

MELVILLE HIGH SCHOOL

Melville High School Board of Trustees Meeting held on Wednesday 26 November 2014 at 5.30 p.m. in the Board Room at Melville High School.

PRESENT: Tracey Cooper, Clive Hamill, Kaity Christieson, Janine Jackson, Gilly Rowling, Bill Russell, Aaron Whaanga, Liz Willis

IN ATTENDANCE: Jocelyn Caughley, Jo Wilson [NZSTA]

MINUTES OF PREVIOUS MEETING

IT WAS MOVED that the minutes of 29 October 2014 be accepted and adopted as a true and accurate record.

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

MATTERS ARISING

- Nil

CORRESPONDENCE

Inwards

MoE	Annual Reporting Circular	Tabled/Finance
	Ministry Bulletin	cc: All
	Decile Recalculation	cc: Chair/Principal
ERO	Confirmed Report	cc: All
NZSTA	News, October	cc: All
	Professional Development	cc: All
	Principals Performance Agreements/Reviews	cc: All
	Subscription notification	cc: Finance
	Waikato Regional Chairperson's networking Forum	cc: Chair

OUTWARDS

ERO Response to unconfirmed ERO Report

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

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

CHAIR REPORT

Tabled.

Tracey thanked everyone for the time and effort they have put in this year.

IT WAS MOVED that the Report be accepted.

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

PRINCIPAL'S REPORT

Tabled and spoken to by Clive.

- Clive congratulated all on a good ERO Report
- Board members were thanked for their contributions this year.
- The Year 10 camp was great.
- Compacting of Digital Technology was spoken to. John Cardownie is undertaking further courses during the upcoming school break. Clive commended Elizabeth on her leadership with this.
- Clive tabled the draft School Goals and Draft Strategic Goals. The draft strategic goals will be discussed further with LoCs
- Our new HoC Hard Materials has come well recommended from Paeroa College. Pachappa has been involved in Te Kotahitanga.
- Drama Academy - Spoke to tabled document with recommendation to delay this. Has been a difficult decision. Discussion ensued with members agreeing that the delay is in the best interests. Drama performances could be featured in 2015 with perhaps incorporating local primary schools as an audience.

- Summary of staff feedback was tabled. Staff have had a vigorous discussion around this. Tabled data is robust. It is proposed to have an Action Plan to follow through and have an outside provider in for PLD on 'What is professional behaviour?'
 - Future surveys will not be grouped together.
 - A request was made for all the comments of the survey to be made available to the Board. Discussion ensued. Clive pointed out that key challenges are grouped and that staff understood that their comments would be confidential. Clive noted that this was a management issue. It was suggested that advice be sought as to whether these comments could or should be shared. Tracey is to contact STA on this matter.
 - Staff dissatisfaction with the BoS Observation tool was acknowledged.

IT WAS MOVED that the Report be accepted.

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

PERSONNEL

IT WAS MOVED that the following appointments be ratified:

- Chandani Jinadasa, fixed term Mathematics teacher for 2015 academic year
- Rakesh Nand, fixed term Mathematics teacher for Term 1 2015.
- Tahi Brown, Head of Curriculum Māori with 1MMU for 2015 academic year.
- Pachappa Gounder, HoC Hard Materials/DVC Technology with 1MMU from 27 January 2015.

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

IT WAS MOVED that the following resignation be received with regret:

- Keogh O'Brien, Teacher Aide from 7 November 2014.

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

STAFF TRUSTEE REPORT

Tabled and spoken to by Bill.

- Has been a successful year.
- Concern regarding declining roll at our major contributing school.

IT WAS MOVED that the Report be accepted.

**B.RULLSEE/J.JACKSON
CARRIED**

STUDENT TRUSTEE REPORT

Tabled and spoken to by Kaity.

- Thoroughly enjoyed Senior Academic Prizegiving. Great turn out.
- Attended Student Trustee P.D. with other Student Trustees. Day was worthwhile.
- Exams are going well.
- Going on the Spirit of Adventure on 23 January 2015.

IT WAS MOVED that the Report be accepted.

**K.CHRISTIESON/J.JACKSON
CARRIED**

STUDENT DEVELOPMENT

Tabled.

- Cost of Leavers Dinner was queried. This was the students' choice.
- Decile ratings discussed - would like to know neighbouring schools' decile.
- Board/Staff BBQ to be held on Friday 30 January at 5.30 p.m.

IT WAS MOVED that the Report be accepted.

**J.JACKSON/L.WILLIS
CARRIED**

PROPERTY

Tabled.

- Clive has met with our Architect regarding sketches for our front entrance and the ground in front of GGL. He has put creative suggestions forward. Tim Gisler is going to come back with some ideas.
- There are no bus shelters available from the Council.

- Tigerturf have been in to look at our turf,
 - The removal costs of Richmond Park hall is escalating.
- IT WAS MOVED** that the Report be accepted.

**G.ROWLING/C.HAMILL
CARRIED**

POLICY

IT WAS MOVED that the following policies be ratified:

- John Gallagher Fitness Centre Operation Guidelines
- Complaints Policy

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

FINANCE

Tabled.

IT WAS MOVED that the Board acknowledge system cheque numbers

October 2014	29438 - 29539	totalling	\$64,643.91
and Manual Cheques:			

October 2014	191667 - 191672	totalling	\$3,475.54
be acknowledged as being paid.			

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

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

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

GENERAL BUSINESS

- **Meeting Dates**
 - Draft 2015 Meeting Dates tabled. Members to notify Jos of any changes.
- **Confirmed ERO Report**
 - Tabled.
- **Reporting Schedule**
 - Clive to distribute a draft Reporting Schedule for 2015.
- **NZSTA PLD**
 - Document tabled for PLD to take place after meeting.

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- **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 6.11 p.m.