

PASADENA INTERMEDIATE SCHOOL BOARD OF TRUSTEES

Minutes

29 May 2021 6:30pm Pasadena Intermediate Meeting Room

Meeting Type	Board Meeting started 6.42pm.
Karakia	Led by Stacey Morrison
Present	Jonathan Hughes (Principal), Stacey Morrison, Jerome Brown, Issy Coleman, Nick Allan, Tipene Lemon
In attendance	Mary Pretorius, Christine Abercrombie, Donovan Farnham, Keith Ward
Apologies	Richard Green
Minutes	Jane Riddell

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 29 March 2021 as true and correct. JB/JH : Carried
1.5 Correspondence	<ul style="list-style-type: none"> The inwards and outwards correspondence was received and approved.
1.6 Time allocation	<ul style="list-style-type: none"> The MoE requires board members to record and allocate time spent in their capacity as a trustee. Principal excluded. <p>Action: Time Allocation Sheet to be completed at the end of Board meeting.</p>
1.7 Additional agenda items	NIL

2. Regular Review

2.1 Principal's Report	<ul style="list-style-type: none"> Meeting with the ASC architects took place 19 May to review the building plans/ internal and external colour presentation. JH presented the plans and changes to the Board. Project went to tender last week. Contractor to be appointed on 2nd August. The Building prep starts 15th August and building starts 30th August. Discussed possible hall expansion using the MOE SIP fund. The money could also be used to upgrade the pool changing rooms. The Board agreed to proceed with the hall renovations. SM/IC: Carried. All in favour. <p>Conclusion and Action: The Principal's Report was tabled, received and taken as read. JH to progress hall renovations.</p>
2.2 NAG – Reporting to Parents	Conclusion: The NAG – Reporting to Parents was tabled, received and taken as read.
2.3 Māori Achievement Plan	<ul style="list-style-type: none"> DF presented the Māori Achievement Plan.

	<ul style="list-style-type: none"> ● The plan to normalise te reo over the school with various activities in the class is in progress. ● The most obvious difference from last year is that there are more children needing support for a variety of learning issues. Whaea Mere is a great help in this area. <p>Conclusion: The Māori Achievement Plan was tabled, received and taken as read.</p>
2.4 Pasifika Achievement Plan	<ul style="list-style-type: none"> ● MP presented the Pasifika Achievement Plan. ● Maths and literacy classes held at lunchtime are popular. ● Pasadena and Westmere Pasifika children have recently begun working together at each school. <p>Conclusion: The Pasifika Achievement Plan was tabled, received, taken as read.</p>
2.5 Student Led Conference - Review	<ul style="list-style-type: none"> ● CA presented the Student Led Conference Review. ● Parents enjoyed student led conferences format. 96% attendance. A positive result. ● The students enjoyed presenting via Hero and teachers enjoyed using Hero too. ● 13% of parents would like more time with the teachers. Teachers recommended that the 20 minute timeframe stays the same due to time constraints on the day. Parents are always welcome to make an appointment to speak further with teachers. <p>Conclusion: The Student Led Conference Review was tabled, received, and taken as read.</p>
2.6 Future Focus - Review	<ul style="list-style-type: none"> ● KW presented the Future Focus review. ● Digital curriculum continues to be worked on and implemented. ● A sustainability focus is new this year. ● Recruitment of new tech teacher in progress. <p>Conclusion: The Future Focus Review was tabled, received, and taken as read.</p>
2.7 Report on Māori Consultation Hui	<ul style="list-style-type: none"> ● DF presented the Māori Consultation Hui Report. ● The Hui took place in March and was well attended. A positive experience, with many people keen to help. ● Year 7s totally ready for immersion classes this year. ● Researching opportunities for kapa haka group to perform. ● Trip to Auckland art gallery to view Toi Tū Toi Ora took place as suggested at the Hui and was well received. <p>Conclusion: The Report on Māori Consultation Hui was tabled, received, and taken as read.</p>
2.8 Staff Appraisal Cycle	<p>Conclusion: The Staff Appraisal Cycle was tabled, received, and taken as read.</p>
2.9 Finance Report	<ul style="list-style-type: none"> ● Full set of reports prepared via Xero, which were very comprehensive and informative. ● Fundraiser format was very successful. ● A company can work out tax donation returns for schools from 3 years back. They charge 10% on funds recouped. It was recommended that Pasadena joins the scheme. Agreed by the Board. <p>Conclusion and Action: The Finance Report was tabled, received and taken as read. JH to contact the company with an initial enquiry.</p>
2.10 Health and Safety Report	<p>Conclusion: The Health and Safety Report was tabled, received and taken as read.</p>

3. Strategic Review

3.1	Nil
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4. Emergent Review

4.1	Nil
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5. Discussion/Decisions

5.1 Number of Out of Zone enrolments for 2022 / Ballot dates	<ul style="list-style-type: none">• Current capacity 410 until next year. Board to decide on number of out of school zone ballots and formalise the process.• JH recommended a ballot of 45 out of zone students for English medium for 2022.• TC/IC: carried. All in favour. <p>Conclusion: A ballot of 45 out of zone students for English medium will be implemented in 2022.</p>
5.2 Māori Medium Enrolment number for 2022	<ul style="list-style-type: none">• 40 students currently in Maori medium. It was suggested increasing the total number to 45 for 2022. The Board noted they are grateful for that foresight. <p>Conclusion: The number of Maori medium enrolments will increase from 40 to 45 in 2022.</p>

6. Board Requirements

6.1	Nil
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7. In Committee

7.1 PEB	<ul style="list-style-type: none">• The BOT Moved in PEB at 7.35pm
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8. Meeting Closure

8.1 Agenda Items for next meeting	<ul style="list-style-type: none">•
8.2 CLOSURE and Karakia	8.05pm Karakia led by SM

Note 1: List of correspondence has been emailed with board papers

Stacey Morrison, Chair
Board of Trustees
Pasadena Intermediate School