

MELVILLE HIGH SCHOOL

Melville High School Board of Trustees Meeting held on Monday 25 August 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

Clive informed the meeting that the presentation from the Guidance Counsellor will take place at a later date.

MINUTES OF PREVIOUS MEETING

IT WAS MOVED that the minutes of 30 July 2014 be accepted and adopted as a true and accurate record, after changing 'playgroup' to 'playground' on page 73.

**J.JACKSON/C.HAMILL
CARRIED**

MATTERS ARISING

- John Gallagher Fitness Centre – availability still being looked into.
- KAMAR parent portal – there is an issue with this portal through our website, which has to be resolved.
- To check to see whether Reunion Monies have been received yet.
- Student Council Monies – this account is in credit – is used as a holding account for the likes of Leavers Jackets etc.
- School Ball looks like it has made a profit – still in process of finalizing accounts.

CORRESPONDENCE

Inwards

MoE	Acknowledgement of Receipt of Annual Report	cc: Chair/Principal
	Board & Principal Alert x2	cc: All
	Audited Accounts – Congratulations on improved financial performance	cc: All
ERO	National Reports – Raising achievement in secondary schools	
	and Towards equitable outcomes in secondary schools	Tabled
NZQA	Report of findings of MNA Review	cc: Chair/Principal
NZSTA	Public Achievement Information Meeting	cc: All
	Reminder Student Trustee Elections	cc: All
	Waikato Networking Day	cc: All
	STA News, July	cc: All
	Networking Conference	cc: All
	Interim details of IES agreement for variation to STCA	cc: All
	Spirit of Adventure Trust – Student Trustee Voyage 2015	cc: Chair/Principal
	Parent re movie ratings	cc: Chair/Principal
	Letter from parents re uniform issue	cc: All

Outwards

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| MoE | Annual Report 2013 |
|-----|--------------------|
- Discussion ensued regarding letter received regarding movie ratings. The movie shown to the class was an R13. LoC English has spoken to the parents and student and given the student an alternative movie. Acknowledgement of the letter will be actioned and will also thank them for bringing concern to our attention. Further discussion took place on the extra help that is needed for students that do alternative movies.
 - Discussion on Student Trustee Voyage on Spirit of Adventure - it was felt this would be good for the new Student Trustee if they were interested. A berth is to be reserved.

- Letter from parents re uniform issue to be discussed In-Committee.

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

**T.COOPER FROM CHAIR
CARRIED**

CHAIR REPORT

Tabled and spoken to by Tracey.

- Maori Community Hui went well.

IT WAS MOVED that the Report be accepted.

**T.COOPER FROM CHAIR
CARRIED**

PRINCIPAL'S REPORT

Tabled and spoken to by Clive.

- Our Open Day /Information Evening was successful.
- BoS - have shared with staff the process of observations.
- Business BP Challenge was great and our students gained a lot from the three day event.
- Course Selection process has changed. Discussion ensued, in particular regarding parent input. A Text/Email will be forwarded to parents/caregivers advising them when a copy of the selection form is being sent home.
- Kelli Kemara, our new Assistant Principal, would like her Powhiri to occur on 25 September [last week of this term].
- Clive tabled some pre-ERO information for members, which they are requested to bring to the ERO Focus meeting on 27 August.
- Annual Report on Personnel matters was tabled:
 - Staff Appointment
 - The school policy on staff appointments is currently under review and has been consistently implemented.
 - Teacher Registration
 - All teaching staff are registered.
 - Teachers' registration status is monitored quarterly by the Principal's PA and is colour coded according to expiry dates.
 - Timely reminders are sent to staff.
 - Provisionally Registered Teacher
 - Melville High currently has five provisionally registered teachers.
 - The Deputy Principal, Dave McNulty, implements a thorough programme of support and professional learning for all provisionally registered teachers.
 - Assessment of teachers against the professional standards
 - The current appraisal and attestation process includes teachers being assessed against the professional standards.
 - Salary increments are authorized as a consequence of teachers being successful in this assessment.
 - Staff professional development programme and outcomes
 - The school implements a thorough Professional Learning [PL] programme.
 - This is managed by Deputy Principal, Dave McNulty, and supported by the Professional Development Committee.
- Clive informed the meeting that consultation is taking place with the Administration Team regarding reorganization of the Team. This is occurring before we advertise for a permanent Typist.

IT WAS MOVED that the Report be accepted.

**C.HAMILL/B.RUSSELL
CARRIED**

PERSONNEL

IT WAS MOVED that the following appointments be ratified:

- Phobie Howarth, long term relieving English teacher to cover maternity leave 18 August 2014 - 29 August 2016.
- Shirley van den Broek Relief Typist/Office Assistant from 4 August 2014.

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

STAFF TRUSTEE

Tabled.

- Important exams are under way for seniors.
- Staff are having problems policing students with non-uniform jackets/jumpers during the cold weather.

IT WAS MOVED that the Report be accepted.

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

STUDENT TRUSTEE

Tabled.

- Student Council has not been active.
- Mufti Days have not happened. Discussion ensued on mufti days - these are usually for fundraisers for nominated charities.

IT WAS MOVED that the Report be accepted.

**B.MILICICH/G.ROWLING
CARRIED**

STUDENT DEVELOPMENT

Tabled.

- Discussion was held at the meeting on how to fundraise for events. It was felt that a Fundraising Committee is needed and an annual fundraiser should be established. The committee will discuss the issue further - perhaps put something in the next Newsletter and agenda it for the next Community Whanau Hui.
- Stand-down and Suspension data was tabled and discussed at the meeting.
- Uniform issues were discussed, in particular the motion suggested by the committee. Concern was expressed regarding health and safety with jandals in the Technology and Science areas. Further discussion also took place regarding the wearing of beanies and no white button through shirts for students. Long discussion ensued.
- **IT WAS MOVED** that the Board allow Jandals to be worn by Year 13 students in Term 1 and Term 4 and black beanies with Melville High School lettering for all students in Term 2 and Term 3. White polo shirts for boys as per uniform regulations to be maintained next year. This means no white button through shirts unless students are wearing No. Ones. White polo shirts to be part of girls uniform code as well.

**J.JACKSON/B.RUSSELL
YES: 4**

OPPOSED: 2

SUSTAINED: 1

CARRIED

IT WAS MOVED the Report be accepted.

**J.JACKSON/B.MILICICH
CARRIED**

PROPERTY

Tabled.

- Richmond Park Hall can be moved. There are issues with power and telephone lines on Bader Street.
- Two new vans are needed in the next couple of years. Clive will approach the Gallagher Group to see if they will contribute towards the purchase.
- Sign for gate was discussed. This is part of a student project and could be part of a marketing strategy.

- The front gate needs sprucing up.
- Bus shelters were discussed for the bus bay. Clive is to approach the Hamilton City Council to enquire about costings etc. Advertising would alleviate costs. The Council could also be asked if they had any spare shelters we could have.

IT WAS MOVED that the Report be accepted.

**G.ROWLING/L.WILLIS
CARRIED**

POLICY

Tabled.

- Search and Seizure Training is taking place in Auckland on 4 September. Clive and Dave will be attending this Seminar.
- BoT Code of Behaviour to be looked at.
- Tracey attended an STA Chair Forum and it was suggested that a Chair/Principal Relationship Policy be developed.
- **IT WAS MOVED** that the Curriculum Delivery Policy and Staff Appointment Policy lie on the table for ratification at the September Board Meeting.

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

IT WAS MOVED that the Report be accepted.

FINANCE

Tabled.

- Discussion ensued on 'double dipping'. We have previously had legal issues regarding this.

IT WAS MOVED that the Board acknowledge system cheque numbers

July 2014	29161 - 29252	totalling	\$83,013.18
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and Manual Cheques:

July 2014	191638 - 191648	totalling	\$1,964.80
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be acknowledged as being paid.

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

IT WAS MOVED that the financial position and investments update for July 2014 be noted and accepted.

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

IT WAS MOVED that the 2013 Audited Financial Accounts, received on 6 August 2014, be accepted.

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

IT WAS MOVED that the Report be accepted.

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

GENERAL BUSINESS

ERO

- An ERO focus meeting is to be held this Wednesday 27 August at 6.00 p.m. Clive tabled some information and asked members to come prepared.
- Board members are requested to attend a meeting with ERO on Monday 8 September, 4 p.m. and Wednesday 17 September, 3.30 p.m.

VISIT BY HEKIA PARATA

- It was felt that this was a waste of time and we missed an opportunity for Melville High with media present. Clive informed the meeting that he was given specific instructions on what was wanted.

WHANAU HUI

- It was felt that this needs to be more inclusive.

IN-COMMITTEE – Page 83

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 FROM CHAIR
CARRIED**

IT WAS MOVED that the Board move Out of Committee.

**T.COOPER FROM CHAIR
CARRIED**

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

**T.COOPER FROM CHAIR
CARRIED**

The meeting finished at 8.20 p.m.