

## MELVILLE HIGH SCHOOL

Minutes of the Melville High School Board of Trustees Meeting held on Tuesday 11 April 2017 at 6.00 p.m. in the Board Room at Melville High School.

**PRESENT:** DeWayne Transfield, Fran Diaz, Clive Hamill, Sophia Harrison, Tracy Pratt, April Taelangi, Liz Willis, Maatai Ariki Kauae Te Toki from 7.05 p.m.

**IN ATTENDANCE:** Jocelyn Caughley

**KARAKIA:** Liz Willis

### CONFLICT OF INTEREST

Members were asked to declare if they had any conflicts of interest relating to agenda items for the meeting, and if so that they should declare them.

- None declared.

### MINUTES OF PREVIOUS MEETINGS

**IT WAS MOVED** that the minutes of 14 March 2017 be accepted and adopted as a true and accurate record.

**A.TAUELANGI/D.TRANSFIELD  
CARRIED UNANIMOUSLY**

### MATTERS ARISING

- Clarification of 'self' was sought under Digital Technology. It was explained that students can have 'alta persona' with their devices.
- Liz will attend next Finance Meeting.
- Jos was thanked for her work for the board and her timeliness.
- NCEA final results are still to be received. Clive explained the submission deadline problems that are occurring. It was decided that the Board would write to NZQA expressing their concerns.
- BYOD:
  - The framework has no date. It is an aspirational goal and other elements need to come into line. The feeling is that BYOD is needed in senior school. There are BYOD questions in the parent survey to be undertaken at AC Conferences.
  - Sophia tabled student feedback from a survey she had undertaken. The overwhelming student opinion is No, they would rather that this be an option. BYOD class like it.
  - The Student Council had a discussion as a consequence of Sophia's initiative. It was clear that BYOD is a choice rather than a requirement.
  - Sophia was thanked for her invaluable work with the survey and student feedback.
  - Fran stated that she felt conflicted as she teaches a BYOD class. She works hard to not have problems and feels it is crucial in some subjects.
  - Structured computer programmes are in Learning Support, which are very interactive, and is a great success.
  - It was felt that we need to look further ahead – some students learn best in the traditional way. We need to follow this up after the parent survey is collated.
  - The school is wearing the cost of digital investment and we cannot sustain this financially.
  - Clive stated that he is worried about teachers as it can become a long day when they are communicating with students re assessment during the evening.
  - The Board needs to revisit BYOD.

**IN-COMMITTEE – Pages 56 - 57**

**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.

**D.TRANSFIELD FROM THE CHAIR  
CARRIED UNANIMOUSLY**

**IT WAS MOVED** that the Board move Out of Committee.**D.TRANSFIELD FROM THE CHAIR  
CARRIED UNANIMOUSLY**

**IT WAS MOVED** that the decisions made whilst In-Committee be approved.

**D.TRANSFIELD FROM THE CHAIR  
CARRIED UNANIMOUSLY**

**REPORTS****CHAIR**

- Tabled.
- **IT WAS MOVED** that the Chairperson's Report be accepted.

**D.TRANSFIELD FROM THE CHAIR  
CARRIED UNANIMOUSLY**

**STAFF TRUSTEE**

Fran said that to do the job well teachers need to like teenagers and need to enjoy the students.

**STUDENT TRUSTEE**

Sophia asked what Kāhui Ako/Community of Learning means for students.

- Previously use to have a lot of collaboration with contributing schools.
- It puts us in a good situation to develop common understandings.
- Robust discussions occur as to where our students are at, which is great.
- Wealth of expertise in our schools to share.
- MoE has funding and it is in the best interest of our students. Our Kaupapa is strong. We need to turn it to our advantage.

**Maatai arrived at the meeting – 7.05 p.m.**

- We are building relationships with personnel in schools.

Sophia said that students want shelter.

- We have plans but there are hassles with our Consultant. One shelter will be installed this year.

**PRINCIPAL**

Tabled.

- Wednesday will be the first time we have had Academic Conferences for Years 9 and 10.
- The Excellence Awards was a validation of our student achievement.
- ORRS Funding is challenging – we have one student who has high needs and after the MoE said they would give funding they have since reneged. Learning Support Challenges is worthy of a BoT focus meeting.
- Preparation will need to occur for the upcoming ERO visit in Term 3. We need to show them we are doing a good job.

**PROPERTY**

- Clive attended a MoE Seminar – MoE Property staff has doubled.
- There are still challenges getting power to our LED sign at our Entrance.

## REVIEW

- Clive and April had a very productive meeting which resulted in the tabled Work Plan which April spoke to and explained. With ERO coming perhaps the Board needs to look at the six dimensions first. We will determine at the end of year how it works for the Board moving forward. A Charter Reviewer suggests that the Work Plan be put in the Charter.
  - The Governance Manual is a 'big bite' for the Board at the moment so it was agreed to look at the Governance / Management Role. Policies only at the moment – the Board will take on the Governance Policies and leave the Management Policies to Management.
  - Strategic Aims are at the forefront.
- **IT WAS MOVED** that the Board address the Governance Policies of the school and adopt the Work Plan as tabled.

**D.TRANSFIELD/A.TAUELANGI  
CARRIED UNANIMOUSLY**

**IT WAS MOVED** that the Principal's Report be accepted.

**C.HAMILL/F.DIAZ  
CARRIED UNANIMOUSLY**

## PERSONNEL

- Changes of staff have occurred with Coralie Stoner now permanent HoC Food and Fabric and Chloe Collette-Moxon permanent Food and Fabric teacher. Clive feels very confident with these appointments.
- Jade Milne will start with the Science Department at the beginning of Term 2 and Steve Munro is our new Groundsman and going great.
- We have received 42 applications for the Sports Co-ordinator position but only four for the Science vacancy and none of the applicants are NZ registered. Clive informed the Board that Sangita Achary Babu Ittyerah and Marnie McMillan have been 'team teaching' to cover Science classes. It was suggested that letters be forwarded to them to thank them for their extra efforts.

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

- Coralie Stoner, permanent HoC Food & Fabric with 1MU from 1 May 2017
- Chloe Collette-Moxon, permanent Food & Fabric teacher from 1 May 2017
- Paula Stewart, fixed term, part time ESOL [.3FTE] for 2017
- Donna Howell, fixed term Science teacher 13 March-13 April 2017
- Stephen Munro, Groundsperson from 27 March 2017
- Robyn Kaea, part-time Cleaner from 6 April 2017

**D.TRANSFIELD/C.HAMILL  
CARRIED UNANIMOUSLY**

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

- Graeme Kuiti, Sports Co-ordinator from 31 March 2017
- Colleen Bancroft, Cleaner from 7 April 2017
- Maria Heka, On Call Cleaner from 24 March 2017

**D.TRANSFIELD/C.HAMILL  
CARRIED UNANIMOUSLY**

## • Principal's Performance Appraisal

- Need to agenda to feed forward.
- Mid Point Review is due with the Principal and Board Chair.

## FINANCE

Tabled. DeWayne has reviewed the accounts.

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

**D.TRANSFIELD/F.DIAZ  
CARRIED UNANIMOUSLY**

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

**Direct Credits:**

February 2017	1867 - 1957	totalling	\$109,466.39
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**and Manual Cheques:**

February 2017	107967	totalling	\$2,944.18
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as being paid

**D.TRANFIELD/F.DIAZ  
CARRIED UNANIMOUSLY**

**IT WAS MOVED** that the financial position and Investments updates for February 2017 be noted and accepted.

**D.TRANSFIELD/F.DIAZ  
CARRIED UNANIMOUSLY**

## **CORRESPONDENCE**

### **Inwards**

MoE	Gisler Architects – ongoing work with schools	cc: Property
NZSTA	NZSTA Chair Residential Programme	cc: All
	Workshops	cc: All
	STA News March /. April	cc: All
	Memorandum, M-17-2	cc: All

- MoE is making clear that there are two Gisler Firms – one prior to Liquidation and the new one. Projects prior to February are paid into a separate account. We are continuing with their services but are cautious feeding forward.
- April spoke to the Chair Residential Programme.

**IT WAS MOVED** that the Inwards Correspondence be accepted.

**D.TRANSFIELD/L.WILLIS  
CARRIED UNANIMOUSLY**

## **GENERAL BUSINESS**

### **• Visibility of Board**

- Clive tabled the Draft Survey for the community, requesting input.

### **• Other**

- Maatai requested the Board fund him to go to the NZSTA Conference in Dunedin.
- Maatai was asked to put a proposal to the Finance Committee.

## **NEXT MEETING**

- Tuesday 30 May 2017

**The meeting closed at 8.00 p.m.**

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D. Transfield

30 May 2017