

PASADENA INTERMEDIATE SCHOOL BOARD OF TRUSTEES

MINUTES

28TH MARCH 2017

5:30 PM PASADENA MEETING ROOM, ADMINISTRATION BLOCK

MEETING TYPE	Board Meeting
PRESENT	Jerome Brown, Belinda Drake (Chair), Jonathan Hughes (Principal), Mandy White, Martin Wright
IN ATTENDANCE	Christine Abercrombie, Lisa White, Keith Ward
APOLOGIES	Richard Green, Linda Pirrit
MINUTES	Jill Pitches, Secretary

1. Administration Matters

1.3 DECLARATION OF INTERESTS	Nil	
1.4 CONFIRMATION OF MINUTES	Moved; that the Board accepts the minutes of the previous meeting held on 21 ST February 2017 as true and correct.	JH/MW: Carried
1.5 CORRESPONDENCE	Moved; that the inwards and outwards correspondence is received and approved.	MT/MW: Carried
1.6 ADDITIONAL AGENDA ITEM	Police vetting for trustees (4.2)	
1.7 CODE OF CONDUCT	<ul style="list-style-type: none"> BD tabled the Code of Conduct from NZSTA. Discussion is had around the contents, including that the Board will consider appointing a Deputy Chair, especially in times where the Chair (or a Trustee) may be incapacitated. 	
CONCLUSIONS AND ACTION	Moved; that the Board adopts the NZSTA Trustees Code of Conduct.	MT/JB: Carried

2. Strategic Decisions

2.1 CHARTER INCLUDING ANNUAL PLAN AND TARGETS APPROVED	<ul style="list-style-type: none"> "Bilingual Pathways" has been added as Strategic Aim 4. It has taken time to collate the necessary information. This year is the first year with both year 7 and 8 historical data which has been used. The School has obtained an extension of time to file. 	
CONCLUSIONS AND ACTION	JH would appreciate trustees checking over the Charter, making proofreading edits as required.	BD/All
	Moved; that the Board accepts the Charter including the Annual Plan and targets.	BD: Carried
2.2 ANNUAL REPORT APPROVED	Deferred to next meeting	
2.3 BOARD SUCCESSION PLANNING	<ul style="list-style-type: none"> MW is resigning, effective from the end of this term. He has been offered a new Deputy Principal's position in south Auckland which will require extra time commitment from him. The options for the Trustees are to either hold a bi-election, or to select a Trustee for remainder of MW's term. The Trustees view this as a good opportunity to look at selection, to introduce diversity and specific skills into the Board (the Board is lacking a Maori trustee; a connection with Westmere School's bilingual unit would be excellent). 	

	<ul style="list-style-type: none"> The Trustees are aware of the procedural requirements that need to be met for selection. The Trustees are very appreciative of MW's time on the Board, and also of the effort he took to phone each trustee to tell them of his resignation.
CONCLUSIONS AND ACTION	<p>Moved; that in the interests of pursuing diversity and skills, the Board will go to selection for this position.</p> <p>Confirm procedural requirements of selection; meet with potential trustee.</p> <p>Place ad in local paper about selection.</p>
	<p>MT/MW: Carried</p> <p>BD</p> <p>BD/JH</p>

3. Strategic Discussions

3.1 POLICY REVIEW NAG 1 (RECOGNITION OF CULTURAL DIVERSITY)	<ul style="list-style-type: none"> The School community will be invited to partake in this review via the next newsletter. Trustees are reminded to participate on the on-line review also.
3.2 CURRICULUM: TEAM LEADER REPORTS	<ul style="list-style-type: none"> CA and KW presented their respective team leader reports. CA from Team Kahurangi commented on the positive collaborative aspect of planning which everyone is contributing to. EOTC was an awesome week, with students, instructors, and parents participating well and a well-organized link between learning and EOTC. Maths as inquiry has been good to set up at the beginning of year as opposed to part way through. There are a variety of extension programmes offered this year through Gifted and Talented release classes, which students self-select based on certain criteria and with help from teachers. The programmes go throughout week, so only 3-4 students are released at any one time Discussion was had by the Trustees around advertising the G&T opportunities via the newsletter, link in website, facebook page etc. Reading - data is on the increase, and all classes have a handful of students at level 5. Those that are struggling have programmes to help them. Maths - Maths as Inquiry is seeking to improve weaknesses shown in GLOSS data. There was discussion around local primary school data. KW from Team Whero commented team members are working well together and willing to share ideas. Students are given choices between online testing and written, with most choosing the written format. Outdoor Ed was a success, but maybe next year it could be moved a little bit further into term 1, to give more time for organization, and also for teachers to have bedded in new routines with students. There are 15-20 devices in each class now, and an increase in students with BYOD (35-40%), up from 20% last year. There are also new portable screens for the classrooms, which will enhance the ILEs. Staff are excited about ILEs and the collaborative approach that will bring. All teachers in this syndicate are focused on ALL (accelerated literacy program) in writing. Maths as inquiry is being implemented to improve strategy knowledge. The next steps of PB4L are being implemented. There are many sports opportunities for all students e.g. a running club, not just Gifted and Talented Extension classes. Ways to increase student agency are being examined and will be implemented over the year.
3.3 PLD PLAN	The PLD Plan was tabled, received and taken as read.
3.4 BILINGUAL PATHWAYS INFORMATION	<ul style="list-style-type: none"> JH presented information relating to Bilingual Pathways, in relation to the board's request at the last meeting. Work is continuing and on-going with staff at Westmere School about how best to provide Maori Medium education at Pasadena. There are 4 classes at Westmere, which could mean up to 18 students seeking bilingual pathways education.

	<ul style="list-style-type: none"> The Ministry funding model is very specific and doesn't necessarily allow for options that may be needed at Pasadena, so work continues on how to fund bilingual pathways. 	
CONCLUSIONS AND ACTION	Meeting to take place in the foreseeable future with Westmere School to see if the community is interested and consult about their preferences as they are the largest Maori Medium primary in our network. From there other schools will be visited.	JH

4. Strategic Monitoring

4.1 PRINCIPAL'S REPORT	<p>The Principal's Report was tabled, received, and taken as read, with comment as per below.</p> <ul style="list-style-type: none"> Springboard Trust is a charitable trust, offering free programmes that support school leaders, including Strategic Leadership for Principal's Programme, which JH is taking part in. He is finding the experience highly valuable. The recent student conferences achieved a 96% turnout. An effectiveness feedback survey is going out to parents this week. John Parsons from Netsafe came and spoke to students and staff. 	
4.2 POLICE VETTING	<ul style="list-style-type: none"> All staff employed by the School have been Police vetted. Vetting lasts for 3 years. In time, all those coming into contact with students will require mandatory vetting The idea is to set up a routine process as part of normal practice. Although it is not mandatory for trustees to be vetted, John Parsons challenges trustees to lead by example and show their commitment to child safety by being vetted. 	
CONCLUSIONS AND ACTION	All agreed vetting the board is a good idea; JH will arrange form to be sent to Trustees for completion.	JH
4.2 FINANCE REPORT	The Finance Report was tabled, received as taken as read.	
4.3 HEALTH AND SAFETY REPORT	<ul style="list-style-type: none"> Harrison Tew has reported back on their lockdown exercise with the School. Excerpts from the report state that "The school followed the procedures calmly and confidently, with clear direction and purpose from the Senior Leadership Team. The students and teachers should be praised in the way they followed the correct procedures and at the speed and skill at which the school was placed into lockdown." The Health and Safety Report was tabled, received as taken as read. 	
4.4 PROPERTY REPORT	<ul style="list-style-type: none"> The Property Report was tabled, received and taken as read with discussion around 5YA monies. 	

5. Meeting Closure

5.1 IDENTIFY AGENDA ITEMS FOR NEXT MEETING	Annual Report (hadn't been completed soon enough to send to trustees).
5.2 COMMENTS ON MEETING PROCEDURES AND OUTCOMES	<ul style="list-style-type: none"> The meeting closed at 7:20 pm. The next meeting will be held on Tuesday 11th April 2017 in the meeting room.

Belinda Drake
Chair, Board of Trustees
Pasadena Intermediate School