

PASADENA INTERMEDIATE SCHOOL BOARD OF TRUSTEES

MINUTES 8TH AUGUST 2017 5:30 PM PASADENA ROOM 4

MEETING TYPE	Board Meeting
PRESENT	Jerome Brown (from 7:15pm), Belinda Drake (Chair), Richard Green, Jonathan Hughes (Principal), Kirk Torrance (from 6:37pm), Linda Pirrit, Mandy Tubman
IN ATTENDANCE	Lisa White, Keith Ward to 6:12pm, Christine Abercrombie and Suzanne Davies to 6:53pm. Students - Daisy, Alivia, Bailey, Luke, and Psalms, all left by 6:30pm. (all conferred speaking rights)
APOLOGIES	-
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 27 th June 2017 as true and correct.	MT/LP: Carried
1.5 CORRESPONDENCE	Moved; that the inwards and outwards correspondence is received and approved.	MT/KT: Carried
1.6 ADDITIONAL AGENDA ITEMS	Nil	

2. Strategic Decisions

2.1 MID-YEAR UPDATE OF STRATEGIC PLAN TARGETS	<ul style="list-style-type: none"> The students made presentations to the Board. Daisy and Alivia presented on reading, writing and maths, and talked to the Board about how they learn and are supported through various activities and digital learning platforms, including quizzes, Google drive, interesting texts, e-games, silent reading, videos, inquiry learning, Kahoot!, Seesaw, Writing Shed, Learning Staircase, extension and acceleration programmes, power reading, STEPS, and the homework club. The Board then participated in an interactive questionnaire developed by Daisy and Alivia using Kahoot! CA presented National Standards data. Reading - 68% of students are achieving At or Above the NS, with a further 21% being on track to meet the end of year NS. This would mean a total of 89% of students At or Above, compared to 81% last year. Writing - 36% of students are achieving At or Above the NS, with a further 46% being on track to meet the end of year NS. This would mean a total of 82% of students At or Above, compared to 77% last year. The aim was to get 106 students to At or Above. This has almost been met at 103, but which still reflects an increase over last year. All students Below or Well Below are identified and are being supported through various programmes. The accelerated writing program has significantly helped those students just below and not on track to meet the NS, to be able to meet the NS by the end of the year. Maths - 50% of students are achieving At or Above the NS, with a further 34% being on track to meet the end of year NS. This would mean a total of 84% of students At or Above, compared to 72% last year. Pasifika students are on track for reading and maths. Maori students are slightly down, with 11 students on track to meet the NS when the goal was 12. This still reflects an increase on last year.
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- KW – presented on **Future Focus - Kaupapa matua**. The annual targets set by the School have been achieved:
 - To provide five new initiatives where student voice and agency are developed and valued across the school. These have included student comments on school reports, development of students driving their own learning through a conceptual inquiry model, peer tutoring, student feedback/forward on extension groups, school wide survey on wellbeing, student input into community issues, and students presenting at BOT meetings.
 - For 80% of students to identify and explain the inquiry model, which they can, especially in relation to Maths.
 - For 80% of students to identify how IT tools have enhanced their learning.
 - For 10 classrooms to be converted into ILEs. This is underway.
- Bailey and Luke presented to the Board about the School classrooms, the ILE furniture, the devices they use and how they use them, including the stop motion function on the iPads. They feel students have a voice, and gave examples including helping out with Samoan language week, the new Honours system, and inquiry learning.
- LW presented on **Community – Hapori**. The Annual Target was to have four new student to student initiatives with local primary schools, and to report and consult with the Maori and Pasifika community once a term.
 - New initiatives with local schools include a sports day at Westmere.
 - A hui and a fono was held with the Maori and Pasifika communities in Term 2.
 - Other ideas include continuing with a wananga in the holidays, and a cultural festival.
- LW also presented on **Bilingual Pathway – Huarahi Maori**. The School has met the initiatives. Te Reo Maori and Te Ao Maori lesson are now in place school wide, Level 1 and 2 Maori students have classes in place, and a gifted and talent programme is in place for Maori language.
- The School has met with the Ministry of Education and spent a lot of time with Westmere School which has provided valuable information around resourcing and support. Bilingual signage has been arranged for the School after consultation with the community.
- Psalms presented on the things that were happening at the School from her student council perspective. The Student Council has helped the School come up with new ideas, including peer coaching. They have looked at Samoan culture and taught students about clothing, food and singing. There has been a Cook Island language week, and Te Reo lessons. At Kapa haka they learn about different cultures, and participate in powhiris.
- LW reported back on the **Well-being Survey** in response to a question that came up last meeting about the breakdown for Maori and Pasifika students.
- Maori students – 37 students identified as Maori (of which 13 also identified as Pasifika). The areas in which responses were notably higher than school-wide data included:
 - Feel they belong at school – 95%.
 - Feel they have a say in what happens at school – 84%.
 - Taught what behaviour is OK and not OK – 100%.
 - Taught to think about other students' feelings – 90%.
 - Feel that parents and teachers respect each other – 100%.
 - In the areas students live, people get on with each other – 95%.
- There were no areas where responses were notably lower than school-wide data.
- Pasifika students – 36 students identified as Pasifika (of which 13 also identified as Maori).
- The areas in which responses were notably higher than school-wide data included:
 - Feel that school values are important – 97%.
 - Feel they belong at school – 95%.
 - Feel that teachers ask for ideas about how students can get on better with each other – 100%.
 - Feel that teachers care about how they feel – 95%.
 - Taught it's OK to be different from each other – 100%.
 - Look after students who are new to the school – 97%.
 - Feel they can ask other students for help if they have a problem with another student – 92%.
 - Feel that parents and teachers respect each other – 100%.
- The areas where responses were notably lower than school-wide data included students taught to think about other students' feelings. This is being addressed through many avenues, including PB4L.

	<ul style="list-style-type: none"> • RG requested clarification around the different targets set for Maori and Pasifika students. • Targets are based on tangible, historical data. They must be realistic and achievable. The goal is always to move students up and along the scale. If a target has been reached, that doesn't mean the School will stop at that point. This is reflected in the number of students who are already above target. • The overall target set by the School for the number of students to be At or Above the NS for 2017 is for all students, including Maori and Pasifika students. It is a Ministry of Education requirement that Maori and Pasifika students have specific targets. • The School adopts a holistic view for every student – they are supported or accelerated depending on their individual needs. • RG would like to review how targets are set. • MT acknowledged the excellent and informative student presentation, with a request to pass on the Board's feedback. • The Board would also like to acknowledge the effort put in by staff.
2.2 MID-YEAR UPDATE ON NATIONAL STANDARDS INCLUDING MAORI AND PASIFIKA ACHIEVEMENT	As per cl. 2.1 above.
2.3 MID-YEAR UPDATE OF PLD PLAN	<ul style="list-style-type: none"> • ALiM, ALL training is coming to an end. • Whilst the workload has been heavy, the benefits have been many – AliM was one of the programs that initiated the changes adopted by the Learning Centre.
2.4 POLICY REVIEW NAG 1 – STUDENTS WITH SPECIAL NEEDS	This is on-line with SchoolDocs.
CONCLUSIONS AND ACTION	Send out reminder to complete on-line survey. BD

3. Strategic Discussions

3.1 PEB MINUTE DECISION STAFF PERSONNEL MATTER	At 7:02 pm in accordance with Section 48 of the Local Government Official Information and Meetings Act 1987, the public were excluded from this part of the meeting to discuss confidential matters relating to a staff personnel matter.	
OUT OF IN-COMMITTEE	At 7:09 pm the meeting moved out of in-committee.	
3.2 PROPERTY – BOARD CONTRIBUTION TO ILE UPGRADE	<ul style="list-style-type: none"> • JH, BD and RG recently met with the project managers, architects and MoE representative. High level costs were shared from the Quantity Surveyor (QS). • The QS report is priced at \$1.3 million. Some items were errors and can be taken out which will reduce the price, and there is considerable room for discussion about the level of various specifications which will also reduce the costs. • At a recent Finance Committee meeting, it was recommended that the Board contribute \$100,000, which will be matched by the Ministry of Education. This still leaves a healthy working capital for the School. • Discussion was had around whether the Board is able to contribute more. • Furniture and fittings and the specialist areas are not included in the costing, so it was decided to wait and see what the QS comes back with first. • JH presented the plans which incorporated the ideas shared by the staff. • Work on the replacement of the roof which is currently under wrap is due to start before the end of the month. Final date to be confirmed once the contractor has been confirmed by the MoE. • Work on the ILE classroom upgrade and remainder of roof replacement is then due to commence in November, and be completed prior to the start of Term 2 2018. • RG mentioned a student at Point Chevalier School that requires a hoist to use the toilet. BD has mentioned this to the Ministry of Education, but she will remind them again. 	
CONCLUSIONS AND ACTIONS	Moved; that the Board contributes an amount of \$100,000 towards the cost of the ILE upgrade. Contact Pt Chevalier School for info about child requiring hoist.	BD: carried JH

	Remind Ministry of Education about child requiring hoist if needed.	BD
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4. Strategic Monitoring

4.1 PRINCIPAL'S REPORT	<ul style="list-style-type: none"> JH recommended start and finish dates for next year, Tuesday 30th January and Thursday 13th December 2018. Other schools' start and finish dates are not known, but can be discussed at the next COL meeting. It's difficult to get everyone the same, and WSC has a different requirement in terms of the number of half days it must be operating. At the latest COL meeting, 3 main achievement areas were announced - writing, student Agency/wellbeing and Korero (Māori Medium). 	
CONCLUSIONS AND ACTIONS	Moved; that the Board accepts the proposed start and finish dates for next year, with a recommendation the co-ordination of dates be discussed within the COL.	RG/JB: Carried
4.2 FINANCE REPORT	The Finance Report was tabled, received, and taken as read.	
4.3 HEALTH AND SAFETY REPORT	<ul style="list-style-type: none"> RG attended a Health and Safety training program. He would like to see the School data. The Health and Safety Report was tabled, received, and taken as read. 	
CONCLUSIONS AND ACTIONS	Forward Health and Safety data to RG.	LW
4.4 PROPERTY UPDATE	As per cl. 3.2 above	

5. Meeting Closure

5.1 IDENTIFY AGENDA ITEMS FOR NEXT MEETING	Hautu	
5.2 COMMENTS ON MEETING PROCEDURES AND OUTCOMES	<ul style="list-style-type: none"> The meeting closed at 7:56 pm. The next meeting will be held on Monday 18th September 2017 at 5:30pm in the meeting room in the administration block. Note that this date represents a change from the scheduled date of 19 September 2017, in consideration of JB's and KT's commitment to the school basketball teams on Tuesdays. 	

Belinda Drake
Chair, Board of Trustees
Pasadena Intermediate School