

PASADENA INTERMEDIATE SCHOOL BOARD OF TRUSTEES

MINUTES

18 SEPT 2019

6:30PM PASADENA MEETING ROOM, ADMINISTRATION BLOCK

MEETING TYPE	Board Meeting started 6.32pm.
PRESENT	Mandy Tubman, Jonathan Hughes (Principal), Jerome Brown, Jill Pitches, Shelly Pathak, Stacey Morrison
IN ATTENDANCE	Mary Pretorius (Deputy Principal)
APOLOGIES	Richard Green, Tipene Lemon
MINUTES	Jane Riddell, Secretary

1. Administration Matters

1.3 DECLARATION OF INTERESTS	NIL – forms received from SM. TL to complete.
1.4 POLICE VETTING FOR BOARD MEMBERS	<ul style="list-style-type: none"> In progress
1.5 CONFIRMATION OF MINUTES	<ul style="list-style-type: none"> Moved; that the Board accepts the minutes of the previous meeting held on 7 August 2019 as true and correct. _JH_/MT _: Carried
1.6 CORRESPONDENCE	<ul style="list-style-type: none"> The inwards and outwards correspondence was received and approved by all.
1.7 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 or on the Board Google drive.</p>
1.8 ADDITIONAL AGENDA ITEMS	See 5.1 and 5.2

2. Strategic Monitoring

2.1 PRINCIPAL'S REPORT	<ul style="list-style-type: none"> Currently advertising for a Maori Medium teacher due to increase in demand for the Rumaki classes. Discussed the fact that Pasadena's 80th anniversary is in a few years. Need to think about planning for it as it will be a big undertaking. <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	<ul style="list-style-type: none"> A drill is taking place next week. Children will be briefed beforehand. Relievers and contractors are briefed on school procedures. Old basketball hoop in hall is to be decommissioned as it is past its use by date and has become a danger. <p>Conclusion and actions: The Health and Safety Report was tabled, received, and taken as read. JB to organise removal of old basketball hoop in hall.</p>

2.4 NZSTA CONFERENCE REVIEW	<ul style="list-style-type: none"> • Shelly did a presentation covering outcomes/topics from conference. • Discussed wellbeing strategies for board members, staff and students. • As it is Mental Health week next week, discussed creating a 'Pamper Pack' for the teachers from the Board as recognition of their hard work and dedication. • Jill discussed strategies for successful board meetings, Board Code of Conduct and Board induction processes. Recognised our own Code of Conduct and induction process needs to be reviewed/personalised. • Jill and Shelly were impressed with the professionalism of the conference and are keen to go next year. <p>Conclusion and actions: The NZSTA Conference Review was tabled, received, and taken as read. SP, MT and MP to organise Pamper Pack, using the Wellbeing budget. Existing Code of Conduct and induction process to be reviewed in the new year by JP.</p>
2.5 MIDYEAR UPDATE PLD PLAN	<p>Conclusion: The Mid-Year Update PLD Plan was tabled, received, and taken as read.</p>
2.6 SELF REVIEW ON STUDENT REPORTING	<ul style="list-style-type: none"> • Discussion on Link Ed and parent and teacher perceptions. • Mary is managing the Link Ed project. <p>Conclusion: The Self Review on Student Reporting was tabled, received, and taken as read.</p>
2.7 MAORI CONSULTATION REPORT	<p>Conclusion: The Maori Consultation Report was discussed, tabled, received, and taken as read.</p>
2.8. PASIFIKA CONSULTATION REPORT	<p>Conclusion: The Pasifika Consultation Report was discussed, tabled, received, and taken as read.</p>

3. Strategic Decisions

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4. Strategic Discussions

4.1 NZSTA CODE OF CONDUCT	<ul style="list-style-type: none"> • To be discussed at the next meeting. <p>Conclusion: The NZSAT Code of Conduct was tabled, received, and taken as read.</p>
4.2 POLICY REVIEW – NAG3 HEALTH AND SAFETY AND WELFARE	<p>Conclusion: The NAG3 Policy Review was tabled, received, and taken as read.</p>
4.3 KAHUI AKO UPDATE	<p>Conclusion: The Kahui Ako Update was tabled, received, and taken as read.</p>

5. Other agenda items

5.1 LODGE MEETING UPDATE	<ul style="list-style-type: none"> • Jonathan, Mary and Jill attended a successful meeting with 5 Lodge members. Currently 19 members are meeting one Thursday evening a month. They unanimously agreed to hand over building to the school as long as they can still meet on Thursdays.
5.2 CHANGE OF MEETING DATE	<ul style="list-style-type: none"> • Change of December meeting to Tuesday 3 December.

6. Meeting Closure 8.27pm

6.1 IDENTIFY AGENDA ITEMS FOR NEXT MEETING	<ul style="list-style-type: none">• SP would like to implement an NZSTA meeting calendar for Board Members as a standing item for each Board meeting.• SM would like to implement a standing karakia for the beginning and end of each Board meeting. It can be rotated between Board members.
NOTE 1:	List of correspondence has been emailed with board papers.

Mandy Tubman
Chair, Board of Trustees
Pasadena Intermediate School