

PASADENA INTERMEDIATE SCHOOL BOARD OF TRUSTEES

MINUTES 28 OCTOBER 2020 6:30PM MEETING

MEETING TYPE	Board Meeting started 6.35pm.
KARAKIA	
PRESENT	Jonathan Hughes (Principal), Shelly Pathak, Jill Pitches, Mandy Tubman, Stacey Morrison, Tipene Lemon
IN ATTENDANCE	Mary Pretorius, Christine Abercrombie, Donovan Farnham
APOLOGIES	Richard Green, Jerome Brown
MINUTES	Jane Riddell, Secretary

1. Administration Matters

1.4 DECLARATION OF INTERESTS	NIL
1.5 CONFIRMATION OF MINUTES	<ul style="list-style-type: none">Moved; that the Board accepts the minutes of the previous meeting held on 22 September 2020 as true and correct._TL_/SP : Carried
1.6 CORRESPONDENCE	<ul style="list-style-type: none">The inwards and outwards correspondence was received and approved.
1.7 ADDITIONAL AGENDA ITEMS	NIL

2. Strategic Review

2.1 2021 STRATEGIC PRIORITIES	<ul style="list-style-type: none">Full strategic review due but will take place next year due to delays as a result of Covid. Priorities have been covered. <p>Conclusion: The Strategic Priorities Report was tabled, received, and taken as read.</p>
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3. Regular Review

3.1 PRINCIPAL'S REPORT	<ul style="list-style-type: none">Kirsten Hudson is moving to Wellington next year and beginner teacher, Amelia Mulligan has been employed to start in 2021.Year 6 enrolments are reaching record numbers. <p>Conclusion: The Principal's Report was tabled, received, and taken as read.</p>
3.2 FINANCE REPORT	<ul style="list-style-type: none">TL would like it noted that he does not approve of providing Board funding for alcohol for any staff event due to the potential risk. Funding for food, non-alcoholic beverages, hireage of venue and transport is acceptable.Moved; the Finance Committee recommends that the Board contributes up to \$40 per staff member for food and transport plus hireage of boat for the Xmas staff party._TL_/MT_: Carried <p>Conclusion: The Finance Report was tabled, received, and taken as read.</p>
3.3 HEALTH AND SAFETY	<ul style="list-style-type: none">Pot holes are continuously being filled as a local is still digging holes for treasure. The Board has been assured the issue is being dealt with as best as it can be. <p>Conclusion: Health and Safety Report was tabled, received, and taken as read.</p>
3.4 PROPERTY REPORT	<ul style="list-style-type: none">A revised design for new, smaller classrooms was submitted to the Board as MOE funding/budget has been cut. <p>Conclusion: The Property Report was tabled, received, and taken as read.</p>
3.5 CLASS ROOM RELEASE & PRIVACY POLICY	<p>Conclusion: The Classroom Release and Privacy Policy was tabled, received, and taken as read.</p>

3.6 MAORI AND PASIFIKA ACHIEVEMENT PLANS UPDATE	<ul style="list-style-type: none"> The Board is appreciative of the comprehensive detail in the update. TL queried when the Achievement Plan will be shared with the Maori Community re the success which is happening. Agreed to identify key points and also make the plans available for the Community. Key points will be published in the newsletter with a link available to view the whole document and key points will be presented at the new Whanau meeting. General invitation to the new Whanau meeting on 30 November from 6-7pm. Some students have not met the criteria as they were too late applying for the Rumaki. Process has been followed. The Fono evening was successful with approx. 40 families attending. Feedback was received from Pasifika community as to what they would like to see happen at the school. <p>Conclusion: The Maori and Pasifika Achievement Plans Update was tabled, received, and taken as read.</p>
3.7 INQUIRY LEARNING AND LITERACY CURRICULUM	<ul style="list-style-type: none"> Conceptual curriculum overview to be reviewed to see if any changes are necessary for 2021. Capturing of information re students' conceptual work was recommended. Key points learnt from Covid have been included in current curriculum. <i>Write that essay</i> app trialled this term. Some students enjoyed the instant feedback it provided but did not suit everyone. It is not available in Te Reo and is also very expensive. Decision still to be reached whether to implement this or not. <p>Conclusion: The Inquiry and Learning Literacy Curriculum was tabled, received, and taken as read.</p>
3.8 KAHUI AKO/ WELLBEING	<ul style="list-style-type: none"> This will continue to be developed next year, in particular with teachers undertaking professional development and work with external facilitators to fully understand the well-being model. <p>Conclusion: The Kahui Ako/ Wellbeing Report was tabled, received, and taken as read.</p>
3.9 RAMS APPROVAL FOR CAMP 2020	<ul style="list-style-type: none"> Camp RAMS now include policy and procedures to incorporate requirements in the event of a change in Covid alert level. Moved; that the Board approves the RAMS for Camp 2020 with the new policy re Covid procedures. _MT_/JP_: Carried <p>Conclusion: The RAMS approval for Camp 2020 was tabled, received, taken as read and approved by all.</p>

4. Policy Review

4.1 POLICY REVIEW: NAG 3 APPOINTMENT PROCEDURE	<p>Conclusion: The NAG 3 Appointment Procedure Policy Review was tabled, received, taken as read.</p>
4.2 POLICY REVIEW: PANDEMIC PROCEDURES	<p>Conclusion: The Pandemic Procedures Policy Review was tabled, received, taken as read.</p>

5. Emergent Review

5.1 KAHUI AKO – LEADERSHIP MODEL	<ul style="list-style-type: none"> New model is promising and JH met with NZEI. They are very positive but currently final approval being held up with red tape. JH keen to be involved with the leadership team but CA will need time allocated to assist the deputy principal. They are supportive and believe JH will be a great role model. The length of the term is still to be decided. The Board moves that JH's most recent appraisal confirmed that he successfully met all the Standards of the Teaching Profession relevant to his current position, and, as a primary principal, meets the NZEI pre-requisite for an experienced principal. The BOT is confident that Pasadena Intermediate School is able to accommodate the 0.2 release time for our Principal. _MT_/SM_: Carried <p>Conclusion: The Kahui Ako Leadership Model was tabled, received and taken as read.</p>
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6. Meeting Closure

6.1 IDENTIFY AGENDA ITEMS FOR NEXT MEETING	<ul style="list-style-type: none">• Board leadership opportunities for next year.• Reminder: Last Board meeting is on Wednesday 2 December at 6.30pm.
6.2 BOARD SECRETARY FOR NEXT YEAR	<ul style="list-style-type: none">• A new secretary is required. Lina is not interested in the role.
6.3 DINNER REMINDER	<ul style="list-style-type: none">• The Board Christmas dinner is at Lokanta on Thursday 26 November at 6.45pm. RSVP to Shelly by 30/10/20. Partners are welcome but must pay for their own meals. Board members will pay for their own alcohol in line with Board staff event contributions discussed above.
6.4 TIME ALLOCATION	The MoE requires trustees to record and allocate time spent in their capacity as a trustee. Principal excluded. Reminder: Time Allocation Sheet to be completed at the Board meeting or on the Google Drive
CLOSURE AND KARAKIA	8.15pm

Shelly Pathak – Chair
Jill Pitches – Deputy Chair
Board of Trustees
Pasadena Intermediate School