

PASADENA INTERMEDIATE SCHOOL BOARD OF TRUSTEES

MINUTES

15 MAY 2019

5:30PM PASADENA MEETING ROOM, ADMINISTRATION BLOCK

MEETING TYPE	Board Meeting started 5.30pm
PRESENT	Jonathan Hughes (Principal), Mandy Tubman, Jerome Brown, Jill Pitches, Shelly Pathak
IN ATTENDANCE	Christine Abercrombie
APOLOGIES	Richard Green, Kirk Torrance
MINUTES	Jane Riddell, Secretary

1. Administration Matters

1.3 DECLARATION OF INTERESTS	NIL – forms completed by MT, JB, JP
1.4 CONFIRMATION OF MINUTES	<ul style="list-style-type: none"> Moved; that the Board accepts the minutes of the previous meeting held on 27 March 2019 as true and correct. _SP_/JH_: Carried
1.5 CORRESPONDENCE	<ul style="list-style-type: none"> The inwards and outwards correspondence was received and approved by all.
1.6 TIME ALLOCATION	<ul style="list-style-type: none"> The MoE requires trustees to record and allocate time spent in their capacity as a trustee. Principal excluded. <p>Reminder: Time Allocation Sheet to be completed at the Board meeting.</p>
1.7 ADDITIONAL AGENDA ITEMS	See 5.1 and 5.2

2. Strategic Monitoring

2.1 PRINCIPAL'S REPORT	<ul style="list-style-type: none"> Marketing period starting – Road Shows, Open Days, individual tours for new families, Information night, Orientation Day, agents for overseas student visiting Pasadena. Senior Leadership team looking forward to arrival of new DP Mary–Anne Pretorius. Moved; that the proposed term dates for 2020 as below are approved by the Board. _JP_/SP_: Carried <p>Kahui Ako wide Professional Development Day – Tuesday 28 January 2019 Term 1 – Wednesday 29 January 2020 to 9 April 2020 (102 half days) Term 2 – Tuesday 28 April 2020 to Friday 3 July 2020 (96 half days) Term 3 – Monday 20 July 202 to Friday 25 September 2020 (100 half days) Term 4 – Monday 12 October 2020 to Thursday 10 December 2020 (86 half days) A total 384 half days for the year</p> <p>Conclusion: The Principal's Report was tabled, received, and taken as read.</p>
2.2 FINANCE REPORT	Conclusion: The Finance Report was tabled, received, and taken as read.
2.3 HEALTH AND SAFETY REPORT	Conclusion: The Health and Safety Report was tabled, received, and taken as read.

3. Strategic Decisions

3.1 APPROVAL OF 2019 ANNUAL PLAN	<ul style="list-style-type: none"> The Bilingual Pathways section has been translated into Te Reo Maori by DonovanFarnham. This is a new initiative and was welcomed and appreciated by the Board. <p>Conclusion: The 2019 Annual Plan was tabled, received, and taken as read with discussion and approved by all.</p>
3.2 APPROVAL OF RAMS FOR JAPAN TRIP	<p>Conclusion: 2019 Hiroshima Trip RAMS were tabled, received, and taken as read, with discussion and approved by all.</p>

4. Strategic Discussions

4.1 REVIEW - LEARNING SUPPORT DATA	<p>Conclusion: The Review was tabled, received, and taken as read.</p>
4.2 REVIEW – STUDENT LED CONFERENCES	<p>Conclusion: The Review was tabled, received, and taken as read.</p>
4.3 MAORI AND PASIFIKA ACHIEVEMENT PLAN	<ul style="list-style-type: none"> SP suggested timings put in place for bi-lingual signage <p>Conclusion and Action: The Plan was tabled, received, and taken as read and approved by all. JH to implement timings for bi lingual signage</p>
4.4 DIGITAL SELF REVIEW	<p>Conclusion: The Review tabled, received, and taken as read.</p>
4.5 DIGITAL CURRICULUM ACTION PLAN	<p>Conclusion: The Plan was tabled, received, and taken as read.</p>
4.6 STAFF APPRAISAL CYCLE	<p>Conclusion: The Staff Appraisal Cycle was tabled, received, and taken as read.</p>
4.7 POLICY REVIEW: NAG4 CURRICULUM AND STUDENT ACHIEVEMENT	<p>Conclusion: The Policy Review was tabled, received, and taken as read and approved by all.</p>
4.8 ZONE UPDATE	<ul style="list-style-type: none"> MOE has set the proposed zone boundaries for Pasadena (available on the school website). Parents advised and feedback sought from local community by 13 June.

5. Other agenda items

5.1 STAFF	<ul style="list-style-type: none"> PEB – see separate minutes
5.2 BOT STAFF BREAKFAST	<ul style="list-style-type: none"> Wednesday 3 July BOT Staff breakfast to take place.

6. Meeting Closure 6.44pm

6.1 IDENTIFY AGENDA ITEMS FOR NEXT MEETING	<ul style="list-style-type: none">
NOTE 1:	<p>List of correspondence has been emailed with board papers.</p>

Mandy Tubman
Chair, Board of Trustees
Pasadena Intermediate School