

PASADENA INTERMEDIATE SCHOOL BOARD OF TRUSTEES

MINUTES

01 APRIL 2020

6:30PM ONLINE ZOOM MEETING

MEETING TYPE	Board Meeting started 6.32pm. Opened with karakia from Donovan Farnham
PRESENT	Jonathan Hughes (Principal), Mandy Tubman, Jerome Brown, Shelly Pathak, Jill Pitches, Richard Green, Tipene Lemon, Stacey Morrison
IN ATTENDANCE	Mary Pretorius, Christine Abercrombie, Keith Ward, Donovan Farnham
APOLOGIES	
MINUTES	Jane Riddell, Secretary

1. Administration Matters

1.3 DECLARATION OF INTERESTS	NIL
1.4 CONFIRMATION OF MINUTES	<ul style="list-style-type: none"> Moved; that the Board accepts the minutes of the previous meeting held on 2 February 2020 as true and correct. _JB_/MT_: Carried
1.5 CORRESPONDENCE	<ul style="list-style-type: none"> The inwards and outwards correspondence was not received and will be sent at next meeting if possible.
1.6 ADDITIONAL AGENDA ITEMS	NIL

2. Strategic Monitoring

2.1 PRINCIPAL'S REPORT	Conclusion: The Principal's Report was tabled, received, and taken as read.
2.2 DATA REVIEW – E-ASTTLE TERM 1 (COHORT ENTRY DATA)	<ul style="list-style-type: none"> Christine Abercrombie reported on e-AsTTLE test results which overall shows a lower cohort in most areas apart from reading. Maths is a concern for year 7s this year. e-AsTTLE data is not shared with the Kahui Ako as Pasadena is the only school which does it. Data is inconsistent amongst Kahui so generally not shared. A larger number of children requiring support this year. Need to continue to focus on Maori and Pasifika students achievements/support and funding options. Discussion re long term effects of lockdown on learning outcomes. Those children without devices have been able to borrow school chromebooks. <p>Conclusion: The Data Review was tabled, received, and taken as read.</p>
2.3 PLD PLAN	Conclusion: The PLD Plan was tabled, received, and taken as read.
2.4 TEAM LEADER REPORTS	<ul style="list-style-type: none"> Keith Ward reported on the Whero team with Mary Pretorius. Teachers coped well with start of year in new Flexible Learning Environments (FLE'S) Special thanks to Jerome Browne for being so helpful and enthusiastic. Christine reported on the Kahurangi team with Donovan Farnham. Teachers feel supported and enjoy the collaborative working environment. Rumaki students are settling in into the English classes as well. They all feel part of the school.
2.5 PRINCIPAL'S PERFORMANCE APPRAISAL 2020	<ul style="list-style-type: none"> Moved to PEB <p>Conclusion: The Principal's Performance Appraisal proposal was tabled, received, and taken as read.</p>
2.6 ZONING	<ul style="list-style-type: none"> Zoning has been signed off by the Ministry of Education and will start in April 2020.

2.7 PROPERTY REPORT	<ul style="list-style-type: none"> • Meetings held virtually now due to lockdown. • No progress to date with contractor but confident they can pick up where they left off when they get back to work. <p>Conclusion: The Property Report was tabled, received, and taken as read.</p>
2.8 FINANCE REPORT	<p>Conclusion: The Finance Report was deferred due to COVID-19 priorities.</p>
2.9 HEALTH AND SAFETY REPORT	<p>Conclusion: The Health and Safety Report was deferred due to COVID-19 priorities.</p>

3. Strategic Decisions

3.1 2020 CHARTER AND STRATEGIC PLAN	<ul style="list-style-type: none"> • Targets not affected by the low cohort this year as they are based on historical data. • Moved; that the Board approves the 2020 Charter and Strategic Plan with note re new zone. • <u>_MT/_SM_</u>: Carried. All in favour. <p>Conclusion and Action: The 2020 Charter and Strategic Plan was tabled, received, taken as read and approved by all. To review at end of year.</p>
3.2 ADDITIONAL DELEGATED AUTHORITY FOR PROPERTY COMMITTEE	<ul style="list-style-type: none"> • Moved; that the Board approves the delegated authority for the property committee to approve the property masterplan before the next board meeting if required. • RG would like the entire board contacted re decision for the final draft masterplan before it is signed off. Agreed by all. <p>Conclusion and Action: Delegated authority overturned and SP to email the board for approval of final draft masterplan before sign off.</p>

4. Strategic Discussions

4.1 POLICY REVIEW: NAG 1 RECOGNITION OF CULTURAL DIVERSITY	<p>Conclusion: The NAG 1 Policy Review was tabled, received, and taken as read.</p>
4.2 POLICY REVIEW: NAG 5 SEPARATED PARENTS, DAY TO DAY CARE	<p>Conclusion: The NAG 5 Policy Review was tabled, received, and taken as read.</p>
4.3 BOARD CODE OF CONDUCT	<ul style="list-style-type: none"> • Moved; that the Board approves the Code of Conduct for 2020. • <u>_RG/_JB_</u>: Carried. All in favour. <p>Conclusion and Action: The 2020 Code of Conduct was tabled, received, taken as read and approved by all. To be signed by the Chair and uploaded to the Board Google Drive.</p>
4.4 COVID-19	<ul style="list-style-type: none"> • Online learning has gone well since lockdown. Children are enjoying it. • Staff and children have been contacted to check everyone is supported and OK. • Parents have given good feedback at how well the school has handled their COVID-19 response and online learning. • Thanks to all staff for their efforts during lockdown from all the Board and for being at this meeting during their holidays. Most appreciated. • All processes are being strictly followed. • If there was a case of Covid-19 in the school community the Ministry of Health will take over the process. • All in agreement that Level 4 will more than likely continue for longer than 4 weeks and we need to plan for that.
4.5 NZSTA BOARD AND PRESIDENT ELECTIONS 2020	<ul style="list-style-type: none"> • SP requested Board members to review NZSTA candidate profiles on Google Drive and advise Shelly their choice of the top 6 candidates. Results to be collated to make the final Board vote. • President is the leader of the organisation for 3 years. RG advised it is not an easy part time job and consistency would be good at present. <p>Conclusion and Action: SP to vote for the NZSTA Board and President on behalf of the Pasadena Board.</p>

5. Other agenda items

5.1	•
5.2	•

6. Meeting Closure 8.25pm – Closed with a karakia from Tipene Lemon

6.1 IDENTIFY AGENDA ITEMS FOR NEXT MEETING	
6.2 TIME ALLOCATION	The MoE requires trustees to record and allocate time spent in their capacity as a trustee. Principal excluded. The time allocation sheet was updated at the end of the meeting.
NOTE 1:	List of correspondence has not been emailed with board papers.

Jill Pitches and Shelly Pathak
Chair, Board of Trustees
Pasadena Intermediate School