

# PASADENA INTERMEDIATE SCHOOL BOARD OF TRUSTEES

## MINUTES

17 FEBRUARY 2021 6:30PM ZOOM MEETING

<b>MEETING TYPE</b>	Board Meeting started 6.30pm.
<b>KARAKIA</b>	Led by Stacey Morrison
<b>PRESENT</b>	Jonathan Hughes (Principal), Mandy Tubman, Stacey Morrison, Tipene Lemon, Jerome Brown, Issy Coleman, Nick Allan
<b>IN ATTENDANCE</b>	Mary Pretorius, Christine Abercrombie, Donovan Farnham
<b>APOLOGIES</b>	Richard Green
<b>MINUTES</b>	Jane Riddell, Secretary

### 1. Administration Matters

<b>1.4 APPOINTMENT OF CHAIRPERSON 2021</b>	<ul style="list-style-type: none"> <li>• MT nominated SM to remain as chair</li> <li>• Moved; that the Board approves the nomination of Stacey Morrison as Board Chair.</li> <li>• _MT_/IC: Carried</li> </ul>
<b>1.5 DECLARATION OF INTERESTS</b>	NIL
<b>1.6 CONFIRMATION OF MINUTES</b>	<ul style="list-style-type: none"> <li>• Moved; that the Board accepts the minutes of the previous meeting held on 1 December 2021 as true and correct.</li> <li>• _JB_/MT : Carried</li> </ul>
<b>1.7 CORRESPONDENCE</b>	<ul style="list-style-type: none"> <li>• The inwards and outwards correspondence was received and approved.</li> </ul>
<b>1.8 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>Reminder and Action:</b> Time Allocation Sheet to be completed at the Board meeting or on the Google Drive. IC to update dates on form.</p>
<b>1.9 CONFIRM HONORARIA FOR 2021</b>	<ul style="list-style-type: none"> <li>• The Board approved and agreed on the proposed flat fee per annum honorarium for 2021.</li> </ul>
<b>1.10 CONFIRM COMMITTEE STRUCTURE AND DELEGATIONS</b>	<ul style="list-style-type: none"> <li>• Discussed necessity of Property and Finance committees.</li> <li>• TL mentioned work/time commitments can be an issue to attend meetings and suggested virtual meetings as a solution.</li> <li>• IC volunteered to assist at the Property committee.</li> <li>• RG unable to be on Finance committee. SM and NA now on the Committee.</li> <li>• TP available virtually.</li> <li>• It was agreed other committees can be created as and when required.</li> </ul>
<b>1.11 DELEGATE RAMS AUTHORITIES</b>	<ul style="list-style-type: none"> <li>• Moved; that the Board delegates the day to day RAMS authorities to Jonathan Hughes. Agreed by the Board.</li> <li>• _SM_/IC : Carried</li> </ul>
<b>1.12 ADDITIONAL AGENDA ITEMS</b>	NIL

### 2. Strategic Review

<b>2.1 PRINCIPAL'S PERFORMANCE AGREEMENT</b>	<ul style="list-style-type: none"> <li>• Recommended that the 5 key strategic areas remain the same due to the impact of Covid 19 in 2020.</li> <li>• Finalised goals will be presented by JH at the next board meeting.</li> <li>• Moved; that Carolyn Marino stay on as assessor and goals carry over from 2020. Agreed by the Board.</li> </ul>
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	<ul style="list-style-type: none"> <li>• _SIC_/TL : Carried</li> </ul> <p><b>Conclusion:</b> The Principal's Performance Agreement was tabled, received, and taken as read.</p>
<b>2.2 PRINCIPAL'S REPORT</b>	<ul style="list-style-type: none"> <li>• Good feedback from school community re communication of latest lockdown.</li> <li>• Board advised as well and appreciated considered response/information.</li> <li>• Self-review documentation discussed. Issues accessing the Home Learning review.</li> </ul> <p><b>Conclusion and Action:</b> The Principal's Report was tabled, received, and taken as read. JH to check Home Learning accessibility on Google Drive.</p>
<b>2.3 FINANCE REPORT</b>	<ul style="list-style-type: none"> <li>• Xero is the new financial tool. Everything goes through Xero.</li> <li>• Teacher Aide pay rise has impacted budget. School grateful for the Board top up.</li> </ul> <p><b>Conclusion:</b> The Finance Report was tabled, received, and taken as read.</p>
<b>2.4 HEALTH AND SAFETY REPORT</b>	<ul style="list-style-type: none"> <li>• Health 365 app recommended to record hazards. JH looking into costings.</li> <li>• Procedures all up to date.</li> <li>• School vandalised over the school holidays. Considering installing cameras. Quote received for \$6000. The Board approved the additional expense to action this. All agreed.</li> </ul> <p><b>Conclusion:</b> Health and Safety Report was tabled, received, and taken as read.</p>

### 3. Strategic Decisions

<b>3.1 APPROVAL OF 2021 BUDGET</b>	<ul style="list-style-type: none"> <li>• Moved; that the Board approves the 2021 budget.</li> <li>• _NA_/MT : Carried</li> </ul> <p><b>Conclusion:</b> The Principal's Report was tabled, received, taken as read and approved.</p>
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### 4. For discussion

<b>4.1 PROPERTY REPORT</b>	<ul style="list-style-type: none"> <li>• Building plans viewed and flexible break out rooms discussed. Possibility to use the library as a classroom if required. Teachers excited about the new developments.</li> <li>• MOE roll growth prediction is 460 within next 4-5 years.</li> <li>• The Hall has been relined and re-floored. Extension is a possibility in stage 2 of building plan. This will be discussed at a later date as the hall is currently too small. JH to follow up with the current architect.</li> <li>• Cooling in classrooms discussed and is being remedied. Completion by Easter.</li> </ul> <p><b>Conclusion and action:</b> The Property Report was tabled, received, and taken as read. JH to talk to architect re hall extension ideas.</p>
<b>4.2 MEETING DATES FOR 2021</b>	<ul style="list-style-type: none"> <li>• The Board approved the proposed 2021 meeting dates (see below)</li> </ul>
<b>4.3 ANALYSIS OF VARIANCE</b>	<ul style="list-style-type: none"> <li>• Presented to MOE in December 2020. Robust discussion around data took place.</li> <li>• Moved; that the Board approves the Variance of Analysis.</li> <li>• _IC_/SM : Carried</li> </ul> <p><b>Conclusion:</b> The Analysis of Variance was tabled, received, taken as read and approved.</p>
<b>4.4 ASSESSMENT OVERVIEW</b>	<p><b>Conclusion:</b> The Assessment Overview was tabled, received, and taken as read.</p>
<b>4.5 2021 BOARD WORK PLAN</b>	<p><b>Conclusion:</b> The 2021 Board Work Plan was tabled, received, and taken as read.</p>
<b>4.6 APPROACH FOR APPROVAL OF EOTC RAMS</b>	<ul style="list-style-type: none"> <li>• EOTC from 29 March. 2 days only per class this year. Location is Birkenhead Leisure Centre.</li> <li>• RAMS forms currently being collated.</li> <li>• Recommended that the EOTC RAMS be approved by email as the event is before the next Board meeting. MP to circulate. Approved by the Board.</li> </ul>
<b>4.7 NZSTA ANNUAL CONFERENCE</b>	<ul style="list-style-type: none"> <li>• To be held 16-18 April in Rotorua.</li> <li>• Board members can attend and expenses have been budgeted for.</li> <li>• NA expressed an interest. RG attending.</li> </ul> <p><b>Action:</b> SM to circulate conference information to Board members.</p>

### 5. Policy Review

<b>5.1 POLICY REVIEW: NAG 1 HOME LEARNING</b>	<p><b>Conclusion:</b> The NAG 1 Home Learning Policy Review was tabled, received, taken as read.</p>
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### 6. Meeting Closure

<b>6.1 IDENTIFY AGENDA ITEMS FOR NEXT MEETING</b>	<ul style="list-style-type: none"> <li>● Priority groups discussion – especially re Rumaki numbers/possibility to open another class. Whanau may present to the Board.</li> </ul>
<b>CLOSURE AND KARAKIA</b>	7.51pm Karakia led by TL

<b>MEETING DATES FOR 2021</b>	<p>Wednesday 31st March - Term 1 - Week 9 (next meeting)          Wednesday 19th May - Term 2 - Week 3          Wednesday 30th June - Term 2 - Week 9          Wednesday 11th August - Term 3 - Week 3          Wednesday 22nd September - Term 3 - Week 9          Wednesday 27th October - Term 4 - Week 2          Wednesday 8th December - Term 4 - Week 8</p>
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Stacey Morrison, Chair  
 Board of Trustees  
 Pasadena Intermediate School