

MELVILLE HIGH SCHOOL

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

PRESENT: Tracey Cooper, Clive Hamill, Gilly Rowling, Bill Russell, Liz Willis

APOLOGIES: Janine Jackson, Aaron Whaanga

IN ATTENDANCE: Jocelyn Caughley

Due to the change of the Board meeting date the presentation from the Guidance Counsellor will take place at the October meeting as Lesley wishes to talk to her Report.

MINUTES OF PREVIOUS MEETING

IT WAS MOVED that the minutes of 25 and 27 August 2014 be accepted and adopted as a true and accurate records.

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

MATTERS ARISING

- Parent Portal will be up and running in Term 4.

CORRESPONDENCE

Inwards

MoE	ART profile	cc: All
	Bulletin form Peter Hughes	cc: All
	Staffing Entitlement for 2015	cc: Chair/Principal
ERO	Parent publication feedback	cc: All
PPTA	Employment Relations Education Leave	Tabled
NZQA	Summary of findings of MNA Review	cc: Chair
NZSTA	IES Memo of Agreed Element to Secondary	
	Principal/Teachers Agreements	cc: All
	Support Staff CA: Executive Management Group	cc: All
	Networking Conference x2	cc: All
	STA News, August	cc: All
	Professional Development x2	cc: All
	WaiSTA Newsletter	cc: All
	Support Staff CA: Changes to Class Salary Scales	cc: All
	BoT Student Trustee Training	cc: Chair/Principal

Outwards

Mr Milburn Reply

Mr & Mrs Cooper Reply

- Clive spoke to the notification received from MoE re our 2015 staffing entitlement. Based on their roll numbers for January 2015 we are to reduce our staffing by 3.30FTE, 4MMU and 3MMA. Discussion ensued.

IT WAS MOVED that the Board approve the school undertaking a CAPNA.

C.HAMILL/B.RUSSELL

- Clive explained the process of the CAPNA.

CARRIED

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

T.COOPER FROM CHAIR

CARRIED

CHAIR REPORT

Tabled.

IT WAS MOVED that the Report be accepted.

T.COOPER FROM CHAIR

CARRIED

PRINCIPAL'S REPORT

Tabled and spoken to by Clive.

- Clive thanked Tracey and Janine for attending the Powhiri for Kelli Kemara.
- High Wire Charitable Trust spoken to. The programme has been successful in other schools. We are hoping to gain participation in this programme.
- Time has been spent with students on their course selections.
- STAR/Gateway Programmes - fewer students are out but for longer periods.
 - UoW are now running pre-Uni. courses.
 - Ruth manages STAR very well.
- Big ups for a very successful ERO feedback.
 - Clive highlighted the next steps that need to be taken.
 - Discussion ensued on whether the Board wished to get outside resources in to help with the outcomes. We could employ someone to come in and do a Workshop. Monies are in the Budget for this. The Board need to come up with a process to get it underway. Mary Ann Baxter from UoW was suggested.

IT WAS MOVED that the Board explore the option of employing a Consultant to guide the Board through the Strategic Plan.

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

- Anticipated Areas for Future Focus were discussed. Action Plan needs to be in place by year end.

IT WAS MOVED that the Report be accepted.

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

PERSONNEL

IT WAS MOVED that the following appointments be ratified:

- Nick Staples, part-time Maths Teacher 1 September-5 December 2014.
- Nancy Webb, part-time Librarian 22 - 26 September 2014
- Maree Rutherford, Typist/Word Processor from 28 October 2014.
- Holly Parker, part-time fixed term English/Social Sciences for Term 4 2014
- Janina Rack, part-time fixed term Social Sciences for Term 4 2014.

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

STAFF TRUSTEE

Tabled.

- Exams are the focus. Staff are running extra classes for the students.
- The physical environment of the grounds was discussed with disappointment expressed at the growing of weeds in the library guttering.

IT WAS MOVED that the Report be accepted.

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

STUDENT DEVELOPMENT

Tabled.

IT WAS MOVED the Report be accepted.

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

WHANAU HUI REPORT

Tabled. Kapa Haka participation and the high standard required was discussed.

PROPERTY

Tabled.

- Richmond Hall - waiting on prices to move power lines during the move.
- Physical environment was discussed. Gilly stated she had had a walk around the school and had made a list for improvement, which she had given to Dave McNulty.

IT WAS MOVED that the Report be accepted.

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

POLICY

Tabled.

IT WAS MOVED that the following policies be ratified;

- Curriculum Delivery
- Staff Appointment

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

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

- Board of Trustees Code of Behaviour
- Chair/Principal Relationship Policy
- John Gallagher Fitness Centre Operation Guidelines

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

IT WAS MOVED that the Report be accepted.

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

FINANCE

Tabled.

- Looking to explore raising money in the way of Grants for a van and also the Hall.

IT WAS MOVED that the Board acknowledge system cheque numbers:

August 2014 29253 - 29349 totalling \$75,877.21

and Manual Cheques:

August 2014 191649 - 191659 totalling \$10,563.05

be acknowledged as being paid.

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

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

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

IT WAS MOVED that the Report be accepted.

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

GENERAL BUSINESS

- **TEACHER REGISTRATION**

- Historically the Board have paid towards permanent staff teacher registration. Clive requested that the Board affirm this.
- **IT WAS MOVED** that the Board pay \$40 per annum for permanent registered teachers and staff be issued with a reimbursement form at the beginning of each year.

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

- **CELEBRATION FOR ERO**

- Clive requested that the Board make provision for staffroom equipment to the value of \$200 in celebration of the ERO Report. The Board agreed to this.

IN-COMMITTEE – Page 89

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 7.00 p.m.

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Tracey Cooper

29 October 2014