

MELVILLE HIGH SCHOOL

Melville High School Board of Trustees Meeting held on Wednesday 30 July 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, Aaron Whaanga, Liz Willis

IN ATTENDANCE: Jocelyn Caughley, John Ledson: 6pm – 6.45 p.m.

Tracey welcomed John to the meeting

MINUTES OF PREVIOUS MEETING

IT WAS MOVED that the minutes of 25 June 2014 be accepted and adopted as a true and accurate record.

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

MATTERS ARISING

- KAMAR password for parents to access parent portal was not available at Parent Teacher Evening. Clive to ask Dave where this is at and ask for a Report or presentation on the parent portal for the August Board meeting.
- Monies showing under Student Council in Budget – Clive will follow up on this.
- Staff Satisfaction Survey – Clive pointed out that as part of his 2013 Appraisal they are looking at the organisation of the SLT. He suggested this could be added to a survey to staff at this point.

CORRESPONDENCE

Inwards

MoE	Board Alert, 14 July	cc: All
	Hon. Hekia Parata, Minister of Education – Public Achievement Info.	Cc: Principal/Chair
ERO	National Report Summary	cc: All
NZSTA	STA New, June	cc: All
	Support Staff in Schools CA Settlement	cc: All
	Professional Development	cc: All
	Education Public meetings	cc: All
	Further information on IES	cc: All
WaiSTA	Regional Chairperson's Networking Forum	cc: Chair
	Professional Development	cc: All

IT WAS MOVED that the Inwards Correspondence be accepted. **T.COOPER FROM CHAIR
CARRIED**

CHAIR REPORT

Tabled and spoken to by Tracey.

- Tracey was impressed with the Health & Safety Report from David Kallahar to the Property Committee.
- School Ball arrangements seem to be going well.

IT WAS MOVED that the Report be accepted. **T.COOPER FROM CHAIR
CARRIED**

PRESENTATION ON BUILDING ON SUCCESS – JOHN LEDSON

- A Report was tabled on the background of Building on Success [BoS], a new initiative in our school. It is a lower cost version of Te Kotahitanga, which is to improve educational outcomes for Māori students and give equal participation in the education system.
- In 2006 results of Māori students were very low in Levels 1, 2 and 3. In 2007 we joined Te Kotahitanga for improving Māori Achievement and focused on Years 9 and 10. This involved a change in teaching style. John explained the process of Te Kotahitanga. We gained improvements in all aspects of Māori Achievement through to Year 13.

- The Ministry stopped funding Te Kotahitanga in 2012. The programme is embedded in Melville High so carrying on with the Te Kotahitanga Programme has been at our own cost.
 - At the end of 2013 the Ministry offered BoS to us with much reduced funding. We are keeping elements of Te Kotahitanga and training staff on BoS.
 - Critical point is John Ledson leading the programme – the Board contributes .6FTE and the RTLB Cluster contributes .2FTE.
 - Discussion ensued as to why the Te Kotahitanga programme was not taught at Teachers Training College.
 - Summary data was tabled and discussed from a survey that 75% of our staff completed. Data shows the difference in perception between teachers and students. Discussion ensued.
 - SLT have taken on Rongohia Te Hau – which is a new format of classroom walkthrough observations. These will take place on a regular basis, classifying the quality of the classroom interactions and learning and developing strategies for improvement and providing feedback to teachers about areas for improvement.
 - Consultation with the Māori Community needs to take place. We need our own name for Melville high School.
 - Clive tabled NCEA Data 2010 – 2013. Discussion ensued. We are looking for Māori and non-Māori results to converge, but we are not at this point yet.
 - Clive informed the meeting that our LoCs have been working with Teams Solutions, who are 'expert teachers'. LoCs have embraced this and it is improving teacher quality.
 - The Board asked how they could support the programmes – one is holding a Community Consultation, which needs to happen as soon as possible. Clive was asked to set a date, with board members happy to be part of this. Clive will liaise with Liz, Aaron, Te Whakahawea Rapana, Valetta Wiperi and John Ledson to make this happen.
- John was thanked for his work and presentation and left the meeting at 6.45 p.m.

PRINCIPAL'S REPORT

Tabled and spoken to by Clive.

- Interviews for Assistant Principal last Saturday went extremely well. Two of the candidates were experienced in Restorative Practices and Te Kotahitanga, plus had other great attributes. The Interview committee has chosen Kelli Kemara who is presently Deputy Principal at Opotiki. She is very impressive. Kelli will start Week 2 of Term 4.
- Clive acknowledged the sterling work undertaken in his absence by the Senior Leadership Team – Dave, Alison, John and Lester Silver, and also Rachel Kiddie who stepped up.
- The Orientation process is underway with Clive visiting many contributing schools. Our Open Day and Information Evening are to be held on Thursday 7 August.
- Team Solutions are doing great work with our LoCs, who have committed totally to this programme. The nature of the programme is about identifying students who are at risk of failing and adapting curriculum delivery to enhance these students to achieve.
- Personnel
 - Our staffing is going to be down due to our roll. We have some fixed term teachers, most of whom are great teachers.
 - Discussion took place on teacher quality and Teacher Council requirements

IT WAS MOVED that the Report be accepted.

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

PERSONNEL

IT WAS MOVED that Kelli Kemara be appointed Assistant Principal as from 20 October 2014.

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

IT WAS MOVED that the following appointments be ratified:

- Janina Rack, part-time fixed term Social Studies Teacher for T3 2014
- Holly Parker, part-time fixed term Social Studies/English Teacher for T3 2014.
- Lesley Beech, part-time fixed term Guidance Counsellor, 1MMU and 2MMA for T3 2014.
- Donna Wilson, fixed term Educational Assistant Terms 3 and 4 2014.

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

IT WAS MOVED that the following fixed term MMU be ratified:

- Sangita Achary, fixed term MMU for ICT responsibilities for 2014 academic year.

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

- Clive asked the Board's approval to seek approval from the Ministry of Education to appoint a permanent part-time Counsellor. Our Solicitor has affirmed with Ron Cronin-Lampe that he will not be returning to Melville High School.

IT WAS MOVED that approval is sought from the Ministry of Education to advertise for a permanent .6FTE Counsellor.

**T.COOPER FROM CHAIR
CARRIED**

- Clive informed the Board that he has been approached by two staff requesting to go to .6 and .8 respectively. He has advised them that the job would have to be advertised and they would have to apply for this position, along with the open market.

STAFF TRUSTEE REPORT

Tabled and spoken to by Bill.

- Bill thanked Alison Tuck and Holly Parker for covering his classes during his absence and Coralie Stoner for attending Board meetings.
- Bill visited several schools overseas during his Sabbatical.

IT WAS MOVED that the Report be accepted.

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

STUDENT TRUSTEE REPORT

Tabled and spoken to by Bex.

- Bex spoke to her tabled proposal of putting a playgroup or confidence course into Melville High School. The general feeling was that this is more of a primary school venture. It was decided to refer the matter to the Property Committee.

IT WAS MOVED that the Report be accepted.

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

STUDENT DEVELOPMENT

Tabled.

- Words for Prizegiving Certificates were agreed upon: Distinction and Commendation.
- Enrolment Form will be updated with the question – Are you of Tainui descent?
- Bex has asked that good attendance voucherS be changed to a Te Awa voucher. Clive will look into this.

IT WAS MOVED that the Report be accepted.

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

UNIFORM

Minutes from 23 July meeting were tabled, with recommendations. Discussion ensued. The uniform needs to be cost effective and manageable. Consistency of enforcing the correct uniform was discussed. Recommendations are to go through the Student Development Committee.

PROPERTY

Tabled.

- Use of the John Gallagher Fitness Centre is being looked into.
- Clive is still waiting to hear back from the Ministry regarding the Richmond Park Hall.
- 11% of Budget has been spent on Technology this year.
- 5YA monies is for Learning Environment, Health & Safety and Infrastructure.
- Brief discussion held on shelter.

IT WAS MOVED that the Report be accepted.

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

POLICY

Tabled.

IT WAS MOVED that the Report be accepted.

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

IT WAS MOVED that the Policy Writing Policy be ratified.

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

FINANCE

Tabled. Auditors still have our accounts.

IT WAS MOVED that the Report be accepted.

**A.WHAANGA/C.HAMILL
CARRIED**

IT WAS MOVED that the Board acknowledge system cheque numbers:

June 2014: 29070 – 29160 totalling \$365,482.89

And Manual Cheques:

June 2014: 191633 – 191637 totalling \$11,799.90
be acknowledged as being paid.

**A.WHAANGA/C.HAMILL
CARRIED**

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

**A.WHAANGA/C.HAMILL
CARRIED**

IT WAS MOVED that the Annual Accrual Payroll printout supplied by Novopay for the year ending 31 December 2013 be accepted.

**A.WHAANGA/C.HAMILL
CARRIED**

IT WAS MOVED that the Board approve an application for funding to the Lion Foundation for \$22,552 for basketball uniforms, equipment and tournament and accommodation fees.

**A.WHAANGA/C.HAMILL
CARRIED**

- Discussion on funding/access funds for special events, such as Excellence Dinner etc. in order that all students can attend. Without us having a P.T.A. for fundraising we need to come up with other ideas. Perhaps an email discussion, including staff, for ideas.

50TH REUNION

Minutes from final meeting of 50th Reunion Committee tabled. Final balance of \$10,425.68, after starting with \$7,120.67 from previous Reunion Committee. The Committee has decided to invest \$5,000 for the next Reunion Committee and \$5,425 to be gifted to the school, with the proviso that these monies must be spent on a permanent fixture and be student orientated, this to be recognized and acknowledged as coming from the 50th Reunion. Board, students and staff are to be asked for their ideas, with the Board making the final decision based on the Reunion Committee parameters.

IT WAS MOVED that the Report be accepted.

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

GENERAL BUSINESS

• ERO

- ERO have stated they want us to be prepared.
- Clive tabled a calendar – the Board needs quality time to focus and discuss ERO:
 - Go through last ERO Report
 - Go through types of questions likely to be asked.
 - Help the Board know what is going on.
 - The Board needs to demonstrate they know what goes on.
 - Need to be clear on Self Review
 - Clive will share the pre-visit sheet.
 - Day 1 ERO will meet Board and during the second week will give feedback.
- The process will be open and transparent.
- It was decided to have a Board ERO Focus Meeting at 6.00 p.m. on Wednesday 27 August, and move the Board August monthly meeting to Monday 25 August at 6.00 p.m.
- This year's Community Consultation with our Māori Whanau will take place on Wednesday 20 August at 6.00 p.m. Topics that will need to be covered are feedback on non-attendance at Kapa Haka Nationals, feedback on how the community want to be consulted and BoS. Clive, Liz, Aaron, John Ledson, Te Whakahawea and Valetta will organise evening, with Liz chairing the evening.

• REPORTING SCHEDULE TO BOARD

- Clive tabled the 2014 Reporting Schedule and asked members to prioritise items, as due to his illness and Sabbatical Leave several of the items have not yet been reported on.

Bill left the meeting at 8.00 p.m.

• PUBLIC RELATIONS

- Public Relations and marketing the school was discussed.
- Clive's visits to our Contributing Schools is a good public relations exercise and these are going well.

• STUDENT TRUSTEE ELECTIONS

IT WAS MOVED that Jocelyn Caughley be appointed Returning Officer for the 2014 Student Trustee Elections and the tabled timeline be adopted. **C.HAMILL/J.JACKSON CARRIED**

Timeline for Student Representative Election 2014 / 15

Compile & Close Roll	Wednesday 27 August
Advertise & Call for Nominations	Friday 29 August
Close Supplementary Roll	Noon, Wednesday 10 September
Nominations Close	Noon, Friday 12 September
Prepare Voting Papers	
Candidates Speak at Assembly	Tuesday 16 September
Voting	Thursday 18 September Tutor Group
Voting Closes	12 Noon Friday 26 September
Votes Counted & Results Declared	Thursday 2 October
Student Trustee takes Office	Friday 3 October
First BoT Meeting	29 October

IN-COMMITTEE – Page 77

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 8.25 p.m.

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Tracey Cooper

25 August 2014