

## MELVILLE HIGH SCHOOL

Minutes of the Melville High School Board of Trustees Meeting held on Wednesday 25 February 2015 at 6.00 p.m. in the Board Room at Melville High School.

**PRESENT:** Tracey Cooper, Clive Hamill, Janine Jackson, Gilly Rowling, Kaity Christieson, Bill Russell, Liz Willis

**ABSENT:** Aaron Whaanga

**IN ATTENDANCE:** Jocelyn Caughley

**Tracey welcomed all to the first Board meeting of 2015.**

### **ELECTION OF CHAIRPERSON**

Tracey vacated the Chair. Gilly called for nominations of Chairperson.

Tracey Cooper

**C.HAMILL/L.WILLIS**

**IT WAS MOVED** that nominations be closed.

**C.HAMILL/L.WILLIS**

**CARRIED**

Gilly declared Tracey Cooper Chairperson of the Melville High School Board of Trustees. This was received with acclamation. Tracey regained the Chair.

### **MINUTES OF PREVIOUS MEETING**

**IT WAS MOVED** that the minutes of 26 November 2014 be accepted and adopted as a true and accurate record.

**L.WILLIS/J.JACKSON**

**CARRIED**

### **MATTERS ARISING**

- Kaity informed the Board that she cancelled her Spirit of Adventure voyage.

### **CORRESPONDENCE**

#### **INWARDS**

MoE	PISA 2015	Tabled
	Ministry Bulletins x2	cc: All
	5YA Property Funding	cc: Property
	Operations Grant Instalment Notice	cc: Finance
	Initiating of Bargaining for Caretakers/Cleaners	cc: All
	2015 Provisional Staffing Entitlement	cc: Finance
	School Property Data Verification Exercise	cc: Property
NZSTA	Caretakers and Cleaners C.A.	cc: All
	NZSTA 2014 Satisfaction Survey	cc: All
	News, November/December	cc: All
	NZSTA HR Service to schools	cc: All
	SOY Message	cc: All
	NZSTA AGM	cc: All
	NZSTA Website	cc: All
	Professional Development Workshops	cc: All
	Spirit of Adventure confirmations	cc: Student Rep
Westpac – Bank Audit Certificate Report		cc: Finance

#### **OUTWARDS**

NZSTA – Cancellation of Spirit of Adventure voyage

**IT WAS MOVED** that the Inwards Correspondence be accepted and the Outwards Correspondence approved.

**J.JACKSON/B.RUSSELL**

**CARRIED**

## CHAIR REPORT

Tabled and taken as read.

- Programmed Maintenance offer briefly discussed. They have offered a good deal and do a good job. The price is good enough that we have to look at it. The problem is that they only do exterior and we need to look at someone that perhaps could do both. To be discussed further under Property.
- Succession Planning – with Board elections next year the Board needs to start looking at this. STA have a Workshop and the PTA will also look at this. Perhaps other school Boards could be included in the consultation.

**IT WAS MOVED** that the Report be accepted.

**T.COOPER/J.JACKSON  
CARRIED**

## PRINCIPAL'S REPORT

Tabled.

- Enrolments are still coming in. Numbers are variable at moment and will know more with the 1 March Return. Ethnicity statistics were spoken to.
- Our staffing challenges should be addressed by our roll numbers. We are in a positive position. Our Trades Academy students are not paid as full-time students.
- Waikato Times were in today doing a story on our Trades Academy.
- Professional Learning is now much more individualized as Leaders of Curriculum are now responsible in leading their teams and undertaking PLD in a way that best serves the needs of their curriculum areas.
- Charter needs to be submitted by 1 March. Strategic Aims and Goals to be finalised under General Business.
  - Staff have met and their input tabled. This will be discussed under General Business.
  - Clive thanked Tracey and Janine for attending the Staff Meeting and also for their work with the Staff BBQ. Other members were also thanked for their help with the BBQ.
- There was an incident with a Field Trip at Whiritoa.
- We are working with Sacred Heart Girls College with PB4L.
- **IT WAS MOVED** that the Report be accepted.

**C.HAMILL/T.COOPER  
CARRIED**

## PERSONNEL

**IT WAS MOVED** that the following appointments be ratified:

- Peter Rowlingson, F-Term 2015 Hard Materials Technology Teacher
- Jamieson Hudson, F-Term 2015 Art Teacher
- Holly Parker, F-Term, P-Time Social Sciences/ECE Teacher
- Janina Rack, F-Term, P-Time Social Sciences, Science, Careers Teacher
- Michelle Holloway-Smith. F-Term, P-Time Guidance Counsellor
- Alastair Johnston, F-Term, P-time ITM Teacher
- Paula Stewart, F-Term, P-time ESAL Teacher
- Donna Wilson, F-Term Educational Assistant
- Donna Wilson, F-Term, P-time Arts Co-ordinator
- Donna Milicich, F-Term, P-Time Food Aide
- Lee Udy, F-Term, P-time Teacher Aide
- Sonia Whanga-Katipa, F-Term, P-time Teacher Aide
- Nick Fulton, F-Term, P-time Grounds Aide
- Paiaka Craft, F-Term, P-time Grounds Aide
- Donna Wilson, fixed term Educational Assistant Term 1 2014
- Anne Wallace, permanent Teacher Aide, term times from 28 January 2014
- Sonia Whanga-Katipa, fixed-term Teacher Aide
- Lee Udy, fixed term, part-time Teacher Aide
- Keogh O'Brien, fixed term, part-time Teacher Aide
- Alastair Johnston, part-time fixed term Music Teacher for 2014
- Donna Milicich, fixed term part-time Food & Fabric Aide

**T.COOPER/C.HAMILL  
CARRIED**

**IT WAS MOVED** that the following resignations be accepted with regret:

- Louis Okirua Grounds Aide from 5 December 2014
- Jamieson Hudson, F-Term Art Teacher

**T.COOPER/C.HAMILL  
CARRIED**

**IT WAS MOVED** that the following fixed-term units be ratified:

- Sangita Achary F-Term MMA for Timetabling support
- Teresa Bayly, 1 F-Term MU and 1 F-Term MMA for Y12 Dean
- Lesley Beech, 1 F-Term MU and 2 F-Term MMA for Counselling
- Margaret Black, F-Term MMA for Literacy/Learning Support/Library
- Daya Chandra F-Term MMA for Kia Eke Panuku [KEP] Team, 1 F-Term MU for Timetabling
- Michael Edwards 2 F-Term MMA for Sports Leadership and MHSIS
- Babu Ittyerah, F-Term MMA for Distance Education
- Jamieson Hudson, F-Term MMA for Photography
- Elsie Leslie, 1 F-Term MU and 1 F-Term MMA for Y9 Dean, 1 F-Term MU for Pasifika, 1 Fixed Term MMA for KEP Team
- Amanda McIlhone, .5 Fixed Term MU for EOTC/POET
- Arnie Paurini 1 Fixed Term MMA for Y10 Dean
- Elizabeth Ross, F-Term MMA for NZQA support
- Ruth Searancke, 2 F-Term MMA for Services Academy
- Lester Silver 1 F-Term MU and 1 F-Term for Y13 Dean, 1 F-Term MU for leadership in Arts
- Phillip Smiler 1 F-Term MU and 1 F-Term MMA for Y11 Dean
- Paula Stewart F-Term MMA for ESAL and International Student Leadership
- Ray Stephens, F-Term MMA for PB4L
- Jay Warren, 1 F-Term MMA for Best Buddies

**T.COOPER/C.HAMILL  
CARRIED**

**IT WAS MOVED THAT** the following leave be noted:

- Rachel Kiddie, 11 months leave of absence 31 January – 31 December 2015.

**T.COOPER/C.HAMILL  
CARRIED**

A Fixed Term Art position for Terms 2 – 4 will be advertised in the next *Education Gazette*.

## **STAFF TRUSTEE**

Tabled.

- Teachers are busy with the Interim Report process.
- Order Books for LoCs is an ongoing issue.
  - Discussion took place. It was stated that there is a correlation between the present system and our financial surplus.
- 'School of Choice' – staff want to know the 'how'. The Marketing Plan should address this.

**IT WAS MOVED** that the Report be accepted.

**B.RUSSELL/G.ROWLING  
CARRIED**

## **STUDENT TRUSTEE**

Tabled.

- There is a need for more shelter for students.
  - This has been discussed in depth at the Property meeting and is on the priority list.

**IT WAS MOVED** that the Report be accepted.

**K.CHRISTIESON/B.RUSSELL  
CARRIED**

**STUDENT DEVELOPMENT GROUP**

Tabled.

- The inaugural PTA meeting went well. Janine is aware of people who will help with projects but do not wish to go on the PTA.
- Excellence Dinner – sponsorship is being looked at so that students do not have to pay. Ideas put forward include a Bronze, Silver, Gold Sponsorship with advertising at the dinner; advertising in newsletter. As the Student Diary is not going to continue we could target those advertisers to be sponsors. Another avenue is our Gateway Employers – particularly those who spoke so highly of our students at our Appreciation Evening.

**IT WAS MOVED** that the Report, be accepted.

**J.JACKSON/K.CHRISTIESON**

**CARRIED**

**PROPERTY**

Tabled.

- Have not heard back from MoE re the Richmond Park Hall.
- Vans – we have agreed to supply Hire Wire Trust with a van, so they will have one of our current vans and a new one will be purchased for school use.
  - Discussion ensued on different finance options. Our Accountant has advised that the best option is to get a loan to cover all our objectives, including a van, entrance way, shelter etc. This would also be more equitable for our present students as the costs would be spread over say five years and our upcoming students would share the financial burden.
- Priorities need to be decided in order:
  - Van \$54,000 approx.
  - Shelter \$60,000 estimate
    - Bus shelters are needed.
  - Entrance Plans - \$50,000 estimate
    - Discussion ensued. Clive will ensure Architect has plans by end of next week.
    - Working Bees could help with labour costs.
    - Suggest get prices and a loan from bank around \$150,000. Our Accountant thinks we can handle this within our budget.
    - Applications for Grants need to be actioned.
- A proposal from the Cricket Club was tabled. Clive and Dave will be our representatives. Melville High cannot provide funding for this.
- 5YA Funding was discussed, with items specified that the MoE will fund, such as completing C Block upgrade, Art Block refurbishment, Turf and fencing, Health and Safety, and other work. MoE have been in and audited our property, so they will stipulate what needs to be done – therefore it will be best to wait until their report is received.
- The Performing Arts facility was discussed, with agreement that this needs to stay on the list of priorities.
- We are still under contract to Programmed Maintenance until the end of this year. We need to get further quotes for our maintenance.
- Turf - \$4,000 to repair and refurbish. Discussion ensued. It was agreed to spend \$4,000 on repairing the turf, with the proviso that the 'stickys' get fixed.

**IT WAS MOVED** that the Board seek a \$150,000 loan over five years at the best interest rate possible for purchase of a van, completion of shelter and upgrading the Entranceway.

**T.COOPER/G.ROWLING**

**CARRIED**

**IT WAS MOVED** that the Report be accepted.

**G.ROWLING/B.RUSSELL**

**CARRIED**

**POLICY**

Tabled.

**IT WAS MOVED** that the Strategic Planning Policy lay on the table for ratification next month.

**T.COOPER/C.HAMILL  
CARRIED**

**IT WAS MOVED THAT** the following policies be removed:

- ESOL Students, NAG 1, Policy 1.10
- Library NAG 1 Policy 1.11
- Information Literacy NAG 1 Policy 1.12

**T.COOPER/J.JACKSON  
CARRIED**

The Policy sub-committee has decided to meet every second month after the March meeting.

**IT WAS MOVED** that the Report be accepted.

**T.COOPER/L.WILLIS  
CARRIED**

**FINANCE**

Tabled with the November, December and January reports.

- The draft Budget is progressing and Peter Granville is happy with where we are at.
- Discussion ensued on the hours of the ESAL teacher. The challenge is that we don't have any international students so the teacher works with ESAL students.

**IT WAS MOVED** that the Board acknowledge system cheque numbers

November 2014	29540 - 29643	totalling	\$ 62,541.21
December 2014	29644 – 29713	totalling	\$394,393.24
January 2015	29714 – 29772	totalling	\$ 93,698.99

and Manual Cheques:

November 2014	191673 - 191675	totalling	\$ 34,977.17
December 2014	191676 – 191681	totalling	\$ 2,863.02
January 2015	191682	totalling	\$ 450.00

be acknowledged as being paid.

**T.COOPER/L.WILLIS  
CARRIED**

**IT WAS MOVED** that the financial position and investments updates for November 2014, December 2014 and January 2015 be noted and accepted.

**T.COOPER/L.WILLIS  
CARRIED**

**IT WAS MOVED THAT** the ESAL teacher work 8 hours per week with one MMA for her responsibilities. This to be reviewed in June

**T.COOPER/L.WILLIS  
CARRIED**

**IT WAS MOVED** that the Report be accepted.

**T.COOPER/B.RUSSELL  
CARRIED**

**GENERAL BUSINESS**

- **STRATEGIC AIMS & GOALS**

- Document was tabled from the meeting with staff.
- Each point was discussed at length.

**IT WAS MOVED** that the Strategic Aims and Goals be as follows:

**T.COOPER/C.HAMILL**

**Strategic Aims  
2015 – 2017**

1. To improve all student achievement (academic, cultural and sporting).
2. To enhance our caring, supportive environment through positive and culturally responsive relationships.
3. To provide engaging multiple pathways for educational success.
4. To develop staff so they can empower learners to contribute confidently and responsibly in our changing world.
5. To promote Melville High School as the “school of choice” for our community.

### Major Goals for 2015

1. Enable and support the learning needs of every student.
2. Strengthen the culture of learning for students and staff.
3. Review pastoral care structure.
4. Create greater coherence between the curriculum, areas of focus, school systems, structures and student needs.
5. Improve the school's physical environment.
6. Review the school charter and consult with our community.
7. Promote Melville High School as the 'school of choice' through the development of a school marketing plan.

**CARRIED**

### • MARKETING PLAN

- A sub-committee needs to be set up for this. Suggestions for this are:
  - Tracey [Convener]
  - Clive
  - Janine
  - Staff Rep
  - Finance Officer
  - Trevor Faville
  - Chris Williams from King Street Advertising
- Tracey is to set an initial meeting date by the end of the week.

### IN-COMMITTEE – Page 106

**IT WAS RESOLVED** that in terms of Section 48 of the Local Government's Official Information and Meeting Act 1987, the public be excluded from this part of the meeting because the Board wishes to discuss a matter concerning personnel and this discussion, if in public, would infringe the privacy of a natural person under Section 9/2/A of the Official Information Act 1982.

**T.COOPER/K.CHRISTIESON**

**CARRIED**

**IT WAS MOVED** that the Board move Out of Committee.

**T.COOPER/B.RUSSELL**

**CARRIED**

**IT WAS MOVED** that the decisions made whilst In-Committee be approved.

**T.COOPER/C.HAMILL**

**CARRIED**

**The meeting finished at 7.56 p.m.**

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Tracey Cooper

25 March 2015