

PASADENA INTERMEDIATE SCHOOL BOARD OF TRUSTEES

MINUTES

15TH FEBRUARY
2016

5.30PM MEETING ROOM ADMINISTRATION BLOCK

MEETING TYPE	Board Meeting
PRESENT	Richard Green (Acting Chair), Jonathan Hughes (Principal), Mandy Tubman, Jacqui Watson, Lisa White, Martin Wright.
IN ATTENDANCE	
APOLOGIES	Belinda Drake
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 7 th December 2015 as true and correct.	MT/JW: Carried
1.5 CORRESPONDENCE	BD is to supply feedback re Cath Tahu's exit interview at the next meeting. Moved; that the inwards and outwards correspondence is received and approved.	MT/JW: Carried
1.6 ADDITIONAL AGENDA ITEMS	3.4 This item is removed, see 3.4 below.	

2. Strategic Decisions

2.1 DECIDE ELECTION DATE AND RETURNING OFFICER	<ul style="list-style-type: none"> Canterbury Education Services (CES) charge a set fee for running trustee elections. They manage every aspect of the process from preparing timelines, calling for nominations, advertising, preparing flyers, contacting contributing schools etc. The fee is then refunded from the MoE. The school will need to inform the MoE and NZSTA of the change of the election cycle from 3 yearly to 18 months. 	
CONCLUSIONS AND ACTION	MoE and NZSTA to be advised of change to election cycle Moved; that the Board engages CES for managing the new election cycle.	JH JW/LW: Carried
2.2 APPROVE 2016 BUDGET	<ul style="list-style-type: none"> The budget has been adjusted upwards with respect to ICT and the new costs associated with the additional work the external firm has had to do. The increased cost has been offset a little by the expiry of existing leases. A downward adjustment of \$13,000 will also need to be made in respect of the Maori Language Verification visit. Unfortunately the school has been assessed at level 5 and not level 4. It should be noted the information wasn't received from the MoE until after the final day of school in 2015, so there was little time to plan. JH is looking at ways to meet the level 4 requirements and hence get the funding, not just through language. The ultimate aim is to bring on a Maori language teacher as the roll grows. RG would like to see a strategy around this developed as a matter of priority for next year. He notes there is a fantastic free resource called Learn to Speak Maori on FaceBook. MW would like to acknowledge the budget surplus from last year and would like to commend JH for his part in excellent financial management. 	
CONCLUSIONS AND ACTION	Facebook link to be provided to JH Moved; that the Board approves the budget for 2016.	RG MT/LW: Carried

2.3 RAMS FOR SCHOOL CAMP	<ul style="list-style-type: none"> • JH advised the major risk activities are those undertaken and managed by Birkenhead Leisure Centre. • Of key importance it was noted that information has gone out to the students and parents (and the camp info evening was very well attended), parents staying over have been Police vetted, the teachers have been briefed and attended meetings, and those that haven't attended the camp before went out to Piha in the holidays to get familiar with the site. • Camp cooking will need to be added to the list. • Discussion was had about identifying the river as a possible risk but which should already be identified by Birkenhead Leisure Centre. • The Board trusts that the school is doing what is required to meet RAMS obligations.
CONCLUSIONS AND ACTION	The RAMS information was tabled, received and taken as read with addition of the camp cooking item plus the conversation about the river activities.

3. Strategic Discussions

3.1 STRATEGIC PLAN (DUE TO MOE 1/3)	<ul style="list-style-type: none"> • The Strategic Plan is due to be filed with the MoE by 1st March. • JH has proposed holding off on filing by that date as he wishes the Strategic Plan to dovetail with the new leadership structure. He wants time for those leaders to take individual ownership, make suggestions and to make sure there is buy in by the leadership team. • He anticipates it will be ready for filing by the end of April. • The Board is happy for JH to proceed in this manner. 				
3.2 ANALYSIS OF VARIANCE	<ul style="list-style-type: none"> • JW enquired whether it is possible for risks that would prevent targets being met in terms of the 3 key Strategic Aims to be identified with the Senior Leadership Team. • If the risks are identified that could impact on the targets being met then the Board may be able to assist with resourcing for those, whether it be staffing, ICT, professional development etc. • The MoE do fund the majority of the school's professional development. • LW noted the Analysis of Variance document was well written, contained good detail, and was broken down very well. • JH advised the school will apply again this year for the Innovation Fund it missed out on last year. • The Board is supportive of the application. 				
3.3 BIKE TRACK SITAUTION	<ul style="list-style-type: none"> • The bike track installed a number of years ago has never had a Code of Compliance from the Auckland Council. In addition to that the matting has shrunken and come away. • NUMAT has proposed to replace the matting for an additional \$24,000, or to remove the track at a cost of \$12,500. • JH is happy to go back to NUMAT to see if they can offer a better deal. • RG suggests that a decision is deferred until the next meeting. 				
3.4 UNIFORM	<ul style="list-style-type: none"> • This item was removed from agenda due to a conflict of interest by RG. • He would like to discuss this item when he is not Acting Chair. 				
3.5 IDEAS FOR BOARD FUNCTION FOR STAFF	<ul style="list-style-type: none"> • It was agreed the breakfast works well and is well received by staff. • A date of 11 March 2016 at 8:00am was proposed, with the trustees to provide the following: <ul style="list-style-type: none"> ○ RG coffee ○ MW 40 croissants ○ MT juice ○ JW fruit ○ BD jam ○ Milk to be supplied by school 				
CONCLUSIONS AND ACTION	<table border="0" style="width: 100%;"> <tr> <td style="width: 70%;">Staff to be emailed</td> <td style="width: 30%;">LW</td> </tr> <tr> <td>Thelma and Louise to be asked to provide milk</td> <td>JH</td> </tr> </table>	Staff to be emailed	LW	Thelma and Louise to be asked to provide milk	JH
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4. Strategic Monitoring

4.1 PRINCIPAL'S REPORT	<ul style="list-style-type: none"> • JH commented the vandalism of the pool and pool area is an on-going concern. • RG suggested that a security audit be undertaken, to identify areas of risk. Any money spent on improving security would be offset repairing the vandalism. It is
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	<p>appropriate to use 5YA funding for this.</p> <ul style="list-style-type: none"> Although the MoE does refund money spent repairing vandalism, there are other benefits to the school through tightened security. Suggested that the school obtain some quotes for a security audit, including from Bill Groves. 	
CONCLUSIONS AND ACTION	<p>Quotes for security audit to be obtained in time for next meeting. The Principal's Report was tabled, received and taken as read, with discussion.</p>	JH
4.2 PROPERTY REPORT	<ul style="list-style-type: none"> JH has met with Nick Van Rensburg from Asset Project Facilitators (APF) regarding the re-roofing and classroom upgrade projects from 5YA. Nick will come back with a proposal in the next 2 weeks for the Property Sub Committee to consider (JH, BD, RG). There is \$310,000 for classroom refurbishment in the 5YA. The re-roofing will come out of the previous 5YA and from the MoE as it is a health and safety issue. The 5YA will need to tie in with the strategic goals e.g. creating an ILE physical environment. In so far as it is possible the school will 'future proof' as much as possible for anticipated roll growth and the addition of new classrooms. Nick will assist with this. To get additional funding from roll growth, the roll would need to increase to around 300 students. 	

5. Meeting Closure

5.1 IDENTIFY AGENDA ITEMS FOR NEXT MEETING	<ul style="list-style-type: none"> Uniform Security audit NUMAT Exit interview with Cath Tahu Succession planning 18 month election cycle
5.2 PEB NOTE FROM PRINCIPAL CONCERNING A SCHOOL MATTER	<p>At 6:48pm, in accordance with Section 48 of the Local Government Official Information and Meetings Act 1987, the public were excluded from this part of the meeting to discuss confidential matters relating to a school matter.</p>
OUT OF IN-COMMITTEE	<p>At 6:54pm the meeting moved out of in-committee.</p>
5.3 COMMENTS ON MEETING PROCEDURES AND OUTCOMES	<ul style="list-style-type: none"> The meeting closed at 6:54pm. The next meeting will be held on Monday the 21st of March 2016 in the meeting room in the Administration block.

Richard Green
Acting Chair, Board of Trustees
Pasadena Intermediate School