

PASADENA INTERMEDIATE SCHOOL BOARD OF TRUSTEES

MINUTES

21ST MARCH 2016

5.35 PM MEETING ROOM ADMINISTRATION BLOCK

MEETING TYPE	Board Meeting
PRESENT	Belinda Drake (Chair), Jonathan Hughes (Principal), Mandy Tubman, Jacqui Watson, Lisa White, Martin Wright.
IN ATTENDANCE	-
APOLOGIES	Richard Green
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 15 th February 2016 as true and correct.	LW/MT: Carried
1.5 CORRESPONDENCE	Moved; that the inwards and outwards correspondence is received and approved.	MT/JW: Carried
1.6 ADDITIONAL AGENDA ITEMS	Nil	

2. Strategic Decisions

2.1 CHARTER FOR APPROVAL	<ul style="list-style-type: none"> Members of the senior management team have been busy collaborating on the Annual Plan, with another meeting to be held tomorrow where each of the Strategic Leaders will discuss and ask for feedback on the aims and targets with their teams. JH will forward the Charter to the trustees by the end of next week, who will vote to approve the Charter via email. 	
CONCLUSIONS AND ACTION	Charter with Strategic Goals to be forwarded to trustees via email, who will vote to approve via email.	JH All
2.2 RESOLUTION RE 5YA	<ul style="list-style-type: none"> The Board approves the amended 5YA agreement as tabled by an email dated 4th March 2015. 	BD
2.3 SUCCESSION FOR 2016 ELECTIONS	<ul style="list-style-type: none"> The elections are to be held in June 2016. Thelma has contacted CES, which hasn't yet come back with a quote to run the elections. The Board needs to plan who is standing again, with two members for an 18 month cycle. BD is happy to stand for an 18-month term. MW would like to stand again and is happy with either term (18 months or 3 years). LW is happy to remain but if another staff member would like to stand she would be happy to let someone else have a turn. MT would like to stand again for 3 years as that will get her half way through her son's final year. JW probably won't stand again as it is a bit of a juggle. It would be good for someone from Grey Lynn School to have a connection so she will have a think about who might be interested and suitable. BD has checked with RG who would like to stand again for 3 years. 	
CONCLUSIONS AND ACTION	Follow up with CES	BD

3. Strategic Discussions

3.1 SELF REVIEW: HEALTH AND SAFETY POLICY	<ul style="list-style-type: none"> The key emphasis of the new Health and Safety At Work Act 2015 is that everyone (the school's leadership, the Board, teachers, teacher aides etc.) will have responsibilities for workplace health and safety. However the board, as a legal entity, has an obligation to do what is reasonably practicable to keep workers and others safe. The concept of "what is reasonably practicable to do" needs to be kept in mind with regards to EOTC and high-needs students. Having a Health and Safety Committee is an integral part of the process as is continual review of the RAMS, which JH does. The Board needs to assure itself that the School's current policy meets with the new legislative requirements. BD distributed a checklist to assist in reviewing our current policy, and two draft Health and Safety policies, one from the MoE and one from NZSTA. Having worked through the checklist the board was satisfied that the current policy needed updating, and having perused both sample policies the trustees were happy to adopt the MoE version. 	
CONCLUSIONS AND ACTION	<p>Moved; that the Board adopts the Health and Safety Policy as described in Toolkit 4 published by the Ministry of Education as Pasadena Intermediate's Health and Safety Policy.</p>	MW/MT: Carried
3.2 UNIFORM	<ul style="list-style-type: none"> This item was deferred so it could be discussed when RG was present at the next meeting, since he asked for it to be included. It would be useful for RG to provide a background paper with his thoughts on the uniform topic prior to the next meeting. The Board had a brief discussion noting research and community feedback would be an important part of any decision making around the uniform topic. 	
CONCLUSIONS AND ACTION	<ul style="list-style-type: none"> RG to be emailed and requested to provide a background paper with his thoughts on the uniform topic in advance of the next meeting. Background paper to be provided to trustees prior to next meeting. 	BD RG
3.3 PEB EXIT INTERVIEW FEEDBACK	At 6:23 pm, 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 an exit interview.	
OUT OF IN-COMMITTEE	At 6.36 pm the meeting moved out of in-committee.	

4. Strategic Monitoring

4.1 PRINCIPAL'S REPORT	<ul style="list-style-type: none"> Only one security company (Bill Groves Consultants) has responded to JH with a quote for a security audit. JH noted the school as a whole does not have too much problem with security issues; it is real just the pool area. The trustees discussed it may be more cost effective undertaking a security audit for the pool area only. On that basis JH will go back to the company and seek a reduced quote for the pool area only. JH has been back and forwards with Numat, which has agreed to remove the bike track matting and dispose of it at no cost. The bollards will remain though. MW sees this as a possible opportunity for C@P to do a working bee. JH has emailed staff for feedback and the possibility of developing a path was suggested by some. Re the Guidance Counsellor, the question was asked whether students can self-refer, is there a process for process for conflicts etc? JH will look into this. The increase in enrollments was discussed and the Board noted JH's input in this regard. The School raised \$14,500.00 at the Pasifika parking event, the highest amount ever recorded. The Board acknowledges the time and effort committed by all staff and parents, and in particular parent Sandra Bowd for her organisation of this event. JH recently attended a Community of Learning workshop with BD and Cilla Godinet. Schools in attendance were Westmere, Grey Lynn, and Point Chevalier primaries, Ponsonby Intermediate and Western Springs College.
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	<ul style="list-style-type: none"> The main aim of this was to work to develop a goal of keeping students in the local community, by developing a common language of learning and transitioning, and strengthening synergies across our school network. 	
CONCLUSIONS AND ACTION	<p>The Principal's Report was tabled, received and taken as read, with comment as above. Sandra Bowd to be thanked for her efforts. Ability to self-refer to guidance counselor, process for conflicts etc. to be looked into to.</p>	BD JH
4.2 STRATEGIC PLD PLAN	This was deferred until the next meeting.	
4.3 ASSESSMENT OVERVIEW	Tabled, received as taken as read.	
4.4 APPRAISAL OVERVIEW	<ul style="list-style-type: none"> MW noted that there are some aspects of the appraisal system that are not necessarily linked to inquiry teaching. LW confirmed that was correct, e.g. planning is still part of the appraisal system and yet that is checked from a check-list. 	
CONCLUSIONS AND ACTION	Tabled, received as taken as read, with comment.	
4.5 TEAM LEADERS' BRIEFINGS	<ul style="list-style-type: none"> The Board sees this information as informative and useful. LW advised they are to provide a breakdown of what is working well, what the target areas are for the next term etc. MW enquired about the criteria for learning support? It is predominantly academic criteria. This is the sort of information that can be included in the next report. 	
CONCLUSIONS AND ACTION	Tabled, received as taken as read, with comment.	
4.6 PROPERTY REPORT INCLUDING NUMAT SITUATION AND SECURITY AUDIT	Refer to discussion from Principal's Report above at 4.1.	
4.7 FINANCE REPORT	Tabled, received and taken as read.	
4.8 HEALTH AND SAFETY REPORT	Tabled, received taken as read, with discussion as per 3.1 above.	

5. Meeting Closure

5.1 IDENTIFY AGENDA ITEMS FOR NEXT MEETING	<ul style="list-style-type: none"> Uniform On-going policy review Child protection policy as per Vulnerable Children Act 2014 Board email address to be reinstated JH discussion about student interventions and on-going work with Ministry of Education Next NZSTA conference is in Wellington in July. Check budget but probably not enough for all trustees to attend.
5.2 COMMENTS ON MEETING PROCEDURES AND OUTCOMES	<ul style="list-style-type: none"> Note change of email address Mandy.tubman@gmail.com The meeting closed at 7:24 The next meeting will be held on Tuesday the 12th April 2016 in the meeting room in the Administration block.

Belinda Drake
Chair, Board of Trustees
Pasadena Intermediate School