT, JP, JH, KT to meet 23 April 2019 to interview DP applicants. JH to increase counselling sessions to weekly from fortnightly.</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 REPORT</b>	<b>Conclusion:</b> The Health and Safety Report was tabled, received, and taken as read.
<b>2.4 DATA REVIEW: EASTTLE TERM 1</b>	<ul style="list-style-type: none"> <li>Presented by Christine Abercrombie</li> <li>Reading looking good. On track to exceed targets.</li> <li>Writing similar to last year. Year 8 Pacifika students have shown notable acceleration.</li> <li>Maths results lower than last year for year 7s overall. This is a concern. Maths testing inconsistent over local schools. Plan in place to support students needing assistance.</li> <li>Rumaki has grown which skews percentages but results overall are lower than last year. Challenging for some year 7 Rumaki students adapting to new teaching methods.</li> </ul>

	<b>Conclusion:</b> The Data Review was tabled, received, and taken as read.
<b>2.5 PEER PROFESSIONAL DEV. PLAN</b>	<b>Conclusion:</b> The PPD Plan was tabled, received, and taken as read.
<b>2.6 TEAM LEADER REPORTS</b>	<ul style="list-style-type: none"> <li>Presented by Christine Abercrombie for both teams.</li> <li>New and existing staff feel supported.</li> <li>EOTC good for bringing school community together.</li> <li>Introduction of Google Classroom is working well</li> <li>A great start to the year!</li> <li>Huge additional work load for teachers covering DP duties and resulting stresses noted by the Board.</li> <li>Moved; that the Board fund another teacher for term 2 only to relieve the pressure of additional DP duties on teachers.</li> <li>_JB_/KT_: Carried</li> </ul> <p><b>Conclusion and action:</b> The Team Leader Report was tabled, received, and taken as read. JH to recruit a new teacher for term 2.</p>

### 3. Strategic Decisions

<b>3.1</b>	
------------	--

### 4. Strategic Discussions

<b>4.1 POLICY REVIEW: NAG 5 ALCOHOL, DRUG AND OTHER DANGEROUS SUBSTANCES</b>	<b>Conclusion:</b> The Review was tabled, received, and taken as read.
<b>4.2 POLICY REVIEW: NAG 5 SCHOOL POOLS</b>	<b>Conclusion:</b> The Review was tabled, received, and taken as read.
<b>4.3 ZONE INTRO</b>	<ul style="list-style-type: none"> <li>Zone has not yet been established due to MOE delays. Another meeting to be scheduled with Ken White of MOE to confirm proposed boundaries.</li> </ul> <p><b>Conclusion:</b> The Zone Introduction report was tabled, received, and taken as read.</p>
<b>4.4 STRATEGIC AIMS 2019</b>	<b>Conclusion:</b> The 2019 Strategic Aims were tabled, received, and taken as read and approved by all.

### 5. Other agenda items

<b>5.1</b>	<ul style="list-style-type: none"> <li>JH talked about meeting he attended on Education Reform in Wellington.</li> </ul> <p><b>Conclusion and action:</b> JH to send some information to parents via the newsletter.</p>
------------	--

### 6. Meeting Closure 7.23pm

<b>6.1 IDENTIFY AGENDA ITEMS FOR NEXT MEETING</b>	<ul style="list-style-type: none"> <li>Introduction of School Zone</li> </ul>
<b>NOTE 1:</b>	List of correspondence has been emailed with board papers.

Mandy Tubman  
Chair, Board of Trustees  
Pasadena Intermediate School