

# PASADENA INTERMEDIATE SCHOOL BOARD OF TRUSTEES

## MINUTES

19 SEPTEMBER  
2018

5:30PM PASADENA MEETING ROOM, ADMINISTRATION BLOCK

<b>MEETING TYPE</b>	Board Meeting started 5.34pm
<b>PRESENT</b>	Jonathan Hughes (Principal), Mandy Tubman, Jerome Brown, Richard Green, Shelly Pathak, Jill Pitches, Kirk Torrance (arrived at 5.41pm)
<b>IN ATTENDANCE</b>	
<b>APOLOGIES</b>	NIL
<b>MINUTES</b>	Jane Riddell, Secretary

### 1. Administration Matters

<b>1.3 DECLARATION OF INTERESTS</b>	NIL
<b>1.4 CONFIRMATION OF MINUTES</b>	<ul style="list-style-type: none"> <li>Moved; that the Board accepts the minutes of the previous meeting held on 8 August 2018 as true and correct.</li> <li>RG: SP Carried</li> </ul>
<b>1.5 CORRESPONDENCE</b>	<ul style="list-style-type: none"> <li>The inwards and outwards correspondence was received and approved by all.</li> </ul>
<b>1.6 TIME ALLOCATION</b>	<ul style="list-style-type: none"> <li>The MoE requires trustees to record and allocate time spent in their capacity as a trustee. Principal excluded.</li> </ul> <p><b>Conclusion and Action:</b> Time Allocation Sheet to be completed at the Board meeting.</p>
<b>1.7 ADDITIONAL AGENDA ITEMS</b>	See below 5.1, 5.2 and 5.3.

### 2. Achievement Progress and Assessment Review

<b>2.1 LEARNING CENTRE PROGRAMME</b>	<ul style="list-style-type: none"> <li>JH advised students are enjoying these comprehensive programmes</li> <li><b>Conclusion:</b> The Learning Centre Programme was tabled, received, and taken as read.</li> </ul>
<b>2.2 UPDATE OF MAORI AND PASIFIKA ACHIEVEMENT PLANS</b>	<b>Conclusion:</b> The Maori and Pasifika Achievement Plans were tabled, received, and taken as read.

### 3. Regular Review

<b>3.1 PRINCIPAL'S REPORT</b>	<ul style="list-style-type: none"> <li>Marketing trip to Bangkok was intense but well worthwhile. Connections with Western Springs was very helpful.</li> <li>SIEBA assists the school with paperwork for code of compliance for overseas students.</li> </ul> <p><b>Conclusion:</b> The Principal's Report was tabled, received, and taken as read.</p>
<b>3.2 CURRICULUM REVIEW – INQUIRY LEARNING</b>	<b>Conclusion:</b> The Inquiry Learning Report was tabled, received, and taken as read.
<b>3.3 TEACHER LEAD INNOVATION FUND</b>	<ul style="list-style-type: none"> <li>Working well and helping with a consistent approach to overall passes.</li> <li>Great reading for Board members. Appreciated comprehensive data analysis.</li> </ul>

	<b>Conclusion:</b> The Teacher Lead Innovation Fund Report was tabled, received, and taken as read.
<b>3.4 POLICY REVIEW: NAG 5 BEHAVIOUR MGMT</b>	<b>Conclusion:</b> Policy reviewed.
<b>3.5 FINANCE REPORT</b>	<b>Conclusion:</b> The Finance Report was tabled, received, and taken as read.
<b>3.6 HEALTH AND SAFETY REPORT</b>	<ul style="list-style-type: none"> <li>• Corbell have provided a site access plan</li> </ul> <b>Conclusion:</b> The Health and Safety Report was tabled, received, and taken as read.

#### 4. Emergent Review

<b>4.1 SELF-REVIEW OF STUDENT LED CONFERENCES</b>	<ul style="list-style-type: none"> <li>• Parents like the current format of Pasadena Student led conferences and that they get to talk to the teacher. 93% of parents came.</li> <li>• Increase in parents attending Learning Support conferences as well.</li> <li>• JH investigating Linc Ed as a reporting tool.</li> </ul>
	<b>Conclusion:</b> The Student Led Conferences Report was tabled, received, and taken as read.
<b>4.2 DIGITAL CURRICULUM IMPLEMENTATION</b>	<ul style="list-style-type: none"> <li>• New digital curriculum to be implemented in 2019.</li> </ul>

#### 5. Other agenda items

<b>5.1 BOT ELECTIONS 2019</b>	<ul style="list-style-type: none"> <li>• RG proposed NZSTA as an option to run elections due mid 2019.</li> </ul> <b>Action:</b> MT to investigate NZSTA to run election.
<b>5.2 NZSTA CONFERENCE REPORT</b>	<ul style="list-style-type: none"> <li>• JB highlighted that main job of a board is to demonstrate its focus on student achievement and showed various ways to do that.</li> <li>• Discussed guidelines for registered schools in NZ on the use of physical restraint in schools so the Board is informed of its responsibilities.</li> <li>• JH and LW investigating physical restraint training for teachers at Pasadena.</li> <li>• RG highly recommended board members to attend the next meeting in Dunedin.</li> <li>• RG and JB both agreed it was an excellent conference and highly informative.</li> </ul>
<b>5.3 SCHOOL ZONE</b>	<ul style="list-style-type: none"> <li>• Discussed out of zone students in local schools.</li> <li>• MOE looking to put a zone on Pasadena for 2020.</li> </ul> <b>Action:</b> Board to come up with a School Zone plan to present for 2019, incorporating 3 main colleges which Pasadena students will feed into. To discuss further at next meeting.

#### 6. Meeting Closure 7.13pm

<b>6.1 IDENTIFY AGENDA ITEMS FOR NEXT MEETING – 7 NOVEMBER</b>	<ul style="list-style-type: none"> <li>• School zone plan</li> <li>• 2019 Elections</li> </ul>
<b>NOTE 1:</b>	List of correspondence has been emailed with board papers.

Mandy Tubman  
Chair, Board of Trustees  
Pasadena Intermediate School