

PASADENA INTERMEDIATE SCHOOL BOARD OF TRUSTEES

MINUTES 7 NOVEMBER 2018 5:30PM PASADENA MEETING ROOM, ADMINISTRATION BLOCK

MEETING TYPE	Board Meeting started 5.33pm
PRESENT	Jonathan Hughes (Principal), Mandy Tubman, Jerome Brown, Shelly Pathak, Jill Pitches, Kirk Torrance
IN ATTENDANCE	Aaron Colthurst (left at 5.53pm)
APOLOGIES	Richard Green
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 19 September 2018 as true and correct. KT: JH Carried
1.5 CORRESPONDENCE	<ul style="list-style-type: none"> The inwards and outwards correspondence will be included with December meeting.
1.6 TIME ALLOCATION	<ul style="list-style-type: none"> The MoE requires trustees to record and allocate time spent in their capacity as a trustee. Principal excluded. <p>Conclusion and Action: Time Allocation Sheet to be completed at the Board meeting.</p>
1.7 ADDITIONAL AGENDA ITEMS	See 5.1, 5.2, 5.3

2. Strategic Review

2.1 2019 STRATEGIC PRIORITIES	Conclusion: The 2019 Strategic Priorities report was tabled, received, and taken as read.
--------------------------------------	--

3. Regular Review

3.1 PRINCIPAL'S REPORT	<ul style="list-style-type: none"> JH showed samples of the sports top and sweatshirt designed by students. 170 enrolments for 2019 year 7 students. A record number! <p>Conclusion: The Principal's Report was tabled, received, and taken as read.</p>
3.2 POLICY REVIEW – NAG 1	Conclusion: The Policy Review – NAG 1 Improving Educational Outcomes for Maori was tabled, received, and taken as read.
3.3 TRANSITION REPORT	Conclusion: The Transition Report was tabled, received, and taken as read.
3.4 FINANCE REPORT	<ul style="list-style-type: none"> Cyclic Maintenance Recommendation: The BoT agree to change the cyclic maintenance programme to include the external painting of the entire school in one project. SP Moved: KT Carried Staff Function Recommendation: The BoT contribute up to \$2000 for the staff function to show our support and appreciation for their hard work in raising student achievement. KT Moved: SP Carried

	<ul style="list-style-type: none"> • 2019 Request for Payments Recommendation: The BoT carry the current request for payment amounts forward to 2019. This includes a parent donation of \$250, programme activities \$68 and take home items of \$139 per student. JB Moved: JP Carried • International Students Recommendation: The BoT increase the International Student Fee from \$11,000 to \$12,000 pa per student for 2019. SP Moved: JP Carried • Cost of Recruitment Recommendation: Due to the current difficulty recruiting staff for 2019 the BoT agree to an unbudgeted spend of up to \$5,000 on agency fees to recruit new staff members. SP Moved: MT Carried
	Conclusion: The Finance Report was tabled, received, and taken as read.
3.5 PROPERTY REPORT	Conclusion: The Property Report was tabled, received, and taken as read.
3.6 HEALTH AND SAFETY REPORT	Conclusion: The Health and Safety Report was tabled, received, and taken as read.

4. Emergent Review

4.1 SELF-REVIEW LITERACY	Conclusion: The Literacy Report was tabled, received, and taken as read.
4.2 SELF-REVIEW INTERNATIONAL STUDENTS	Conclusion: The International Students Report was tabled, received, and taken as read.

5. Other agenda items

5.1 SCHOOL ZONE	<ul style="list-style-type: none"> • JH received enrolment demographics for 3 High Schools (Western Springs, Mt Albert Grammar and Avondale College) from MoE. Pasadena has an estimated capacity of 363 students. • JH to request MoE to overlay Western Springs and Mt Albert Grammar zone map (including Ponsonby and Kowhai Intermediates) to provide a clearer outcome of the proposed Pasadena zone for 2020 as part of the consultation process.
5.2 BOT ELECTIONS 2019	<ul style="list-style-type: none"> • Succession plan to be implemented for 2019 for 3 new board members.
5.3 POOL UPDATE	<ul style="list-style-type: none"> • Viability of creating a purpose built swimming facility which will benefit the school students and community as a whole has been explored. • A. Colthurst presented proposal seeking for the BoT to approve at ratify the use of land for third party use (as a Private/Public partnership) so BoT can apply to MOE for sign off the use of the land. This proposal is to ensure that the school benefit directly from a dedicated purpose built facility with no financial contribution from the schools budget. • Moved SP: that the Bot completes and submits the Third Party Occupancy Application for Approval in Principle to the MoE for the proposed swimming facility as presented by A. Cothurst. Seconded: JP Carried by the Board.

6. Meeting Closure 7.23pm

6.1 IDENTIFY AGENDA ITEMS FOR NEXT MEETING – TUESDAY 4 DECEMBER	NIL
NOTE 1:	List of correspondence has been emailed with board papers.

Mandy Tubman
Chair, Board of Trustees
Pasadena Intermediate School