

PASADENA INTERMEDIATE SCHOOL BOARD OF TRUSTEES

MINUTES

18TH SEPTEMBER
2017

5:40 PM PASADENA MEETING ROOM, ADMINISTRATION BLOCK

MEETING TYPE	Board Meeting
PRESENT	Jerome Brown, Belinda Drake (Chair), Richard Green, Jonathan Hughes (Principal), Kirk Torrance (until 7:15pm), Linda Pirrit, Mandy Tubman
IN ATTENDANCE	Lisa White (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 8 th August 2017 as true and correct.	MT/RG: Carried
1.5 CORRESPONDENCE	Moved; that the inwards and outwards correspondence is received and approved.	MT/JB: Carried
1.6 ADDITIONAL AGENDA ITEMS	Nil	

2. Strategic Decisions

2.1 MID-TERM ELECTIONS	<ul style="list-style-type: none"> Mid-term elections for two parent-elected trustees need to be held within 18 months of the last election, i.e. voting day will be Friday 1st December 2017. If there are only two nominations, these nominees will be declared the new trustees on Friday 17th November, but if there are more than two nominations the election will take place and the two new trustees will be declared on Friday 8th December. BD and LP are stepping down when their terms expire in December so two new trustees will be elected. BD, MT and RG know of several people who are interested and intend to stand. If there is no election, the new trustees would take office before the final board meeting of the year which leaves us with an awkward handover, with BD and LP not on the Board for this final meeting. There was discussion about this and it was agreed to ask BD and LP to remain on the Board until the end of the year, with BD chairing the December meeting. Canterbury Education Services (CES) have been the Returning Officer for the past two elections. They have quoted an amount of \$2923.00 to run the upcoming election, which amount would be reimbursed by the Ministry of Education. 	
CONCLUSIONS AND ACTIONS	<p>Moved; that the Board appoints CES as Returning Officer for the 2018 elections.</p> <p>Moved; that LP and BD remain on the Board until the end of the year regardless of the election outcome, with BD to chair the final board meeting.</p> <ul style="list-style-type: none"> BD will provide induction information. 	<p>RG/MT: Carried</p> <p>RG/MT: Carried</p> <p>BD</p>
2.2 CHANGE OF DATE OF NOVEMBER MEETING	<ul style="list-style-type: none"> The November meeting is changed from 7th November to 14 November 2017, to avoid being held in the same week as the ERO visit. Board members are invited to be present to meet with ERO on 6th November at 9:30am (after the powhiri which trustees are also invited to attend), and for a feedback session on Thursday 9th November at 4:00pm, at School. 	

3. Strategic Discussions

3.1 MAORI & PASIFIKA ACHIEVEMENT PLANS UPDATE	<ul style="list-style-type: none"> LW presented on the Maori and Pasifika Achievement Plans. Everything on the plans is well underway. It is a working document, and constantly being updated. Maori achievement - one of the great challenges the School has met has been opening things up and being transparent and celebrating students schoolwide, and not just through kapa haka. All students have responded to this well. The development of a Maori medium pathway continues. JH is meeting with the Ministry of Education to put criteria around how it will work and be funded for staffing, and how students will be accommodated. The aim is to serve the local community first, and for Pasadena to be a pathway for local schools, including Westmere School and Western Springs College. The class size is planned for 18 students. Pasifika achievement – students have a huge sense of pride in what they do. Students are comfortable leading activities e.g. Samoan language week, and the cultural festival is next week. The Pasifika parent voice is not as vocal as Maori, but hugely valued. The trustees thank LW for her presentation. 		
3.2 LEARNING CENTRE PROGRAMME UPDATE	<ul style="list-style-type: none"> LW presented on the Learning Centre. It is going well; the students love going to see Gina and she has put an excellent plan in place. Key changes have been made around accelerated reading and writing with the appropriate programs in place which are always evolving. The programs complement what happens in the classroom – e.g. if it's speech writing time, then the programs are developed to assist with speech writing. Student participation is positive, with many students enrolled in multiple programs. Results for writing acceleration show considerable improvement - 52.4% of students have made accelerated progress of 1 year or more in the last two terms. Reading results show a difference between Probe and Asttle testing. This may be attributed to different testing conditions of both. 		
3.3 INQUIRY LEARNING: ALIM & ALL	<ul style="list-style-type: none"> Funding for ALL and ALIM programs has finished now. The School has been implementing them for the past 2 years. Amongst other things they have helped the School reflect on best practice for acceleration. The COL is looking at providing funding for classroom release for certain PLD. 		
3.4 POLICY REVIEW: NAG 3 APPOINTMENT PROCEDURE; NAG 5 CHILD PROTECTION	<p>These policies are on school docs, all trustees are requested to review them online.</p>		
CONCLUSIONS AND ACTIONS	<table border="1" style="width: 100%;"> <tr> <td style="width: 70%;">Trustees to review policies at www.schooldocs.co.nz</td> <td style="width: 30%;">All</td> </tr> </table>	Trustees to review policies at www.schooldocs.co.nz	All
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3.5 SCHOOL-WIDE COMMUNITY SURVEY ON SCHOOL PERFORMANCE	<ul style="list-style-type: none"> The survey was well received by parents and the community with 87 responses received. The main themes identified by parents were: <ul style="list-style-type: none"> Strengths: <ul style="list-style-type: none"> Great teachers who care and have strong relationships with students Inclusive School Strong communication across the school Engagement of the community Multi-cultural Strong pastoral care Strong student engagement Changes: <ul style="list-style-type: none"> Building upgrade – update property Further Te Reo Māori classes Bilingual unit established Update school uniform Building covered bike storage Most of the changes that were identified by parents related to property which will be addressed in the classroom upgrade due in November 2017. 		
CONCLUSIONS AND ACTIONS	<table border="1" style="width: 100%;"> <tr> <td style="width: 70%;">MT and RG to be added to the School newsletter distribution list.</td> <td style="width: 30%;">JH</td> </tr> </table>	MT and RG to be added to the School newsletter distribution list.	JH
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3.6 HAUTU:SELF REVIEW	<ul style="list-style-type: none"> At the last meeting, the trustees considered the 4 areas of Hautu, a Maori Cultural Responsiveness Self Review tool for trustees. These are Accountability, Leadership, Representation, and Employer Role. The trustees considered the evidence they have to support what the School is actively doing in these areas. Some examples discussed were: <ul style="list-style-type: none"> Leadership – Treaty policy, Treaty education session via Board member RG, Charter – specific strategic leadership goals, cultural competencies, Ka Hikitia, staff targets for Maori students, Maori achievement and communication plans, Board review of targets regularly, regular analysis of data, consultations with community and COL, looking at establishing Maori medium pathways, meeting Westmere staff and whanau, all trustees are registered for Learning Management System and encouraged to review this often, other trustees (LP) receive Treaty education as part of their work. Representation – KT, JB and previous Board member Jacqui Hiini-Watson reflect our diverse community, regular huis, meeting needs of Maori community, students speaking at Maori about waterways at local marae, meeting parents, open door policy, one on one conversations, everything with a view to what’s best for Maori students. Once the School establishes a Maori medium classroom next year, the next logical step is for those whanau to elect a trustee. The School is responsive to Maori parents and has implemented new ideas after engaging with Maori parents e.g. homework club, maths meeting to explain Maths as Inquiry, Maori language, signage, survey of Maori wellbeing and cultural responsiveness. Accountability – engagement with Maori students, teachers working one on one with students. Employer role – staff targets set for Maori students, EEO surveys, professional development, Ka Hikitia, accelerated learning. 	
3.7 ERO PREPARATION AND ASSURANCE CHECKLIST	<ul style="list-style-type: none"> BD asks trustees to review the ERO Preparation Resource prepared by JH and the Assurance Checklist information, and to check for gaps in knowledge before the next Board meeting. Trustees need to reflect on the indicators and ask themselves whether they have the evidence to back up the various statements/assertions. Also, they need to be familiar with jargon and terminology. The information must be sent to ERO by 20th October 2017. ERO is focusing on equity and excellence, so it’s about being aware of what the School is doing in this regard. 	
CONCLUSIONS AND ACTIONS	Review checklist and preparation document with comments to BD before 20 th October.	All
3.8 PEB: CONFIRM MINUTES FROM 8/8	Moved; that the Board accepts the PEB minutes of the previous meeting held on 8 th August 2017 as true and correct.	Carried: RG/MT
3.9 PEB: STAFF EXIT INTERVIEW	At 7:15 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 exit interview.	
OUT OF IN-COMMITTEE	At 7:24 pm, the meeting moved out of in-committee.	

4. Strategic Monitoring

4.1 PRINCIPAL'S REPORT	The parent information night was a great success with over 100 parents in attendance.	
CONCLUSIONS AND ACTIONS	The Principal’s Report was tabled, received, and taken as read.	
4.2 FINANCE REPORT	<ul style="list-style-type: none"> The School donation amount was discussed and the committee recommends it be kept at the same level as the past year, reflecting amongst other things, it had been raised for 2016. The Board will consider the donation amount again next year. 	
CONCLUSIONS AND ACTIONS	The Finance Report was tabled, received, and taken as read. Moved; that the School donation amount is kept at the same level as last year, at \$250.	Carried: MT/LP Abstained: RG

4.3 HEALTH AND SAFETY REPORT	<ul style="list-style-type: none"> Students on the committee are insightful, and have a good perspective on things. There are a few hazards that students have picked up.
CONCLUSIONS AND ACTIONS	The Health and Safety Report was tabled, received, and taken as read.
4.4 PROPERTY UPDATE	Accessibility is being planned for a visually impaired student and a student in a wheel chair likely to attend next year.
CONCLUSIONS AND ACTIONS	The Property Report was tabled, received, and taken as read.

5. Meeting Closure

5.1 IDENTIFY AGENDA ITEMS FOR NEXT MEETING	<ul style="list-style-type: none"> Jane Cooper from Westmere School has worked hard on finding a Maori name for all schools in our Kahui Ako/COL. The trustees are invited to consider formally adopting the name suggested for Pasadena (Waititiko), and how it would be used and incorporated.
5.2 COMMENTS ON MEETING PROCEDURES AND OUTCOMES	<ul style="list-style-type: none"> The meeting closed at 7:35pm. The next meeting will be held on Tuesday 14th November 2017 at 5:30pm in the meeting room in the administration block.

Belinda Drake
Chair, Board of Trustees
Pasadena Intermediate School