

PASADENA INTERMEDIATE SCHOOL BOARD OF TRUSTEES

MINUTES

11TH APRIL 2017

5:30 PM PASADENA MEETING ROOM, ADMINISTRATION BLOCK

MEETING TYPE	Board Meeting
PRESENT	Jerome Brown, Belinda Drake (Chair), Richard Green, Jonathan Hughes (Principal), Linda Pirrit (away from 6:32 pm – 6:50pm) Mandy White, Martin Wright
IN ATTENDANCE	Kirk Torrance (to 7:26pm), Lisa White, Christine Abercrombie and Suzanne Davies (to 6:10)
APOLOGIES	N/A
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 28 th March 2017 as true and correct.	JB/LW: Carried RG abstained as not present at last meeting
1.5 CORRESPONDENCE	Moved; that the inwards and outwards correspondence is received and approved.	LW/JB: Carried
1.6 ADDITIONAL AGENDA ITEM	<ul style="list-style-type: none"> • Leave request (4.2) • C@P Lion Foundation request to apply for a grant for water polo caps and togs (4.3) 	
1.7 PROPERTY: TOUR OF SCHOOL INSPECTING ROOF LEAKS IN PARTICULAR	<ul style="list-style-type: none"> • JH invited all present on a tour of the School to inspect roof leaks in particular. • All are distressed at the state and condition of the roof, ceiling, walls and girls' bathroom. There have been instances of ceiling tiles falling down. • Testing is underway for spores in the now-closed bathroom, with the results due back this week. • The Ministry of Education (MoE) has advised repairs on the roof cannot start until October. • The Board is concerned for the health and safety of students and teachers and visitors to the School, from falling tiles and mold spores. In its current state, the Board is concerned about meeting its obligations under the Health and Safety at Work Act, including liability should injury result due to the state of the roof. • The Board will escalate its request for repair by the MoE in writing as a matter of urgency relating to health and safety. It cannot afford to wait until October. • The School's understanding is that October has been chosen by the MoE as the weather should be more settled by then, as well as the time needed for procurement processes. The Trustees discussed other options available to the MoE including wrapping the roof area in plastic. 	
CONCLUSIONS AND ACTIONS	<ul style="list-style-type: none"> • The Board will urgently contact the MoE, requesting that the remedial works are performed immediately, to alleviate the risk of injury to staff and students alike and so that the Board can meet its obligations under the Health and Safety at Work Act 2015. • Any letter will also be sent to the Minister of Education Hekia Parata, the Associate Minister Nikki Kaye, the MP for Mt Albert Jacinda Arden, and the Secretary of Education Iona Holsted. 	BD

2. Strategic Decisions

2.1 RAMS FOR HIROSHIMA TRIP	<ul style="list-style-type: none"> The Board is required to sign off on the RAMS because this is an overseas trip away from School. The form presented to the Board is noted as being concise, relevant, and easy to read. 	
CONCLUSIONS AND ACTION	Moved; that the Board accepts the Risk Assessment Management System as presented to it for the Hiroshima trip 2017.	LW/RG: carried
2.2 ANNUAL REPORT	<ul style="list-style-type: none"> Discussion around finances, which are noted as healthy. Congratulations is given to JH for his hard work in getting to this position. 	
CONCLUSIONS AND ACTION	Moved; that the Board accepts the Annual Report for 2017.	MW/RG: Carried

3. Strategic Discussions

3.1 E-ASTTLE TERM 1 ASSESSMENT DATA	<ul style="list-style-type: none"> CA presents the e-asTTle term 1 assessment data. E-asTTle is a diagnostic tool that highlights gaps in a student's learning. This is a one-off assessment that occurs at the beginning of term 1, before any teaching has occurred. Mixed ability teaching generally sees accelerated learning from all students after term 1. 79% of year 7 and 71% of year 8 students are on track to meet, at, or above the NS for reading. 57% of year 7 and 71% of year 8 students are on track to meet, at, or above the NS for writing. 76% of year 7 and 68% of year 8 students are on track to meet, at, or above the NS for maths. Maori and Pasifika students represent the highest % of students below NS for these areas. The School has a number of programs in place for these students including Learning Centre support, target groups in classrooms and acceleration programs. A Homework Group is also being established next term. Maths as inquiry is being successfully implemented across the School and showing improved results from students. Students must explain and justify their thinking. In response to a question whether the proportion of year 7s at or above is typical of last year, JH responds that the data wasn't analysed in the same way last year. MT observed how well the senior leadership team was working. 	
3.2 SELF-REVIEW: STUDENT-LED CONFERENCES	<ul style="list-style-type: none"> Overall feedback on the student led conferences was positive, with 96% parent turnout. Learning maps in particular are working well for Maori and Pasifika families. 	
3.3 STAFF APPRAISAL CYCLE	<ul style="list-style-type: none"> The appraisal can be done on Google Sites so information can be more accessible The Spiral of Inquiry is used to analyse student data. Professional Learning Groups (PLGs) are being used to analyse targeted student data and to share effective interventions in Mathematics 	
3.5 PEB: STAFF EXIT INTERVIEW	At 7:26 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 a staff exit interview.	
OUT OF IN-COMMITTEE	At 7:43 pm the meeting moved out of in-committee.	

4. Strategic Monitoring

4.1 PRINCIPAL'S REPORT	<ul style="list-style-type: none"> LW reports on the Learning Centre Report. The key change is accelerated learning programs for writing and reading. Sarah Coughlan established the reading program and has been a key person in running the Learning Centre. Currently 109 students are involved in this either as tutors and tutees in a teaching role. This year the focus is on speed reading through tracking and comprehension. JH - the School did a big review at the end of last year, looking at the new thinking around acceleration and boosting kids 'below the NS' to 'at the NS', which most schools are doing now. The School has established a program that is related to classroom 	
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	<p>teaching. Students well below NS will still receive more intensive support through withdrawal groups, and the STEPS and Learning Staircase programs.</p> <ul style="list-style-type: none"> • The goal is to cater for as many students as possible and to lift achievement school wide. • JB commented that Sarah Coughlan has been a positive and passionate advocate for students requiring learning support. She has a great love for kids, and has always defended the School in the community. She has made a significant contribution to the School, which is acknowledged. • JH updated the Board on the Communities of Learning (COL) Maori pathways options. • LW met with the MoE, our te reo teachers and others who are all available to help develop a Maori curriculum. The School has great resources it can draw on, including Westmere School. • There is frustration that the MoE want to accelerate Maori learning but can't see past its current models which adopts an either/or approach. • RG notes in terms of COL, it is imperative that all school boards are involved. 	
CONCLUSIONS AND ACTIONS	Moved; that the Board acknowledges and thanks Sarah Coughlan for her significant contribution to the School and her work with students in the Learning Centre.	JB/RG: Carried
4.2 LEAVE REQUEST	Whaea Nat has received an award by the community in recognition of her contribution to the School. She has submitted a request for 11 days of paid leave to travel to Japan, the trip to Japan being the award.	
CONCLUSIONS AND ACTIONS	Moved, that the Board approves the request for paid leave as per the above request.	RG/JB: Carried
4.3 LION FOUNDATION REQUEST	Moved; that the Board apply on behalf of C@P to the Lion Foundation for an amount of \$2000 to fund water polo caps and togs.	BD
4.3 MISCELLANEOUS	Moved; that the Board gratefully thanks all parents and staff who assisted with Pasifika parking.	RG/JB: carried
4.4 MARTIN WRIGHT – LAST MEETING	Moved, that the Board acknowledge and heartily thanks Martin for his positive contribution to the Board for the past four years, and wishes him well in his new role as a Deputy Principal at Tangaroa College.	BD
4.5 10YPP	JH tabled the 10YPP plans including the roof and ILE plans submitted by the MoE.	

5. Meeting Closure

5.1 IDENTIFY AGENDA ITEMS FOR NEXT MEETING	
5.2 COMMENTS ON MEETING PROCEDURES AND OUTCOMES	<ul style="list-style-type: none"> • The meeting closed at 7:45 pm. • The next meeting date has been changed to 29 May 2017 and will be held in the meeting room.

Belinda Drake
Chair, Board of Trustees
Pasadena Intermediate School