

MELVILLE HIGH SCHOOL

Minutes of the Melville High School Board of Trustees Meeting held on Wednesday 28 May 2014 at 6.00 p.m. in the Board Room at Melville High School.

PRESENT: Tracey Cooper, Dave McNulty, Bex Milicich, Gilly Rowling, Liz Willis

APOLOGIES: Janine Jackson, Aaron Whaanga

IN ATTENDANCE: Coralie Stoner, Claire Lincoln

MINUTES OF PREVIOUS MEETING

IT WAS MOVED that the minutes of 16 April be accepted and adopted as a true and accurate record.

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

MATTERS ARISING

A letter has been written to Richmond Park – but we haven't received a reply as yet.

CORRESPONDENCE

Inwards

MoE	Board Alert x3	cc: All
	Acknowledgement of Charter	cc: Principal, Chair
	Professional Development	cc: All
	Children's Teams	cc: All
ERO	National Report Summary	cc: All
NZSTA	STA News	cc: All
	AGM	Tabled
	Board PD	cc: All

Outwards

Nil

It WAS MOVED that the Inwards Correspondence be accepted.

**D.McNULTY/L.WILLIS
CARRIED**

PRINCIPAL'S REPORT

Tabled.

- Term Two is underway quickly with much happening, this puts many pressures on the staff.
- The Pasifika Performances have been amazing to watch. After a discussion with Elsie Leslie she decided to present a performance to the whole school – it went extremely well.
- Kathleen Christian is working hard on Stage Challenge, there are some challenges/issues arising but things have been put in place to cope.
- Staff are working on reports, they are being allowed some time to get them done. We are experiencing some printing issues. There are also some issues with the gap between writing the reports and when the families finally get them – by the time they get them some of the information would be out of date. Need to look at making improvements in this regard, ensuring relevant, up-to-date information.
- The material received from the MoE on Year 7 to 13 schooling – Enrolment Scheme 'Home Zones' has made for very interesting reading. It is showing where the Year 9-13 students are enrolling. Some of the students are travelling long distances to go to the School they have enrolled at. Boys High seems to be accessing students from every area.

- When the new school comes into play students will drop from other schools. This will have an impact, but we won't know how much until it happens. With the new school comes the perception of a young and fresh approach, with all new facilities and up to date technology available. Melville High School needs to promote MMA out there. Possibly to look at approaching Gallagher's for support, marketing Melville High School. Perhaps we need to explore ways of promoting Melville High School.
- What's happening in Melville in relation to the MoE maps? Peacock's Road has the highest growth rate area, this is due to the new development (there may be approximately 500 new homes built within this development). This may support Melville High School; we would be in a reactive position to manage this possible new growth. Ministry will also be reactive.
- We are positive around rationalisation, if older buildings are being removed now due to the declining roles, then we may be able to get new buildings when the roll begins to increase again. The MoE won't allow any new buildings until we can meet capacity.
- Melville High School needs to find an area that can be promoted – possibly Performing Arts. Kathleen Christian is looking at something after school – perhaps in the line of continuing on from the students Drama lessons.
- LoCs have looked at managing the timetables. They have received input from both staff and students, and have done drafts to show different options but still have the problem that whatever option they take it still doesn't work for everyone. We are endeavoring to get a better structure, getting the students to choose the subjects wanted, but staff assessing if they are capable of doing these, and altering them to suit i.e.: if the student has chosen top English but is only capable of doing middle English, moving the student into the class they would cope with better.
- Staff need to advertise and let other staff know if they have an event coming up that our students are featured in, that perhaps the community would like to watch – this gets the families involved and promotes the school.
- For the role size we are doing well. Some of our classes have low numbers. Multi-Level classes can be very challenging especially with NCEA.
- We are going to have timetables for the next year done before the seniors leave for NCEA exams leave, their first, second and third choices in subjects to be looked at, then will try best fit.
- We have a lot going on this Term with ART programme, appraisal. BOS and Professional Learning with Team Solutions. Trying to align to work smarter, in consequence moving forward.
- At the moment we are reviewing if we will move to Tier 2 for PB4L. There is a huge demand for Professional Learning. Deciding whether to go ahead with tier 2. Need to explore what's happening at Cambridge before any decisions are made.
- Next stage is targeting Students at Risk. Level 1,2,3 students are easy to identify. In 2017 the MoE want us to obtain higher pass rates in NCEA. All 18yr olds to achieve Level 2.
- Staffing situation:
 - Rachel Kiddie is Acting Head of Curriculum of Art
Justine McNamara has stepped up to cover class in the Art Learning Area.
Bill Russell is on sabbatical and Holly Parker has taken over teaching his classes.
Alison Tuck is in charge of Social Sciences Learning are while Bill is away.
Rakesh Nan – starts next week in the Maths position to replace Nilesh Prasad who leaves us on Friday 30th May. The previous applicant who was offered the job on the Friday – turned it down on the following Monday after being offered a fulltime position.
 - We have advertised the AP Position – a letter is to go to the MoE requesting the opportunity to offer this as a permanent position. We have had 11 requests so far for the information packs and application forms.
 - Dave is to manage staffing levels as at this stage we are 1.7 over staffed.

- John Harrison, cleaner has retired. The Cleaners celebrated his time with him.
- Diana Preece has handed in her resignation and will be leaving on the 13th June, after 17½ years at Melville High School. Farewell 13th June at 3:30pm – Board Members were invited to attend, there will be some community members invited also. **IT WAS MOVED** that Dave McNulty manage her gift and the Board agreed to add financially to Diana's farewell gift and possibly give her a Melville high School reunion book also. Board agreed to go ahead with farewell. **G.ROWLING/T.COOPER**

CARRIED

- Several staff are looking at applying for sabbatical leave – the deadline for applications is 9 June 2014.
- Conscious of where we are spending money.
- Audit process going through, held up due to Novopay.
- Managing ART area
- Completed Stage 3 rationalisation.
- Meeting with Architect and builders re cleanup of chemicals – could be a possible \$27,000.00 cost.
- Karen Crowe is the new MoE advisor.
- Charter, no feedback yet, but received.

IT WAS MOVED that the Report be accepted.**G.ROWLING/B.MILICICH****CARRIED****CHAIR REPORT**

Taken as read.

- ERO Report – The key aspect to concentrate on is 'Self Review' – and seeing Data, taking it on board and doing something with it.

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

Report from Coralie Stoner, in her position as observer, in Bill Russell's absence.

- The staff are very busy and under pressure with reports.
- Paula Stewart is quite upset – put in for leave 4 months ago and still hasn't heard. She followed the processes and applied in December. Her husband is already waiting for her in Ireland and is upset that she cannot join him. Dave felt that the full details need looking into.
- Coralie suggested that perhaps the staff leave procedure needs to be more transparent, one rule for all.
- Dave to look into criteria for staff requesting leave. Most leave is reviewed on its merits. The Board instructed that Dave would investigate and report back at the next Board Meeting.

IT WAS MOVED that the Report be accepted.**Coralie left the Meeting at 7:30pm****L.WILLIS/T.COOPER****CARRIED****STUDENT TRUSTEE**

Tabled.

- Not too many problems at the moment.
- Horticulture Classes – the students are not allowed mufti or their PE uniform, but they are getting their white shirts dirty. Dave thought it was possibly more the behaviour than what they are doing that could be the problem, there could possibly be more problems getting students to change back into school uniform after the class if allowed the option.

IT WAS MOVED that the Report be accepted.**D.MCNULTY/L.WILLIS****CARRIED**

PERSONNEL

IT WAS MOVED that the following appointments be ratified:

- Justine MacNamara Fixed Term Part-time Art Teacher – 5 May – 4 July 2014
- Rakesh Nand Fixed Term Maths teacher 3 June – 5 December 2014
- Janina Rack Fixed term Part Time Social Science 5 May – 4 July 2014
- Dané Botha Cleaner from 5 May 2014
- Ellie Oh Fixed Term Part Time Typist

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

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

- Diana Preece, Typist, from 13 June 2014
- John Harrison, Cleaner from 30 April 2014.

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

IT WAS MOVED that the Board support Ruth Searancke and John Ledson's applications for Sabbatical Leave of one term in 2015 and Paul Gay's application for Study Leave in 2015.

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

PROPERTY

Tabled.

- Drama in A1 seems to be working well

**D.MCNULTY/T.COOPER
CARRIED**

POLICY

Tabled and taken as read. Discussed. It was felt that the position of Principal should be the Privacy Officer.

IT WAS MOVED that the Principal be appointed as the Melville High School Privacy Officer.

**D.MCNULTY/T.COOPER
CARRIED**

IT WAS MOVED that the Report be accepted.

**D.MCNULTY/T.COOPER
CARRIED**

FINANCE

- Things are looking good, but need to keep it under control.
- Wireless infrastructure – could cost up to \$75,000.00, we will be looking at leasing instead at the end of the Term. Ultrafast coming in in Mid June. May commit to a 3 year lease at approximately \$30,000.00 per year. Some infrastructure work would be included and as it would be leased items would get replaced at no additional cost.

**T.COOPER/D.MCNULTY
CARRIED**

IT WAS MOVED that the Board acknowledge system cheque numbers

April 2014	28854 – 28967	– totalling	\$86015.24
	and Manual Cheques;		
April 2014	191621 – 191623	totalling	\$730.00
	be acknowledged as being paid.		

**D.MCNULTY/G.ROWLING
CARRIED**

IT WAS MOVED that the financial position and investments update for April 2014 be noted and accepted, with an on call balance of \$613,480.76 and a term deposit of \$400,000.

**D.MCNULTY/G.ROWLING
CARRIED**

IT WAS MOVED that the Board approve applications for funding to the Grassroots, NZCT and Lion Foundation for \$10,000 each for support towards Kapa Haka travelling to Gisborne for the Nationals in July 2014.

**D.MCNULTY/G.ROWLING
CARRIED**

GENERAL BUSINESS

- **Excellence Dinner**
 - Need to look at involving more people.
 - To look at the possibility of providing a free meal for the student celebrating their success.
 - Encouraging celebrating student achievement.
 - Maybe sponsorship of some sort to fund the event.

 - **School Uniform**
 - An unsigned letter was presented, querying the length of girls skirts, prices of the uniforms.
 - To look into putting other schools uniform prices along with ours in the Newsletter to show a comparison.
 - The uniform – how it is worn is how it is perceived.
 - The new black jackets are popular and look tidy.
 - Liz to look at a putting an article in the next Newsletter.

 - **ERO Visit**
 - ERO is coming Week 7-8 of next term.
 - We are in a good position at present.
 - Board to review self-review process.
 - Dave's goal is to have documentation for staff etc.
 - Melville high School goal is to hit the 3 year review, to get a review every three years is good, to get a review every 4 years means things are at a high standard.
 - Dave is to get Achievement data to the Board to help support the review processes..

 - **Fuji Xerox**
 - Continuing challenges with them, we are very disappointed with the performance of the machines and the response time when we phone. Dave is meeting with them concerning this.

 - **AE**
 - Dave is working through with this. Added more schools as the Richmond Centre for at risk students has closed. We are full and having trouble filling demand. Dave is meeting with other schools on Friday 30th May.

 - **Teacher only day 9th June**
 - Luncheon for Staff, seen as goodwill gesture. Dave to look into getting it catered.
- G.ROWLING/T.COOPER
CARRIED**
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- **No presentation** from LoCs as they had too much on.

IN-COMMITTEE – Page 65

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 7:50p.m.

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Tracey Cooper

25 June 2014