

PASADENA INTERMEDIATE SCHOOL BOARD OF TRUSTEES

MINUTES

4 DECEMBER 2018

5:30PM PASADENA MEETING ROOM, ADMINISTRATION BLOCK

MEETING TYPE	Board Meeting started 5.30pm
PRESENT	Jonathan Hughes (Principal), Mandy Tubman, Jerome Brown, Shelly Pathak (arrived 5.44pm), Jill Pitches, Kirk Torrance (arrived 5.53pm), Richard Green
IN ATTENDANCE	Christine Abercrombie
APOLOGIES	
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 7 November 2018 as true and correct. JP: JB Carried
1.5 CORRESPONDENCE	<ul style="list-style-type: none"> The inwards and outwards correspondence was received and approved by all.
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 END OF YEAR UPDATE ON STRATEGIC PLAN - TARGETS AND RESULTS	<ul style="list-style-type: none"> Christine reported on Maori and Pasifika Targets and Results. Overall the data is great. Progression is obvious. Discussion on whether to use number of students or percentage for reporting targets. SP noted they are not the same measure. Action: This will be reviewed by leadership team for 2019. <p>Conclusion: The Strategic Review Targets and Results report was tabled, received, and taken as read.</p>
---	---

3. Regular Review

3.1 PRINCIPAL'S REPORT	<ul style="list-style-type: none"> Impressive role growth – year 6 pre-enrolments for 2018 – December 2018 – 189. Expected role 365 students. Update - the 2 roll growth teacher positions have been filled since the report was written. <p>Conclusion: The Principal's Report was tabled, received, and taken as read.</p>
3.2 POLICY REVIEW – NAG 5 HARASSMENT	Conclusion: The Policy Review – NAG 5 Harassment was tabled, received, and taken as read.
3.3 ACHIEVEMENT DATA – END OF YEAR ANALYSIS	<ul style="list-style-type: none"> Christine reported on reading, writing and maths end of year achievement data. Pleasing results overall. Acceleration obvious for students at Pasadena for full 2 years.

	<ul style="list-style-type: none"> Teachers are grateful for BoT support of Learning Support programme. Rumaki also progressing well in all areas. BoT very appreciative of the thorough and accurate data analysis. Thank you Christine. <p>Conclusion: The End of Year Achievement Data Analysis was tabled, received, and taken as read.</p>
3.4 LEARNING SUPPORT DATA – END OF YEAR ANALYSIS	<ul style="list-style-type: none"> As per JH the Learning Support programme is making a huge difference in people’s lives. The BoT whole-heartedly support the work of Ally and Gina. Thank you so much. <p>Conclusion: The Learning Support End of Year Data Analysis was tabled, received, and taken as read.</p>
3.5 STUDENT WELLBEING SURVEY	<p>Conclusion: The Student Wellbeing Survey was tabled, received, and taken as read.</p>
3.6 TEAM LEADER END OF YEAR REPORTS	<ul style="list-style-type: none"> Christine reported on Kahurangi and Whero Teams – Keith unable to make the meeting. It has been a supportive, successful year. Want to further explore use of Google Classrooms. RG brought to our attention concerns of Pt Chev parents re privacy of their childrens’ data within Google Classroom. This will be taken into account when reviewing Google Classroom as a learning tool. <p>Conclusion: The Team Leader End of Year Reports were tabled, received, and taken as read.</p>
3.7 PLD – END OF YEAR REPORT	<p>Conclusion: The PLD End of Year Report was tabled, received, and taken as read.</p>
3.8 FINANCE REPORT	<p>Conclusion: The Finance Report was tabled, received, and taken as read.</p>
3.9 DRAFT BUDGET	<ul style="list-style-type: none"> The actual budget to be presented to the BOT in 2019. Moved: Draft Budget approved MT: Carried
3.10 PROPERTY REPORT	<ul style="list-style-type: none"> Corbel Construction went into receivership on 3/12/18. MoE has advised this will delay the building works. JH has engaged a Security Guard to protect the site. Community to be advised when more information is available from MoE. Due diligence re Health and Safety of providing enough toilets for students as Portaloos have been removed from site today. Action: MT to contact MoE to remedy toilet situation. <p>Conclusion: The Property Report was tabled, received, and taken as read.</p>
3.11 HEALTH AND SAFETY REPORT	<p>Conclusion: The Health and Safety Report was tabled, received, and taken as read.</p>

4. Emergent Review

4.1	NIL
-----	-----

5. Other agenda items

5.1 PROPOSED MEETING DATES FOR 2019	<ul style="list-style-type: none"> MT and JH to propose meeting dates for 2019 and advise BoT.
5.2 BOT PAYMENTS	<ul style="list-style-type: none"> BoT members to complete form to receive BoT Meeting Fees and give to JH for approval.
5.3 SCHOOL ZONE	<ul style="list-style-type: none"> The MoE is sending a representative to talk to the BoT next year re zoning.

6. Meeting Closure 7.45pm

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

Mandy Tubman
Chair, Board of Trustees
Pasadena Intermediate School