

## MELVILLE HIGH SCHOOL

Minutes of the Melville High School Board of Trustees Meeting held on Wednesday 26 March 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

**APOLOGIES:** Liz Willis, Aaron Whaanga

**IN ATTENDANCE:** Jocelyn Caughley

### ARTS CURRICULUM PRESENTATION

This will happen at the next meeting. Clive will be working with the Team to have a more constructive presentation, with solutions, available for the Board. Clive affirmed his request with LoCs that he wished to see their presentations before they go out. Discussion ensued on how to fund the facilities that the Arts Curriculum wish to have.

### MINUTES OF PREVIOUS MEETING

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

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

### MATTERS ARISING

- Janine has met with personnel from the Western Community Newspaper. Advertising costs could be a barrier. Community input would be needed, not just Melville High.

### CORRESPONDENCE

#### Inwards

MoE	Planning and Reporting for 2014	cc: Principal, Chair
	School Annual Accrual Report x2	cc: All
	Developments re payroll issues	cc: All
	Ngaruawahia High joining Hamilton AE Consortium-extra 5 places	Tabled
NZSTA	Professional Development x3	cc: All
	Newsletter Term 1	cc: All
	Resource Annual	Tabled
	Conference Brochure	Tabled
	News, January/February	cc: All
	Waikato Region Executive Election Results	cc: All
	Board Professional Development	cc: All
	Investing in Educational Success [IES]	cc: All
NZEI	Notification of Support Staff PUM	Tabled
PPTA	Paid Union Meeting Thursday 10 April 1.30 p.m.	Tabled
Paula Stewart	re facial piercings	cc: Uniform
Alison Tuck	– request for leave of absence	cc: Personnel

#### Outwards

Art Curriculum Members – acknowledgement of letter

- Discussion ensued on Ngaruawahia joining our AE Consortium. Ann Clark and other MoE personnel will be visiting Clive next week, as there is a lot of money that we are responsible for. There will be an extra \$60,000 to manage with Ngaruawahia joining. We report to Principals on a bi-annual basis. All members of the Consortium are invited to two meetings. Everything is transparent. Melville High manages the resources well.

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

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

## CHAIR REPORT

Tabled and taken as read.

- The new sculpture has been installed. The garden will be replanted.
- Clive thanked Tracey for the manpower.
- Finances are looking good.

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

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

## PRINCIPAL'S REPORT

Tabled.

- Clive is pleased to be back. Dave did a good job in his absence. Thanks to all for helping during his absence.
- Clive thanked Liz, Gilly, Janine and crew for the work with the curtains. It was stated that the cleanliness of the rooms was disgusting. Clive is to follow up on this.
- Charter is still being worked on. There are new guidelines which makes it more difficult.
- **IT WAS MOVED** that the Board affirm the Strategic Goals and Major Goals for 2014:

### **Strategic Goals 2013 – 2015**

- To improve all **student achievement** (academic, cultural and sporting) and in particular:
  - Māori student achievement
  - Pasifika student achievement
  - Students with Special Needs
- To develop safe, supportive and constructive **relationships** between students, staff and our community
- To provide **multiple pathways** for educational success
- To develop a high quality learning **environment**, including resource and service infrastructure<sup>1</sup>
- To sustain leadership in the integration of technology and **best practice** in learning and teaching
- To successfully **implement the New Zealand Curriculum**

### **Major Goals for 2014**

1. **Improve academic achievement by developing our culture of learning and supporting Māori students' achieving success as Māori.**
  - a) Focusing on identifying and supporting cohorts of:
    - i. At-risk Year 9 and Year 10 students who have limited numeracy and literacy skills.
    - ii. Year 11 students who are at risk of not achieving NCEA numeracy and literacy credits.
    - iii. Year 11 students who are at risk of not achieving NCEA Level 1.
    - iv. Year 12 and Year 13 students who are at risk of not achieving NCEA Level 2.
  - b) Developing our culture of learning through:
    - i. Defining the key elements of our culture of learning
    - ii. Identifying priority areas
    - iii. Implementing a professional learning strategy to effect change
    - iv. Quarterly review
2. **Improving attendance**
3. **Making quality teaching appointments**
  - a) New appointments reflect a balance of proven experience and youth.
  - b) LOC's and HOC are involved in the appointment process.

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

- The Annual Report Cycle with LoCs and HoCs is proving invaluable.
- Clive spoke to the tabled ERO resources ‘Effective Teaching’ and ‘School Trustees – helping you ask the right questions’ and asked members to read these. These publications will help the board with the role they play with our expected ERO visit.
- Professional Development – the school is involved in a number of opportunities including Building on Success [taken over from Te Kotahitanga programme], PB4L, Secondary Student Achievement [SSC] and Achievement Retention and Transition [ART]. SSC are specialist people from the University of Auckland, helping specialist teachers. They are working with our Curriculum Leaders and the Curriculum Leaders are working with their team. The Ministry wishes us to be involved in their Inclusive Education for Special Needs but due to Professional Development overload Clive has turned this down. The Board endorsed Clive’s decision not to go ahead with the Inclusive Education programme.
- The roll is an issue. 579.6 includes STP students. The main issue is at the Year 9 level.
  - We will not lose any teaching staff this year as we have a guaranteed staffing component for two years with the same ratio. Next year we need to be working towards our roll/student/teacher ratio.
  - Discussion ensued on ways to build our roll, along with retaining the students we have. We need to follow up on why senior students are leaving – are we meeting their needs?

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

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

## **PERSONNEL**

Discussed.

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

- Mereana Te Ahuahu, Fixed term Special Needs Teacher 18 March-17 April 2014.
- Holly Parker, LTR Term 2 to cover absence of Bill Russell during his sabbatical leave.
- Dean Suter, Fixed term Specialist Classroom Teacher 2014 – 2015

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

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

- Sara Knox, part-time fixed-term Social Studies Teacher from 21 March 2014.
- Sandra McGregor, fixed-term Special Needs Teacher from 4 May 2014.

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

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

- Teresa Bayly 1MU and 1MMA as Y11 Dean.
- Margaret Black, 2MMA for leader of Learning Support and Library
- Daya Chandra, 1MU for timetabling
- Kathleen Christian, 1MU and 1 MMA for Y9 Dean, 1MMA for leadership role with Performances
- Michael Edwards, 1MMA for Head of Institute of Sport
- Trevor Faville, 1MMA as leader of music performances
- David Kallahar 1MU as leader of DVC
- Elsie Leslie 1MU for Pasifika, 1MMA for Te Kotahitanga
- Arnie Paurini 1MMA as Y12 Dean
- Nilesch Prasad, 1MMA for Distance Education
- Te Whakahawea Rapana, 1MMA for managing Maori performances
- Lester Silver, 1MU AND 1MMA for Y13 Dean and 1MMA for leadership role in Arts Curriculum Team
- Phillip Smiler, 1MU and 1MMA for Y10 Dean, 1MMA for leadership role in Sports area.
- Dean Suter, 1MMA for leadership role in special projects, curriculum delivery.

- John van Rooy, 1MMA for supporting school data management and recording school events  
**T.COOPER/B.RUSSELL**  
**CARRIED**

### **STAFF TRUSTEE**

Tabled and taken as read.

- Coralie Stoner has shown an interest in being the acting Staff Representative on the Board during Bill's sabbatical in Term 2. It is hoped that she will attend the next meeting.
- The Education Amendment Bill is going to be interesting.

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

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

### **STUDENT TRUSTEE**

Tabled.

- Five students attended the Zone Athletics, and while making a great effort did not make the Nationals.
- Bex has been approached about having lockers in school. Students could bring their own lock. Discussion ensued. It was pointed out that space is a problem. This is to be referred to the Property Committee.
- With the change of venue for Swimming Sports there does not seem to be the same school spirit. Participation is a problem. A committee is looking at different options.

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

**B.MILICICH/B.RUSSELL**  
**CARRIED**

### **STUDENT DEVELOPMENT GROUP**

Tabled.

- A sub-committee of teachers is looking at the criteria for Prizegiving. Clarification of the wording needs to be looked at.

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

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

### **UNIFORM COMMITTEE**

Tabled.

- Wearing of the correct uniform was discussed.
- Piercings – discussion on cultural and expressions of individuality. Clive will discuss with Paula the letter she forwarded to the Board.
- The school does need a standard.

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

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

### **PROPERTY**

Tabled.

- Programmed Maintenance are on site at present. The contract finishes this year.
- Pavement in Art area is looking great.
- The Cricket Club have not responded to correspondence.
- The state of some classrooms was discussed.
- Guidance and Chemicals Rooms will be removed from our site.
- **IT WAS MOVED** that the Report be accepted.

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

**FINANCE**

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

February 2014	28601 – 28659	totalling	\$79,056.52
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and Manual Cheques;

February 2014	191613 - 191615	totalling	\$89,372/52
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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 February 2014 be noted and accepted.

**T.COOPER/G.ROWLING**

**CARRIED**

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

Reports from 4, 11 and 18 March tabled.

- Numbers have increased dramatically.

**IT WAS MOVED** that the Board fund members who wish to attend any of the Reunion functions.

**C.HAMILL/B.RUSSELL**

**CARRIED**

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

**T.COOPER/C.HAMILL**

**CARRIED**

**GENERAL BUSINESS**

Nil

**IN-COMMITTEE – Page 53**

**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 7.35 p.m.**

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Tracey Cooper

16 April 2014