

## MELVILLE HIGH SCHOOL

Minutes of the Melville High School Board of Trustees Meeting held on Wednesday 16 April 2014 at 6.00 p.m. in the Board Room at Melville High School.

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

**APOLOGY:** Aaron Whaanga

**IN ATTENDANCE:** Jocelyn Caughley, Coralie Stoner  
Arts Learning Area: Lester Silver, Rachel Kiddie, Trevor Faville  
6 – 6.50 p.m. Apology from Kathleen Christian

### ARTS CURRICULUM PRESENTATION

Lester, Rachel and Trevor spoke to tabled document, introducing themselves.

- Most of the staff from Arts curriculum area are practicing professionals out of school in their own right.
- Extra-curricular Arts activities are popular.
- They feel they deserve greater investment.
- Achievement data from Visual Arts, Drama and Music were tabled and discussed. Their goal is to maintain a 75% pass rate.
- Trevor spoke to the inequity of music learning, which is a nationwide problem.
- They expressed their general concerns, although these had already been addressed by Clive. Having a good physical space promotes a good learning area.
- Covering for the courtyard outside the arts room was discussed.
- The state of doors in area are poor. This could be addressed through the 5YP resourcing which will be available from 1 July 2015.
- Drama space is a big issue. It requires a specific type of space. Discussion ensued. It was felt there is a need for a specific performing arts area, but it comes down to funding. There is a need for long term planning for this. The Board appreciates the great work the Arts areas are doing. It was suggested that some Board members and Arts area personnel get together and decide what is wanted from the Arts Department. The Arts learning area feel that if we want to be a school of choice we need to have good facilities. There is a need to have a vision instead of 'band aid' solutions. Everything comes down to funding.
- The arts area tabled and spoke to capital purchases and upgrades that they wished for – totalling \$9,200.
- Clive stated that existing processes ask LoCs for priorities at the end of each year. Foreshadowing of a timeframe is important.
- The Arts Learning area were thanked for giving up their time, the Board appreciated this. The letter forwarded to the Board late last year was acknowledged and will be discussed.

**Lester, Rachel and Trevor left the meeting at 6.50 p.m.**

Coralie, who will be Bill's substitute during his sabbatical, was welcomed to the meeting.

Aaron Whaanga has asked for leave of absence, due to Basketball commitments for three meetings, February – April. His Basketball commitments will finish on 5 May. Discussion ensued. It was felt that this matter could be managed better next time. **IT WAS MOVED** that Aaron be granted leave of absence for the February – April meetings.

**T.COOPER FROM CHAIR  
CARRIED**

**MINUTES OF PREVIOUS MEETING**

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

**B.RUSSELL/J.JACKSON  
CARRIED**

**MATTERS ARISING**

Nil

**CORRESPONDENCE****Inwards**

MoE	Property 5YP Agreement	cc: Property
	2014 Staffing Entitlement	cc: Finance
NZSTA	AGM	cc: All
	Professional Development	cc: All
	Residential and Mentoring Programme for Chair	cc: Chair
HCC	Notice of Rating Valuation	cc: Property
Alison Tuck – resignation as from 22 August 2014		cc: Personnel

**Outwards**

NZSTA Registration of Workshop on 4 June – Student Achievement-Secondary

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

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

**PRINCIPAL'S REPORT**

Tabled.

- 50<sup>th</sup> Reunion was magnificent. It really refreshed people's association with the school. Thanks to all who worked hard.
- With our roll drop we have to ask MoE permission to advertise for any permanent staff. This makes it challenging to be able to advertise for a permanent Counsellor. With the resignation from Alison Tuck from 22 August, we need to apply to make an Assistant Principal appointment permanent and MoE may not look favourably on us applying for more than one permanent vacancy.
- The Ministry are asking us to pay the salary of a fixed term teacher for Term 1 2013, who was supernumerary from another school. The teacher's other school paid his salary at this time, but now are asking for reimbursement.
- We will be writing to the Ministry regarding the Richmond Park Hall. This is owned by the Ministry, but the community paid for the building. This could be a positive step towards having a Drama area. If we were able to attain this building it would need to be owned by the Board, in partnership with the community. We will hopefully have an answer by the end of Term 2.
- Clive spoke to the tabled Charter. He has had positive feedback. We now have Achievement Targets and not an Annual Plan. Tracey thanked Clive for all his work with the Charter and Targets.
- The Assistant Principal appointment was spoken to. It would be good to be able to make an appointment prior to 22 August. It was decided that Clive would be involved in this process, even though he will be on Sabbatical Leave. Clive will be back from overseas mid-June so the timeline needs to cater for this. The new appointee will need to give eight week's notice. Gender and ethnicity will need to be taken into account.

**IT WAS MOVED** that the Report, including the Charter and Achievement Targets and Analysis of Variance be approved.

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

**Coralie left the meeting at 7.10 p.m.**

- The issue of the Education Amendment Act and how complex some matters are was discussed. The Ministry is changing and becoming more bureaucratic. Emphasis is on Level 2.
- Tracey wished Clive an enjoyable Sabbatical, which the full Board endorsed.

**Clive left the meeting at 7.14 p.m.**

**CHAIR REPORT**

Taken as read.

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

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

**STAFF TRUSTEE**

Tabled.

- SSA is working great. Planning is good.

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

**B.RUSSELL/J.JACKSON  
CARRIED**

Bill was wished all the best for his Sabbatical in Term 2.

**STUDENT TRUSTEE**

Tabled.

- Bex raised the issue of shelter for students with winter approaching and the need for students to stay dry.
  - The Rec. Centre is open on wet days. Three bells are rung on wet days and duty teachers oversee the covered areas.
  - Discussion ensued. Bill and Bex will take this issue to Dave as a temporary solution is needed immediately. There is a need to have a commitment that classroom areas are open on wet days.
  - The matter is to go on the next Property Agenda.

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

**B.MILICICH/L.WILLIS  
CARRIED**

**PERSONNEL**

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

- Mereana Te Ahuahu, Fixed term Special Needs Teacher Term 2 2014
- Maria Pearce, Gateway Co-ordinator from 5 May 2014
- Donna Wilson, Arts Co-Ordinator 31 March-5 December 2014 [term time] 4 hours per week
- Neville Ainsley, Fixed term, part-time Teacher Aide from 1 April 2014
- Donna Wilson, fixed term Educational Assistant Term 2 2014
- Ang Climo, fixed term Receptionist 26 May – 23 June 2014
- Claire Lincoln, fixed term Actg. Executive P.A. 26 May – 23 June 2014

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

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

- Nilesch Prasad, Mathematics Teacher from 2 June 2014.
- Alison Tuck, Assistant Principal, from 22 August 2014.

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

**PROPERTY**

Tabled.

- Removal of Chemical and Counsellors buildings should happen during the term break.

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

**G.ROWLING/T.COOPER  
CARRIED**

**POLICY**

Tabled and taken as read.

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

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

**FINANCE**

- March financial summaries tabled.

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

March 2014	28757 – 28853	totalling	\$130,541.07
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and Manual Cheques;

March 2014	191616 - 191630	totalling	\$46,890.72
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be acknowledged as being paid.

**T.COOPER/G.ROWLING  
CARRIED**

**IT WAS MOVED** that the financial position and investments updates for March 2014 be noted and accepted, with an on call balance of \$411,985.40.

**T.COOPER/G.ROWLING  
CARRIED**

**50<sup>TH</sup> REUNION**

Reports Tabled.

**GENERAL BUSINESS**

Nil

**IN-COMMITTEE – Page 58**

**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/B.MILICICH  
CARRIED**

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

**T.COOPER/G.ROWLING  
CARRIED**

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

**T.COOPER FROM CHAIR  
CARRIED**

**The meeting finished at 7.31 p.m.**

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Tracey Cooper

28 May 2014