

PASADENA INTERMEDIATE SCHOOL BOARD OF TRUSTEES

MINUTES

26 JUNE 2019

5:30PM PASADENA MEETING ROOM, ADMINISTRATION BLOCK

MEETING TYPE	Board Meeting started 5.30pm. Opened with a karakia from Donovan and Tipene.
PRESENT	Jonathan Hughes (Principal), Jerome Brown, Jill Pitches, Shelly Pathak, Richard Green, Tipene Lemon, Stacey Morrison (arrived 6.45pm)
IN ATTENDANCE	Donovan Farnham, Christine Abercrombie, Mary Pretorius (Deputy Principal)
APOLOGIES	
MINUTES	Jane Riddell, Secretary

1. Administration Matters

1.3 DECLARATION OF INTERESTS	NIL – forms to be completed by new board members Stacey and Tipene.
1.4 ELECTION OF BOARD CHAIR	<ul style="list-style-type: none"> Shelly Pathak to chair meeting until Chair is elected. Thanked by Richard Green and the Board. Mandy Tubman nominated as Chair. Effective immediately. _RG_/SM_: Carried <p>Conclusion: Majority vote by BOT to elect co-opted board member Mandy Tubman as Chair. See 5.3</p>
1.5 POLICE VETTING FOR BOARD MEMBERS	<ul style="list-style-type: none"> For new board members. Forms to be completed.
1.6 CONFIRMATION OF MINUTES	<ul style="list-style-type: none"> Moved; that the Board accepts the minutes of the previous meeting held on 15 May 2019 as true and correct. _JB_/JP_: Carried Moved; that the Board accepts the PEB minutes of the previous meeting held on 15 May 2019 as true and correct. _JB_/JP_: Carried
1.7 CORRESPONDENCE	<ul style="list-style-type: none"> The inwards and outwards correspondence was received and approved by all.
1.8 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. Also possible to complete individually on the Board Goggle drive.</p>
1.9 CONFIRM COMMITTEE STRUCTURE & DELEGATIONS	<ul style="list-style-type: none"> Finance committee – Chair, JH, JP and SP Property committee – Chair, RG, TL Zoning committee – SP, RG, SM
1.10 ADDITIONAL AGENDA ITEMS	See 5.1, 5.2, 5.3, 5.4, 5.5, 5.6

2. Strategic Monitoring

2.1 PRINCIPAL'S REPORT	<ul style="list-style-type: none"> JH to email out overview of each meeting to new board members. Building project is a week overdue at present. JH has talked to Project Manager re cutting out power, internet and water and resulting consequences. Assured it will not happen again. <p>Conclusion: The Principal's Report was tabled, received, and taken as read.</p>
2.2 FINANCE REPORT	<p>Conclusion: The Finance Report was tabled, received, and taken as read.</p>
2.3 HEALTH AND SAFETY REPORT	<ul style="list-style-type: none"> The slippery steps/ramps outside the new prefabs have been fixed. Took a while for the MOE to acknowledge and rectify the problem. Building renovations will result in new bells and fire alarms on completion. <p>Conclusion: The Health and Safety Report was tabled, received, and taken as read.</p>
2.4 GIFTED AND TALENTED	<ul style="list-style-type: none"> RG requested a breakdown in gender of students undertaking science extension for next meeting. RG requested a breakdown in the ethnicity of students undertaking the Maori extension class. RG would like it noted he does not like the term Gifted and Talented. <p>Conclusion and action: The Gifted and Talented Report was tabled, received, and taken as read. Gender and ethnicity breakdowns to be included in the next board meeting as above.</p>
2.5 NUMERACY REVIEW	<ul style="list-style-type: none"> Christine Abercrombie presented the Numeracy Review. Some teachers struggling with content knowledge for maths. Individual PD to upskill teachers to continue. Parents have requested tips and strategies to support maths at home. <p>Conclusion: The Numeracy Review was tabled, received, and taken as read.</p>
2.6 COMMUNITY STRATEGIC REVIEW	<ul style="list-style-type: none"> Strong Pasifika student voice in that they really feel part of the school. A positive outcome. <p>Conclusion: The Community Strategic Review was tabled, received, and taken as read.</p>

3. Strategic Decisions

3.1 SABBATICAL REQUEST	<ul style="list-style-type: none"> Moved; that the Board supports the application for Maureen Donnelly's sabbatical leave for term 1 2020. _RG_/JP _: Carried <p>Conclusion: Majority vote from the Board that if the application is approved the Board will support Maureen to undertake the sabbatical in 2020.</p>
3.2 PROPOSED INTERNATIONAL STUDENT RECRUITING TRIP	<ul style="list-style-type: none"> Recruiting trip for August 2019 has been budgeted for. Moved; that the Board approves JH international travel to Bangkok to undertake an international student recruiting trip. _RG_/JP _: Carried <p>Conclusion: Majority vote from the Board to proceed with the budgeted overseas trip.</p>

4. Strategic Discussions

<p>4.1 NZSTA CONFERENCE</p>	<ul style="list-style-type: none"> • 12-14 July 2019 in Dunedin – RG, JB, SP and JP attending. • RG suggested appointing a delegate from the Board to vote on remits. He is attending as an NZSTA member. • Moved; that the JP is the delegate for Pasadena Intermediate. • _RG_/SP _: Carried. Majority vote from the Board to appoint JP. • Constitutional remits discussed. • Remit one – supported • Remit two – supported • Remit three – supported • Remit four –withdrawn • Remit five - withdrawn • Remit six – supported • Remit seven – supported • Remit eight – supported • Remit nine – withdrawn • Remit ten - supported • Remit eleven – supported • Remit twelve - supported • Remit thirteen – supported • Remit fourteen – supported • Remit fifteen – supported • Remit sixteen – supported • Moved; that the Board supports the delegate to vote and support the above remits at the conference. • _RG_/SP _: Carried. <p>Conclusion: Majority vote from the Board for the delegate JP to support the NZSTA remits.</p>
<p>4.2 ELECTION REVIEW</p>	<ul style="list-style-type: none"> • RG noted candidate meetings are poorly attended. • Investigation of another approach to promote candidates discussed. <p>Conclusion: The Election Review was tabled, received, and taken as read.</p>
<p>4.3 CONFIRM 2019 MEETING DATES WITH NEW MEMBERS</p>	<p>The BOT Meeting dates at 6.30pm below are approved by the Board. Note the new time.</p> <p>Wednesday 7th August Wednesday 18th September Wednesday 30th October Wednesday 4th December</p> <ul style="list-style-type: none"> • RG recommended dinner/snacks provided at board meetings as new time 6.30pm. • TL suggested this is provided by the school. <p>Conclusion and Action: Platter to be provided at next board meeting.</p>
<p>4.4 POLICY REVIEW: NAG 3 EMERGENCY PLANNING AND PROCEDURES</p>	<p>Conclusion and Action: The Review was tabled, received, and taken as read. Preamble to any School doc policy review for Board requested by RG.</p>
<p>4.5 PB4L TIMELINE</p>	<p>Conclusion: The Plan was tabled, received, and taken as read.</p>

5. Other agenda items

5.1 ZONE UPDATE	<ul style="list-style-type: none">• 2 responses from community feedback - from Kowhai and Waterview Intermediates.• JH contacted MOE to confirm zone but it has still not been approved. Unable to move forward til approved by MOE. A meeting required between Pasadena and Kowhai. Date TBC.
5.2 BOARD GOOGLE DRIVE	<ul style="list-style-type: none">• JH requested Board Google Drive made available to Senior Leadership team. PEB minutes will not be included. Agreed and approved by the Board.
5.3 PREVIOUS CHAIR CO OPT	<ul style="list-style-type: none">• JP requested Co- Opting of previous Chair Mandy Tubman on to the board due to her knowledge, experience and participation in the building project and finance committee.• Moved; that the Board co-opt the previous Chair for another 3 years.• _JP_/RG _: Carried.
5.4 STAFF BREAKFAST	<ul style="list-style-type: none">• Staff BOT breakfast Wednesday 3 July 8am
5.5 INDUCTION OF NEW BOT MEMBERS	<ul style="list-style-type: none">• Induction of new BOT members to be completed by the Chair.
5.6 WATER POLO GRANT	<ul style="list-style-type: none">• Grass Roots Trust applying for accommodation in Tauranga for AIMS. Approved by the board.

6. Meeting Closure 7.40pm

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

Shelly Pathak
Temporary Chair, Board of Trustees
Pasadena Intermediate School