

PASADENA INTERMEDIATE SCHOOL BOARD OF TRUSTEES

MINUTES

27 JUNE 2018

5:30PM PASADENA MEETING ROOM, ADMINISTRATION BLOCK

MEETING TYPE	Board Meeting started 5.33pm
PRESENT	Jonathan Hughes (Principal), Mandy Tubman, Jerome Brown (left 7:30pm), Richard Green, Shelly Pathak, Jill Pitches, Kirk Torrance
IN ATTENDANCE	Student Representative – Emily (and Emily’s dad Nick). Lisa White
APOLOGIES	NIL
MINUTES	Jane Riddell, Secretary

1. Administration Matters

1.3 DECLARATION OF INTERESTS	NIL	
1.4 POLICE VETTING	KT still to be vetted. All others complete.	
1.5 CONFIRMATION OF MINUTES	<ul style="list-style-type: none"> Moved; that the Board accepts the minutes of the previous meeting held on 16 May 2018 as true and correct. 	JB : RG Carried
1.6 CORRESPONDENCE	<ul style="list-style-type: none"> Moved; that the inwards and outwards correspondence is received and approved. 	JB : SP Carried
1.7 TIME ALLOCATION	<p>The MoE requires trustees to record and allocate time spent in their capacity as a trustee. Principal excluded.</p> <p>Conclusion and Action: Time Allocation Sheet to be completed at the Board meeting.</p>	
1.8 ADDITIONAL AGENDA ITEMS	See below 5.1	

2. Strategic Review

2.1	NIL
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3. Regular Review

3.1 PRINCIPAL’S REPORT – INCLUDING PROPERTY REPORT	<ul style="list-style-type: none"> SP appreciated Specialist Report as a means of staff appraisal. Productive Pasifika consultation meeting last night. Showcase of childrens’ achievements was a good drawcard for more parents to attend. LW advised 20 parents came and gave good feedback. 22 May Property Meeting was unproductive with JH and MT expressing their concerns about the process to date. Positive about moving forward with more involvement from the MoE team until lead contractor is appointed. After careful consideration of working capital, the recommendation is that the BoT approve up to \$115,000 for the ILE upgrade project on the proviso that this amount is matched by the MoE.
	<p>Conclusions and Actions:</p> <p>The Principal’s Report was tabled, received, and taken as read.</p> <p>JH to add use of cell phone procedure to the BoT drive.</p>

	Moved: That the Board approve up to \$115,000 contribution to ILE building costs. RG : KT carried
3.2 POLICY REVIEW:NAG 2 REPORTING TO PARENTS AND NAG 5 VISITORS	Covered in Principal's Report
3.3 STUDENT WELL BEING SURVEY	<ul style="list-style-type: none"> LW advised 95% of children participated in electronic survey. Results went to staff to review and action.
	Conclusions and Action: The Student Well Being Survey was tabled, received, and taken as read.
3.4 SPECIALIST SUBJECT REPORT	Conclusions and Action: The Specialist Subject Report was tabled, received, and taken as read.
3.5 FINANCE REPORT	Conclusions and Action: The Finance Report was tabled, received, and taken as read.
3.6 HEALTH AND SAFETY REPORT	Conclusions and Action: The Health and Safety Report was tabled, received, and taken as read.

4. Emergent Review

4.1 STUDENT UNIFORM	<ul style="list-style-type: none"> Emily advised the Board of the thorough consultation process and uniform designs. Uniform consists of: Zippered hoody, raincoat, shorts, optional trousers, collared t shirt (short and long sleeved), sports uniform (crew neck T shirt and shorts). Suggested the uniform material is 'tested' for producing and absorbing bodily odors. Pricing not discussed yet. New supplier offering better service and pricing.
	<p>Conclusions and Action:</p> <p>Board approved of the new uniform selection process and designs. Recommend JH continue with the current process to finalise design and pricing for 2019.</p> <p>The Board would like to thank Emily for her presentation and all the students involved in the uniform review group for their hard work and well researched recommendations for the new uniform.</p>

5. Other agenda items

5.1 NZSTA CONFERENCE	<ul style="list-style-type: none"> NZSTA AGM 21 July 2018 NZSTA Conference in Rotorua 20-22 July Definite attendees: RG, JB. Possible attendees: MT, SP and JP
	<p>Conclusions and Action:</p> <p>Moved: That the Board support remit 1 of the NZSTA AGM on 21 July RG : SP carried Moved: That the Board supports JB as Pasadena delegate at AGM RG : KT carried</p>
5.2 INTERNATIONAL STUDENTS	<ul style="list-style-type: none"> Bangkok Fair the best to attend to recruit international students as advised by Joanne from Western Springs. Springs has approx 120 international students with a staff of 4 managing them. 5 at Pasadena now. Long term stays preferable over short term. Approx \$11,000 for 1 year fees. JH keen to investigate increasing numbers but long term get someone to manage. SP would like an international student plan to be implemented strategically for larger numbers. Requested more information to make a decision straight away re increasing numbers. RG suggested a strategy as 5 max to start with, with support from Western Springs re homestays etc.

	<ul style="list-style-type: none"> • Approx \$2-3000 cost for JH to attend Bangkok International Student Fair– sharing table at fair with Western Springs.
	<p>Conclusions and Action: Moved: Board approve up to \$4000 for JH to travel to Bangkok international Student Fair in August 2018, covering airfares, accommodation and per diem. RG : JP carried</p>

6. Meeting Closure 7.31pm

<p>6.1 IDENTIFY AGENDA ITEMS FOR NEXT MEETING – 8 AUGUST</p>	<ul style="list-style-type: none"> • Sign off governance manual for September meeting.
<p>NOTE 1:</p>	<p>List of correspondence has been emailed with board papers.</p>

Mandy Tubman
Chair, Board of Trustees
Pasadena Intermediate School