

# PASADENA INTERMEDIATE SCHOOL BOARD OF TRUSTEES

## MINUTES

19 FEBRUARY 2020 6:30PM PASADENA MEETING ROOM, ADMINISTRATION BLOCK

<b>MEETING TYPE</b>	Board Meeting started 6.35pm. Opened with karakia by Tipene Lemon
<b>PRESENT</b>	Jonathan Hughes (Principal), Mandy Tubman, Jerome Brown, Shelly Pathak, Jill Pitches, Richard Green, Tipene Lemon
<b>IN ATTENDANCE</b>	Mary Pretorius, Christine Abercrombie, Donovan Farnham, Nicki Knight
<b>APOLOGIES</b>	Stacey Morrison
<b>MINUTES</b>	Jane Riddell, Secretary

### 1. Administration Matters

<b>1.3 APPOINTMENT OF CHAIR 2020</b>	<ul style="list-style-type: none"> <li>Co-chairing discussed due to Mandy's increased work commitments.</li> <li>RG suggested a chair and deputy chair instead. Education Act 1989 does not allow co-chairing and constitution would need to be amended to allow this.</li> <li>Co-chair scenario working under goodwill at Newton Primary at present until formalised.</li> <li>RG, SP, JP showed an interest in co-sharing. TL not available this year. RG happy for SP and JP to share responsibilities.</li> <li>MT nominated SP to be chair. Seconded by TL _: Carried</li> </ul> <p><b>Conclusion:</b> Shelly Pathak is the Chairperson for 2020.</p>
<b>1.4 DECLARATION OF INTERESTS</b>	NIL - All Trustees to complete the Trustees Interest Register – MT to hand out forms
<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 3 December 2019 as true and correct.</li> <li>_MT_/TL_: Carried</li> </ul>
<b>1.6 CORRESPONDENCE</b>	<ul style="list-style-type: none"> <li>The inwards and outwards correspondence was received and approved by all.</li> </ul>
<b>1.7 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>Reminder:</b> Time Allocation Sheet to be completed at the Board meeting or on the Google Drive</p>
<b>1.8 CONFIRM HONORARIA FOR 2020</b>	<ul style="list-style-type: none"> <li>The honorarium for Trustees is set at a lump sum of \$605 for Trustees and \$825 for the Chair for 2020 (ie 11 meetings).</li> </ul> <p><b>Conclusion and Action:</b> The honorarium will remain at the current level for 2020.</p>
<b>1.9 CONFIRM COMMITTEE STRUCTURE AND DELEGATIONS</b>	<ul style="list-style-type: none"> <li>The Principal has an official delegation from the Board for day to day running of the school.</li> <li>Delegations reviewed as follows: Finance Committee (JH, MT, SP, JP) and Property committee (JH, MT, SP, TL) to make decisions in committee and report to the Board.</li> </ul>
<b>1.10 DELEGATE RAMS AUTHORITIES</b>	<ul style="list-style-type: none"> <li>The Principal has an official delegation from the Board to authorize RAMS for EOTC day trips. BOT to authorize RAMS for overnight stays. Approval agreed.</li> <li>_RG_/_MT_: Carried</li> </ul>
<b>1.11 ADDITIONAL AGENDA ITEMS</b>	See 5.1, 5.2 and 5.3

### 2. Strategic Monitoring

<b>2.1 PRINCIPAL'S PERFORMANCE AGREEMENT</b>	Moved: to keep senior leadership team and Jonathan Hughes present in meeting while BOT discuss his appraisal report with Nicki Knight in PEB. Moved to PEB at 6.40pm. Moved: to use an external appraiser for 2020 appraisal, other than Nicki Knight. _RG/_JP_: Carried.
<b>2.2 ZONING</b>	<ul style="list-style-type: none"> <li>In zone has priority over out of zone students</li> <li>Moved; that the proposed zone is accepted by the Board</li> <li>_RG/_MT_: Carried. All in favour.</li> </ul> <p><b>Conclusion and Action:</b> Board approved zone changes. To be advertised in the NZ Herald and school website.</p>
<b>2.3 PRINCIPAL'S REPORT</b>	<b>Conclusion:</b> The Principal's Report was tabled, received, and taken as read.
<b>2.4 FINANCE</b>	<ul style="list-style-type: none"> <li>MT reviewed and approved the credit card receipts and payments for Dec 2019 and January 2020</li> </ul>
<b>2.5 HEALTH AND SAFETY REPORT</b>	<ul style="list-style-type: none"> <li>Some concern re Chinese students returning to school as a result of the coronavirus. Measures in place to prevent and monitor illness.</li> <li>First fire drill went well.</li> </ul> <p><b>Conclusion:</b> The Health and Safety Report was tabled, received, and taken as read.</p>

### 3. Strategic Decisions

<b>3.1 APPROVAL OF 2020 BUDGET</b>	<ul style="list-style-type: none"> <li>Moved; that the Board approves the Pasadena Intermediate Budget for 2020.</li> <li>_RG/_JP_: Carried. All in favour.</li> </ul> <p><b>Conclusion:</b> The 2020 Budget was tabled, received, taken as read and approved by all.</p>
<b>3.2 CONFIRM RETURNING OFFICER – BOT ELECTION</b>	<ul style="list-style-type: none"> <li>Next election is in November</li> <li>Reschedule for discussion in June 2020</li> </ul>

### 4. Strategic Discussions

<b>4.1 ANALYSIS OF VARIANCE</b>	<ul style="list-style-type: none"> <li>Moved; that the Board approves the Analysis of Variance Report for 2020.</li> <li>_MT/_RG_: Carried. All in favour.</li> </ul> <p><b>Conclusion:</b> The Report was tabled, received, and taken as read, and approved by all.</p>
<b>4.2 ASSESSMENT OVERVIEW</b>	<b>Conclusion:</b> The Assessment Overview was tabled, received, and taken as read.
<b>4.3 POLICY REVIEW: NAG 3 STAFF LEAVE</b>	<b>Conclusion:</b> The NAG 3 Policy Review was tabled, received, and taken as read.
<b>4.4 2020 SUGGESTED MTG DATES</b>	The BOT Meeting dates at 6.30pm below are confirmed by the Trustees. SP to send out a calendar invite. Wednesday 19th February Wednesday 1 <sup>st</sup> April Wednesday 6th May Wednesday 24th June Wednesday 5th August Wednesday 23rd September Wednesday 28th October Wednesday 2nd December
<b>4.5 2020 BOARD WORK PLAN</b>	<ul style="list-style-type: none"> <li>The Work Plan shows the different matters coming up for review/discussion by the Board.</li> </ul> <p><b>Conclusion:</b> 2020/2021 Work Plan confirmed by Trustees.</p>
<b>4.6 APPROVAL OF 2020 EOTC RAMS</b>	<ul style="list-style-type: none"> <li>Mary talked about the EOTC RAMS forms and details for the 2020 Camp run in conjunction with the Birkenhead Leisure Centre staff in March.</li> <li>SP will read the RAMS before approval.</li> </ul>

	<ul style="list-style-type: none"> <li>Moved; that SP reads the RAMS for the 2020 Camp and the Board will approve the RAMS by email by 21 Feb.</li> <li>RG/_TL_: Carried. All in favour.</li> </ul> <p><b>Action:</b> SP to email Trustees for their approval of EOTC RAMS for the 2020 School Camp.</p>
<b>4.7 CORONAVIRUS</b>	<ul style="list-style-type: none"> <li>Awaiting progress on coronavirus before going forward with Japan Trip</li> <li>Insurance policies have been researched to see what is covered. Quarantine is not.</li> <li>Small uptake for hosts in Japan. It may not be possible to go ahead. TBC</li> <li>Small risk re Cairns trip</li> </ul>

## 5. Other agenda items

<b>5.1 NZSTA NOMINATION</b>	<ul style="list-style-type: none"> <li>RG requested the Board sign off on his nomination for NZSTA National Executive.</li> <li>Agreed by Trustees.</li> </ul> <p><b>Conclusion and Action:</b> Board approved the nomination. RG to provide paperwork for SP to action.</p>
<b>5.2 DEPUTY CHAIR</b>	<ul style="list-style-type: none"> <li>Moved; that JP is nominated as Deputy Chair for 2020.</li> <li>RG/_MT_: Carried</li> </ul>
<b>5.3 UNIFORM RETURN</b>	<ul style="list-style-type: none"> <li>RG expressed concern at waste with replacement uniforms. Old uniforms have been donated to Papua New Guinea school students.</li> </ul>

## 6. Meeting Closure 8.41pm – closed meeting with karakia by TL

<b>6.1 IDENTIFY AGENDA ITEMS FOR NEXT MEETING</b>	
<b>NOTE 1:</b>	List of correspondence has been emailed with board papers.

Shelly Pathak  
Chair, Board of Trustees  
Pasadena Intermediate School