

MELVILLE HIGH SCHOOL

Melville High School Board of Trustees Meeting held on Wednesday 29 October 2014 at 6.00 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, Lesley Beech [6 - 6.45 p.m.]

Tracey welcomed Kaity to her first meeting as Student Trustee. Lesley Beech was also welcomed to the meeting.

GUIDANCE COUNSELLOR PRESENTATION

- Lesley spoke to her tabled document and asked Board members for any questions.
- Lesley is the Lead Counsellor and works .6FTE. She is excited that she has gained the permanent part-time position. Paul Gay also works part-time as a Counsellor.
- Colleen Kader is now the CareNZ Drug and Alcohol Counsellor coming into Melville High once a week. This is working out well as Colleen has a good rapport with students. Shannon Mackie, Pastor at Hamilton South Baptist Church, is our School Chaplain and comes in on a Wednesday.
- Guidance would like an extra-large room to enable them to do group work. Discussion ensued on the working space for the Guidance Rooms. They are now situated at the north end of the Deanery and find it more inclusive being located within the middle of the school grounds.
- Lesley tried to set up a Breakfast Club at the beginning of this term with cereal donated by Sanitarium and milk by Fonterra. Unfortunately there was zero take on this. The cereal and milk will be donated to the Year 10 Camp or a charity.
- Tabled statistics were discussed. More staff are seeking counselling. Lesley was asked to investigate the costs of an independent counselling service, such as Employment Assistance Programme.
- Employment hours for 2015 were discussed with Paul Gay going on Study Leave.
- A new Doctor has started coming into the school once a week - Bronwyn Campbell - who seems to relate to our students very well. We also are able to call on the services of our Public Health Nurse.
- Either Lesley or Paul attend stand-down return meetings, which is great. Discussion ensued on whether there was any feedback on mandated counselling - would be great to know if the counselling was successful for these students.

Tracey thanked Lesley for her presentation and attending the Board Meeting.

Clive acknowledged the commitment Lesley gives our school and also thanked her for attending netball and rugby games. Lesley has made a particular effort to ensure that students know who she is.

Lesley left the meeting at 6.45 p.m.

MINUTES OF PREVIOUS MEETING

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

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

MATTERS ARISING

- Parent Portal is up and running. Parents need to be advised and given their log in.

CORRESPONDENCE

Inwards

MoE	<i>Education Gazette</i> Board Alert 13 October	cc: All
ERO	Unconfirmed Report	cc: All
PPTA	Paid Union Meeting, 11 November, 1.30 p.m.	Tabled
NZSTA	Support Staff C.A. - Entitlements	cc: All

Support Staff C.A. - Change to remuneration structure	cc: All
STA News, September	cc: All
Board Professional Development	cc: All
Waikato Regional Chairperson's Networking Forum	cc: Chair
Victoria University - survey for Chair	cc: Chair
Returning Officer - Results from Student Trustee Election	cc: All
Bex Milicich - Thank you card for gift and time on Board	Tabled

OUTWARDS

NZSTA - Registration of Student Trustee for Professional Development Day

Spirit of Adventure Trust - Registration of Student Trustee on 23 January voyage

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

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

CHAIR REPORT

Tabled.

IT WAS MOVED that the Report be accepted.

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

PRINCIPAL'S REPORT

Tabled.

- We have gained an extension to the SSA programme, facilitated by Team Solutions. We will also have a greater input into the shape and organisation of the method of delivery.
- The unconfirmed ERO Report was welcoming.
- 70% have responded to staff survey
- Two HoC resignations have been received.
 - Discussion ensued. It was suggested that staff complete an exit survey.
- Clive has been in talks with PPTA re our CAPNA. Due to staff movements and fixed term positions there is no longer the need to have a CAPNA.
 - Discussion ensued on the isolation of HoC Māori. Clive stated that five local schools are going to have a group to support each other – Fairfield, Hillcrest, St. Johns, Fraser and Melville High.
- We have some fixed term teachers coming back, which is great – Long Lu and Grace Whaanga. Marnie McMillan, a recent trainee teacher has accepted the fixed term Science position. Other vacancies are being worked through.
- Our Kapa Haka won the adult section at the recent Hauraki Festival.

IT WAS MOVED that the Report be accepted.

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

PERSONNEL

IT WAS MOVED that the following appointments be ratified:

- Lesley Beach, permanent part-time Guidance Counsellor with 1MMU and two fixed term MMAs from 29 October 2014.
- Grace Whaanga, fixed term English teacher for 2015 academic year.
- Long Lu, fixed term Technology teacher for 2015 academic year.
- Marnie McMillan, fixed term Science teacher for 2015 academic year.

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

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

- Paul Gay, two MMAs for 2014.
- Chandani Jinadasa, 1MMA for Terms 3 and 4 2015.

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

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

- David Kallahar, HoC Hard Materials Technology from 26 January 2015
- Te Whakahawea Rapana HoC Māori from 26 January 2015.

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

STAFF TRUSTEE

Tabled.

- Y10 Camp preparation is going well.
- Staff are looking forward to the end of the year.

IT WAS MOVED that the Report be accepted.

**B.RUSSELL/L.WILLIS
CARRIED**

STUDENT TRUSTEE

Tabled. Kaity introduced herself and spoke to her first report.

- Shelter is an issue.
 - Suggested cobblestone vacant area outside GGL and have chairs and a pergola.
- Student fundraisers suggested to help finance such projects.
 - It was pointed out that it is important to prioritise what is in ERO report – which includes the physical environment.
- Kaity is interested in joining the Policy and Student Development sub committees.

IT WAS MOVED that the Report be accepted.

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

STUDENT DEVELOPMENT

Tabled.

- Deans roles were discussed.
- Liz has spoken to Lynette re uniform suppliers – we presently source through Bromley Wear. The only cheaper option would be if we had a contact overseas.
- **IT WAS MOVED** that the regulation polo shirt becomes part of the girl's uniform.

Discussion ensued.

**J.JACKSON/T.COOPER
4 IN FAVOUR
3 AGAINST
1 ABSTENTION
CARRIED**

- **IT WAS MOVED** that boys can wear a white business shirt, as well as a polo shirt.

**A.WHAANGA/J.JACKSON
4 IN FAVOUR
3 AGAINST
1 ABSTENTION
CARRIED**

- **IT WAS MOVED** that Year 13 students are able to wear jandals in Terms 1 and 4.

**J.JACKSON/T.COOPER
4 IN FAVOUR
3 AGAINST
1 ABSTENTION
CARRIED**

- **IT WAS MOVED** that a black MHS beanie is able to be worn in Terms 2 and 3.

**3 IN FAVOUR
4 AGAINST
1 ABSTENTION
NOT CARRIED**

It was decided that the above uniform motions will take effect as soon as possible.

IT WAS MOVED that the Report be accepted.

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

PROPERTY

Tabled.

- There is no further information on the removal of the Richmond Park Hall to Melville High. It seems it is more difficult than originally thought due to overhead lines. Presently waiting on Chorus.
- Dave McNulty has been asked to get quotes for the artificial turf.

IT WAS MOVED that the Report be accepted.

**G.ROWLING/K.CHRISTIESON
CARRIED**

POLICY

Tabled.

- John Gallagher Fitness Centre Operation Guidelines – to lie on table until following month.

IT WAS MOVED that the following policies be ratified:

- Board of Trustees Code of Behaviour
- Chair/Principal Relationship Policy

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

IT WAS MOVED that the following policies lie on the table for ratification at the November Board Meeting:

- Complaints Policy
- John Gallagher Fitness Centre Operation Guidelines.

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

FINANCE

Tabled.

- Retirement leave was explained. This is for grandparented contracts. NZSTA has been asked to help with this.
- Roll has dropped off more than we thought which makes a difference with our quarterly funding from MoE.
 - Discussion ensued on plans on how to increase our roll. It was suggested that we need a marketing plan. This could be taken in conjunction with our ERO plan.
 - It was suggested that the MHS Board meet with the MIS Board. Tracey is to organise this with the MIS Chairperson.
 - It was suggested that we need to have more contact with the primary schools as decisions are being made earlier on which secondary school students attend.
 - There is a need to change the perception of negativity in the community.

IT WAS MOVED that the Board acknowledge system cheque numbers

September 2014	29350 - 29437	totalling	\$68,256.81
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and Manual Cheques:

September 2014	191660 - 191666	totalling	\$96,765.00
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be acknowledged as being paid.

**A.WHAANGA/B.RUSSELL
CARRIED**

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

**A.WHAANGA/B.RUSSELL
CARRIED**

GENERAL BUSINESS

- **Unconfirmed ERO Report**

- Tabled and discussed.
- P.3 Paragraph 3 re suspension is inaccurate. Also reference to Ka Hikita strategy a little harsh. What evidence does ERO have to support findings to include rationale from Toi Whakaari. Change wording 'continue to' around property.
- Clive to word response to ERO before Tracey signs this off.
- Clive and Tracey to source STA Training and come up with a plan.
 - Marketing and building stronger relationships with community is to be included.

IN-COMMITTEE – Page 95

- **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 7.50 p.m.