

MELVILLE HIGH SCHOOL

Minutes of the Melville High School Board of Trustees Meeting held on Wednesday 26 February 2014 at 6.00 p.m. in the Board Room at Melville High School.

PRESENT: Tracey Cooper, Janine Jackson, Gilly Rowling, Bex Milicich, Bill Russell, Liz Willis, Dave McNulty [Actg. Principal]

APOLOGIES: Clive Hamill, Aaron Whaanga

IN ATTENDANCE: Jocelyn Caughley

Tracey welcomed all to the first Board meeting of 2014.

ELECTION OF CHAIRPERSON

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

Tracey Cooper

L.WILLIS/J.JACKSON

IT WAS MOVED that nominations be closed.

B.RUSSELL/G.ROWLING

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 20 November 2013 be accepted and adopted as a true and accurate record.

B.RUSSELL/J.JACKSON

CARRIED

MATTERS ARISING

- Hit List for tidy up for reunion is making good progress.
- Drinking Fountains have been installed / upgraded. Students do not appear to be aware of this and are to be informed at their next Assembly. There was difficulty with access in installing some of these units.
- Roll discussed – MIS roll is not great. Dave met with David Cooke today. The roll drop seems to be common with all Intermediate schools. Melville High will be actively engaging with Melville Intermediate.
- Have registered with Volunteer Waikato.
- Windows and curtain rails need to be cleaned before new curtains are installed in J Block and D8. Dave is to talk to our Caretaker regarding this.

CORRESPONDENCE

Inwards

MoE	Annual Reporting Circular	cc: Finance
	Education Council of Aotearoa NZ [EDUCANZ]	cc: All
	KaHikitia – Maori education strategy - publication	cc: All
	Staff pays in December	cc: All
	Property News	cc: Property
	ACE CA	cc: All
	Weather-tightness failure	cc: Property
	Payroll matters	cc: All
	School Executive Officers CA	cc: All
	Resourcing Information	cc: Finance
	Update on Payroll matters in Annual Financial Statements	cc: All
	Prime Ministers announcement on education	cc: All
	Guidelines for surrender & retention of property and searches	cc: All
	ERO National Report – improving Guidance & Counselling for students	cc: All
	<i>Education Gazette</i> Board Alerts x3	cc: All
	School Annual Finance Report	cc: All

MoE	Education Gazette Board Alert	cc: All
NZSTA	STA News, November/December 2013	cc: All
	Waikato Region Newsletter	cc: All
	End of Year Catch-up	cc: All
	NZSTA Matters	cc: All
	President's End of Year Wrap Up	cc: All
	Messages for Start of Year	cc: All
	Field Officer [Peter Murphy] on sick leave	cc: Chair/Principal
	Waikato Region elections	cc: All
	Support Staff Collective Agreement	cc: All
	Update	cc: All
PPTA	News November/December 2013	Tabled
Kathleen Christian	re Performing Arts	cc: Property
Jo & Darren Curry	re uniform	cc: Uniform
Owen McLeod & Co.	re Audit for year ended 31 December 2013	cc: Finance
Student Trustee	re Y13 footwear	cc: Uniform
Arts Curriculum	– opportunities	cc: All

Outwards

Jo & Darren Curry reply

Kathleen Christian reply

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

**T.COOPER FROM CHAIR
CARRIED**

CHAIR REPORT

Tabled and taken as read.

IT WAS MOVED that the Report be accepted.

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

ACTG. PRINCIPAL'S REPORT

Tabled.

- We have had a good start to the year and Year 9 students have settled in well.
- The Year 13 cohort this year is impressive.
- POET discussed.
- NCEA results are continuing in a positive trend, apart from 2013 Level 3. Discussion ensued. Donna Wilson is working well with students to gain their credits.
- 1 March Return is coming up. We have been funded on 608 and our roll is 582. This seems to follow on from the Intermediate roll drop – in particular females. The financial and staffing impact of this was discussed.
- BoS – Professional Learning has been undertaken by Alison Tuck and John Ledson.
- We are involved with the Secondary School Achievement Contract again this year. Facilitators will be visiting on 10 March.
- New computers have been ordered.
- Dave is impressed by the way all staff have supported SLT in the last few weeks with Clive being away and then John being away for a couple of weeks.
- Clive is progressing well and will be returning on 10 March.

IT WAS MOVED that the Report be accepted.

**D.McNULTY/B.RUSSELL
CARRIED**

PERSONNEL

IT WAS MOVED that the following appointments be ratified:

- Lesley Beech, .6FTE Counsellor 1MMU and 2MMA Terms 1 & 2 2014
- Lauren Penney, full-time fixed term Science teacher for 2014
- Sandra McGregor, full-time fixed term Special needs teacher Terms 1 & 2 2014
- Sara Knox, part-time fixed-term [.13FTE] 30 January-17 April 2014
- Paula Stewart, part-time fixed term [.53FTE] ESOL for 2014
- Simon Zhang, permanent IT Technician from 24 February 2014
- Sheryl Bettley, part-time fixed-term Administrator for term times 2014

- 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
- Keoghan 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/D.McNULTY
CARRIED**

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

- Andrew Allen, IT Technician from 20 December 2013
- Bailey Robertson, part-time aide to Caretaker from 6 December 2013
- Angela Climo, Gateway Co-ordinator from 17 April 2014

**T.COOPER/D.McNULTY
CARRIED**

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

- Teresa Bayly, fixed term MMU for EOTC Co-ordinator
- Ray Stephens, fixed term MMA for PB4L Facilitator

**T.COOPER/D.McNULTY
CARRIED**

STAFF TRUSTEE

Tabled and taken as read.

- SLT have coped well with staff shortage.

IT WAS MOVED that the Report be accepted.

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

STUDENT TRUSTEE

Tabled and taken as read.

IT WAS MOVED that the Report be accepted.

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

STUDENT DEVELOPMENT GROUP

Tabled and taken as read.

IT WAS MOVED that the Report, along with the Uniform Report be accepted.

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

The Uniform sub-committee will be meeting again on 4 March at 3.30 p.m.

PROPERTY

Tabled.

- Excess furniture was discussed and several ideas mooted on how to get rid of it.

IT WAS MOVED that the Report be accepted.

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

POLICY

Tabled.

IT WAS MOVED that the Gifted and Talented Policy be ratified.

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

IT WAS MOVED that the Report be accepted.

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

FINANCE

December and February reports tabled.

- The final Payroll printout for the year ending 31 December 2013 has not been supplied by Novopay, and therefore this is unable to be approved at this stage.
- 2013 financial surplus spoken to.
- Blind quotes were discussed. **IT WAS MOVED** that the Board proceed with new curtains for J Block and D8 at an approximate cost of \$12,000. **D.McNULTY/T.COOPER
CARRIED**

IT WAS MOVED that the Board thank all staff for their financial stewardship.

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

IT WAS MOVED that the Board acknowledge system cheque numbers

November 2013	28406 - 28523	totalling	\$340,701.48
December 2013	28524 - 28600	totalling	\$58,628.43
January 2014	28601 – 28659	totalling	\$140,419.89
and Manual Cheques;			
November 2013	191607 - 191610	totalling	\$39,876.06
December 2013	191611 - 191612	totalling	\$672.00
January 2014	Nil		-

be acknowledged as being paid

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

IT WAS MOVED that the financial position and investments updates for November 2013, December 2013 and January 2014 be noted and accepted.

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

50TH REUNION

Reports from 4 December 2013, 22 January 2014, 4 February 2014 and 18 February 2014 tabled.

IT WAS MOVED that the Reports be accepted.

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

GENERAL BUSINESS

• Western Community Newspaper

- Janine informed the meeting that she had spoken to personnel who run the bi-monthly Western Community News. They are looking at doing a monthly distribution at a cost of \$1,600, and are offering us, along with other contributing schools, alternate months. Should not be a high cost to us as an individual – should just be the cost of an advertisement. Distribution is wider than our previous publication. We need to give them a list of potential advertisers. Janine is happy to do the editorial and would encourage our Media Studies students to help. It was decided that Janine explore this proposal further.

IN-COMMITTEE – Page 47

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/L.WILLIS
CARRIED**

The meeting finished at 7.10 p.m.

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Tracey Cooper

26 March 2014