

MELVILLE HIGH SCHOOL

Melville High School Board of Trustees Meeting held on Wednesday 25 June 2014 at 6.00 p.m. in the Board Room at Melville High School.

PRESENT: Tracey Cooper, Janine Jackson, Gilly Rowling, Bex Milicich, Aaron Whaanga, Liz Willis, Dave McNulty

IN ATTENDANCE: Jocelyn Caughley, Coralie Stoner

MINUTES OF PREVIOUS MEETING

IT WAS MOVED that the minutes of 28 May 2014 be accepted and adopted as a true and accurate record.

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

MATTERS ARISING

- Dave informed the meeting of the circumstances surrounding Paula Stewart's request for leave. Paula applied in December 2013 for leave in Term 2 2014. Paula then verbally stated that the dates would need to be changed. She then stated that she would need to take medical leave due to oral surgery. Paula was given a new leave form and asked to complete this. Paula subsequently asked for four weeks medical leave in Term 2 to recover from her oral surgery. Dave informed the meeting that our Discretionary Leave Policy indicates procedures for leave.
- Janine stated that she was not aware of Diana Preece's leaving function, as she was not at the last Board Meeting. Board members will be individually advised in future.
- It has been decided that we will consolidate and stay with Tier 1 PB4L.

CORRESPONDENCE

Inwards

- | | | |
|--------|---|---------------------------------|
| MoE | Board Alert, 3 June
Reply re making permanent appointment | cc: All
cc: Chair, Principal |
| ERO | Employment & Appraisal May 2014 | cc: Principal, Chair |
| NZSTA | STA News
2013 Annual Report
Support Staff in Schools CA | cc: All
Tabled
cc: All |
| WaiSTA | News, Waikato Region | cc: All |
- It was pointed out that the Ministry has given us approval to make a permanent appointment for the Assistant Principal vacancy. This does come with provisos for our future staffing.

IT WAS MOVED that the Inwards Correspondence be accepted. **T.COOPER/B.MILICICH
CARRIED**

CHAIR REPORT

Tabled.

- Stage Challenge was awesome, with MHS coming second and for the 8th year running winning the Spirit Award.
- Year 13 Drama performance of 'The Importance of Being Earnest' was great.
- U14 Rugby Team put up a good effort against Hamilton Boys High School.
- A lot of sports have been disrupted due to the measles outbreak.
- Tracey thanked Dave and Coralie for stepping up in Clive and Bill's absence.

IT WAS MOVED that the Report be accepted. **T.COOPER/D.McNULTY
CARRIED**

PRINCIPAL'S REPORT

Tabled.

- Our students are excelling in the Performing Arts sector, and consequently Kathleen Christian has been asked to explore the possibility of establishing a Performing Arts Academy here at Melville High. The concept certainly needs looking into and Dave would like a proposal/presentation to come to the Board a.s.a.p.
- Term 3 is going to be extremely busy with the appointment of a new Assistant Principal, visits to contributing schools, Open Day/Evening, Assessment Week, Tournament Week and a visit from ERO.
- The Youth Guarantee presentation from MoE to our LoCs was worthwhile. This could change the way we present our courses in future.
- Reports have been posted with our Parent Teacher Evening to be held on Wednesday 2 July. Parents will be given passwords and a log in to enable them to access the parent portal in KAMAR. We do need to improve our reporting process as the gap is too long from when the reports are written and the parents meet the teachers.
- Teacher Only Day went extremely well. Staff appreciated the Board providing lunch for them. It is hoped to have another Teacher Only Day next term in preparation for ERO.
- Building on Success – we are working on this. We are given minimal funding for this.
- ERO visit – we are well underway with preparation for this.
 - Dave distributed the BoT Assurance Statement from their last visit and also advised members to look at the ERO website to refresh on our last report.
 - Dave explained the process of the visit.
- RTLB Y11-13 contestable funding has been reduced. We also applied for funding to support Pasifika students, which was not successful.
- Year 9 themed class was spoken to and discussed. Five core teachers are working together, with integrated delivery. This has gone well and will be explored further.
- A lot of interest has been shown in our advertised Assistant Principal vacancy with 42 queries to date. Applications close 14 July.
- Fran Diaz has applied for two years maternity leave from 18 August 2014.
- Staffing in the Learning Initiatives Department is being looked at with Mereana Te Ahuahu leaving at the end of this term for a permanent position at Manukau Institute of Technology.
- The staff typist position has not yet been advertised as the overall structure of the Administration staff is being looked.
- A Breakfast Club is starting here in Term 3, 8 – 8.30am Monday and Wednesday in Café Makona, which will be open to all students. Lesley Beech is working with this. Sanitarium and Fonterra are sponsoring the milk and cereal. We will look further to expand if there is a need.
- We have had no identified cases of measles at Melville High.

IT WAS MOVED that the Report be accepted.

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

PERSONNEL

IT WAS MOVED that the Board ratify Fran Diaz's request to go on on Maternity leave from 18 August 2014 for the full two year allowance as per PPTA CA.

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

STAFF REPORT

- Coralie requested clarification on the Health and Safety Officer / Committee / reporting structure. Discussion ensued. It was felt that a monthly report to the BoT Property sub-committee, via the Deputy Principal, from the Health and Safety Officer David Kallahar would be a good idea. David Kallahar will be invited to the next property meeting.
- Coralie was thanked for representing the staff during Bill's absence.

STUDENT TRUSTEE

Tabled.

- Bex would like the Uniform sub-committee to convene.
 - Facial piercings were discussed. Our Uniform Code states that these are only allowed for cultural reasons.
 - Staff need to be consistent with students wearing the correct uniform. Discussion ensued where it was asked if tutor group was held first thing in the morning, would it help alleviate missing learning time while correcting non-uniform items.

IT WAS MOVED that the Report be accepted.

**B.MILICICH/T.COOPER
CARRIED**

STUDENT DEVELOPMENT

Tabled.

- Janine tabled a 'Staff Satisfaction Survey'. It was felt that this would give the Board a picture of how teachers see themselves as teachers, satisfaction in their job etc. Discussion ensued. It was felt that we need to identify the purpose and what the Board is going to do with it. The Survey should be done electronically.
- School Ball – process was explained where 85% attendance is required, along with subject fees being paid. Senior Leadership are aware of mitigating circumstances and take these into consideration. An Automatic Payment process is in place if people wish to avail of this. The Ball is being held on 9 August in the School Hall.

IT WAS MOVED that the Report be accepted.

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

PROPERTY

Tabled.

- Lockers are being looked at. Discussion was held as to the appropriate place for these if this goes ahead. Dave will be taking the Locker issue to the Student Council to gauge whether there is a demand for them.
- There has still been no reply from the Ministry regarding our query of the Richmond Park Hall.
- The availability of the John Gallagher Fitness Centre needs to be looked at for our sports teams.

IT WAS MOVED that the report be accepted.

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

POLICY

Tabled.

IT WAS MOVED that the Policy Writing Policy lie on the table for ratification at the July Board Meeting.

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

IT WAS MOVED that the Report be accepted.

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

FINANCE

Tabled.

- Finances are looking good at this stage. It is good to have uncommitted funds. This has been a team effort to get it to this stage.
- Dave spoke to the wireless installation and the infrastructure that will be in place.
- Bex queried the monies spent by the Student Council. Dave is to follow up on this.
- An Audit Exercise paper from our Auditors was tabled, where they are asking if the Board has considered Circular 2013/06 and if we have a policy that complies with the circular.
 - The circular pertaining to what can be invoiced to parents was discussed at length. We are presently charging for materials used and photocopying, but our 2015 fees and curriculum books are being updated to follow the correct procedures. We are able to charge for materials used if the project is taken home by the student. This will be discussed further at the next Finance meeting. Donation amount will need to be looked at.

IT WAS MOVED that the Board acknowledge system cheque numbers

May 2014 28868 – 29069 – totalling \$172,369.83

and Manual Cheques;

May 2014 191624 – 191632 totalling \$2260.17

be acknowledged as being paid.

A.WHAANGA/D.McNULTY

CARRIED

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

A.WHAANGA/D.McNULTY

CARRIED

IT WAS MOVED that the Report be accepted.

A.WHAANGA/D.McNULTY

CARRIED

IN-COMMITTEE – Page 70

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 7:40p.m.

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Tracey Cooper

30 July 2014