

# PASADENA INTERMEDIATE SCHOOL BOARD OF TRUSTEES

## Minutes

29 March 2021 6:30pm Pasadena Intermediate Meeting Room

<b>Meeting Type</b>	Board Meeting started 6.30pm.
<b>Karakia</b>	Led by Stacey Morrison
<b>Present</b>	Jonathan Hughes (Principal), Stacey Morrison, Jerome Brown, Issy Coleman, Nick Allan, Richard Green
<b>In attendance</b>	Mary Pretorius, Christine Abercrombie, Donovan Farnham
<b>Apologies</b>	Tipene Lemon
<b>Minutes</b>	Mandy Tubman

### 1. Administration Matters

<b>1.3 Declaration of interests</b>	NIL
<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 17 February 2021 as true and correct.</li> <li>JB/JH : Carried</li> </ul>
<b>1.5 Correspondence</b>	<ul style="list-style-type: none"> <li>The inwards and outwards correspondence was received and approved.</li> </ul>
<b>1.6 Time allocation</b>	<ul style="list-style-type: none"> <li>The MoE requires board members to record and allocate time spent in their capacity as a trustee. Principal excluded.</li> </ul> <p><b>Action:</b> Time Allocation Sheet to be completed at the end of Board meeting.</p>
<b>1.12 Additional agenda items</b>	NIL

### 2. Regular Review

<b>2.1 Principal's Report</b>	<ul style="list-style-type: none"> <li>Roll growth meeting in March, covered internal fit out of new roll growth building</li> <li>Final approval from MoE due May/June</li> <li>\$14M total for the roll growth building - 8 classes and a library</li> <li>Construction planned to start September 2021</li> <li>Security cameras installed and working well</li> <li>Fencing project, for health and safety reasons for 3 students the whole school needs to be fenced. Fully funded by MoE. Starting after Easter.</li> </ul> <p><b>Conclusion:</b> The Principal's Report was tabled, received and taken as read.</p>
<b>2.2 Finance Report</b>	<ul style="list-style-type: none"> <li>Xero has had a few teething problems but heading forward it is looking like it will save time.</li> <li>Moved to Kindo - will be more convenient for parents.</li> <li>Pasifika moved to Mt Smart this year, \$15,000 now missing from our budget.</li> <li>Will hold a-thon fiesta day to raise funds.</li> <li>Donations, families who pay donations can claim on tax, many families do not do this. Schools can claim the unclaimed tax from school donations back. There is a company who facilitate this for 10% JH and NA to investigate and report back.</li> </ul>

	<p><b>Conclusion:</b> The Finance Report was tabled, received and taken as read.</p>
2.3 Health and Safety Report	<ul style="list-style-type: none"> <li>● Safe365 app - \$65 per month will save time and make the Health and Safety requirements easier for staff and student reps.</li> </ul> <p><b>Conclusion:</b> The Health and Safety Report was tabled, received and taken as read.</p>
2.4 Policy Review	<p><b>Conclusion:</b> The NAG4 Finance and Property Management Policy Review was tabled, received, taken as read.</p>
2.5 e-asTTLE Term 1 Data	<ul style="list-style-type: none"> <li>● Christine Abercrombie reported on e-AsTTLE test results which overall shows a similar cohort in most areas apart from reading to previous years (excluding 2020).</li> <li>● Year 8's lower cohort than most years but progress is being made.</li> <li>● Data is inconsistent amongst Kahui but this is going to improve this year.</li> </ul> <p><b>Conclusion:</b> The Data Review was tabled, received, and taken as read.</p>
2.6 and 5.3 PLD Plan	<ul style="list-style-type: none"> <li>● We applied for PLD through MoE and have received 150 hours of funding</li> <li>● Last year focus was collaboration, this year we will be focusing on Reading, writing and maths and are focusing on our Year 8 students to raise student achievement.</li> <li>● Nicky Knight continues to work with beginning teachers</li> <li>● Kāhui providing support particularly in creating a culturally responsive environment across all schools</li> <li>● HERO - real time, any time reporting to be implemented</li> </ul> <p><b>Conclusion:</b> The PLD Plan was tabled, received, and taken as read.</p>
2.7 EEO Plan	<p><b>Conclusion:</b> The EEO Plan was tabled, received, and taken as read.</p>
2.8 Pasifika Fono	<ul style="list-style-type: none"> <li>● The term 1 consultation Fono took place on Wednesday, 17 March.</li> <li>● Great meeting, more performances and cultural offerings will be used in the Term 4 fono.</li> <li>● William did a great job leading the fono.</li> <li>● Great ideas put forward, will be incorporated in SLT planning.</li> </ul> <p><b>Conclusion:</b> The fono Report was tabled, received, and taken as read.</p>
2.9 Team Leader Reports	<ul style="list-style-type: none"> <li>● Team structure has changed this year</li> <li>● Christine leading curriculum across whole school</li> <li>● Staff appreciate clear and consistent communication and support</li> <li>● SLT each lead a wellbeing group with 4 teachers and meet regularly</li> <li>● Keith works with specialist teachers, staff are appreciating being able to collaborate with other specialist teachers</li> <li>● Collaborative, problem solving approach.</li> <li>● Process will be reviewed at the end of year teacher reviews and process talked about in the wellbeing groups</li> <li>● Still accessing new resources (to prepare for any possible lockdowns)</li> <li>● HERO - great way for students to share learning</li> <li>● Report formats will change with use of HERO</li> <li>● Continuing to translate resources in te reo māori</li> </ul>
2.10 New Kāhui Ako Model	<ul style="list-style-type: none"> <li>● Principals from Waiōrea, Pasadena, Bayfield and Newton Central are the 4 leaders in the new model. Principal of Waiōrea has resigned.</li> <li>● Each principal responsible for a different achievement challenge.</li> <li>● Boards have all signed off on Principal involvement.</li> <li>● Have started formulating the workstreams, still conversing with the MOE about how they can further support this 4-leader model into the future via a sustainable funding model.</li> <li>● Achievement Challenges fit well with the Pasadena Intermediate strategic goals.</li> </ul>

### 3. Strategic Review

<p>3.1 Annual Plan and Targets</p>	<ul style="list-style-type: none"> <li>● Mid to end of this year will look at a community consultation process.</li> <li>● Wellbeing should be introduced as a next logical</li> </ul> <p><b>Conclusion and Action:</b> The 2021 - 2023 Charter and Strategic Plan was tabled, received, taken as read and approved by all. To review at end of year.</p>
<p>3.2 Charter</p>	<ul style="list-style-type: none"> <li>● Moved; that the Board approves the 2021 - 2023 Charter and Strategic Plan with note re new zone.</li> <li>● RG / NA : Carried. All in favour.</li> <li>●</li> </ul>

### 4. Emergent Review

<p>4.1 Rumaki 2022 criteria for enrolment</p>	<ul style="list-style-type: none"> <li>● 9 students from both Westmere and Newton.</li> <li>● Losing 23 year 8's next year</li> <li>● First out of zone enrolment received for 2022</li> <li>● DF - recommendation stay with 2 classes for 2022 and look at possibility expanding to 3 in 2023</li> <li>● Enrolment priorities, Year 7 students who have been in English medium with hope to getting into rumaki in year 8 need to be taken in consideration, needs to be added to our enrolment priorities</li> <li>● Change to Enrolment priorities to be approved by MoE</li> <li>● SM moved - all carried</li> </ul> <p><b>Conclusion and Action:</b> Our recommendation is that in 2022, we maintain our current programme with 2 Māori-medium classes with the possibility of again looking at this in 2022.</p>
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### 5. Discussion/Decisions

<p>5.1 NZSTA Remits</p>	<ul style="list-style-type: none"> <li>● RG - gave a run through to all remits</li> <li>● Board needs a delegate to vote on at the conference</li> <li>● NA nominated to be the delegate for Pasadena Intermediate</li> <li>● RG / SM carried</li> <li>● All remits that refer to numbering changes administration changes or wording changes due to the Education and Training Act 2020 are supported. RG/JB carried</li> <li>● Remit 3 - opposed</li> <li>● Remit 13 - support name change or improvement</li> <li>● Remit 14 - support</li> </ul> <p><b>Conclusion and Action:</b> NA to vote for the NZSTA Board and President on behalf of the Pasadena Board.</p>
<p>5.2 Code of Conduct</p>	<p>All board members to review.</p> <p>To be signed at the end of the meeting.</p>
<p>5.4 Staff Acknowledgement Breakfast</p>	<ul style="list-style-type: none"> <li>● Board would like to acknowledge staff</li> <li>● Student conferences this term, leave the breakfast for week 1 in Term 2 as a welcome back</li> <li>● Wednesday 12<sup>th</sup> May 7:45am- coordinated by RG</li> <li>● Croissant - NA</li> <li>● Fruit - JH to order</li> <li>● Juice, butter, jam, ham. Cheese - IC</li> <li>● Muffins - SM</li> <li>● Coffee - RG</li> </ul>

5.5 RAMS approval	Approved by email SM reviewed and MP made additions Council RAMS had nothing covering COVID-19 Move that RAMS by approved for EOTC RG/SM all in favour carried
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## 6. Board Requirements

6.1 Code of Conduct	<ul style="list-style-type: none"> <li>● Moved; that the Board approves the Code of Conduct for 2020.</li> <li>● _RG/_JB_: Carried. All in favour.</li> </ul> <p><b>Conclusion and Action:</b> 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>
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## 7. Meeting Closure

7.1 Identify agenda items for next meeting	●
CLOSURE and Karakia	8.11pm Karakia led by DF

Stacey Morrison, Chair  
 Board of Trustees  
 Pasadena Intermediate School