

MELVILLE HIGH SCHOOL

Minutes of the Melville High School Board of Trustees Meeting held on Tuesday 12 July 2016 at 6.00 p.m. in the Board Room at Melville High School.

PRESENT: Liz Willis, Fran Diaz, Clive Hamill, Meché Phillips, Tracy Pratt, April Taelangi, DeWayne Transfield, Maatai Ariki Kauae Te Toki (late 7.10pm)

APOLOGY: Jocelyn Caughley

KARAKIA: DeWayne Transfield

MINUTES OF PREVIOUS MEETINGS

Amendments

- Page 3, Dean Suter applied for Sabbatical Leave and not Refreshment Leave.

IT WAS MOVED that the minutes of 7 June 2016, inclusive of amendment, be accepted as a true and accurate record.

**L.WILLIS/C.HAMILL
CARRIED**

MATTERS ARISING

- NZSTA Conference – Report tabled, Information.
- NZSTA PD - Governance Essentials 30/7 April, Fran and Liz, 24/8 DeWayne, Clive and Maatai.
- Next Board Meetings – 13th September, 25th October and 22nd November.
- Where students go from MHS – WinTec etc – Difficult information to validate. Only Waikato University provides this information annually.
- Academic Counselling – Report due end of Term 3.
- Wording -...*'challenges with teachers who are not as committed as they may be'*... discussed.

CORRESPONDENCE

Inwards

Minister of Education Hon.Hekia Parata –

	Congratulations on improvement in NCEA achievement	cc: All
MoE	Acknowledgement of Receipt of Annual Reports	Tabled
	Ops. Grant Instalment Notice	cc: Finance
NZSTA	Annual Report	Tabled
	NZSTA Annual Conference Reminders	cc: All
	Updated NZSTA Workshops	cc: All
	Filling of casual vacancies	cc: All
	NZSTA Elections	cc: Al
	STA News, June	cc: All
	Invoices x2 for NZSTA Conference	cc: Finance
	Update For incoming boards	cc: All
	Advisory Services – Satisfaction Survey	cc: Chair, Principal
	Waikato Regional Newsletter	cc: All
	Support Staff PLD	cc: All
Owen McLeod & Co – Audited Accounts		cc: Finance

Outwards

Owen McLeod Auditors – Representation Letter

MoE Audited Accounts

NZSTA 2016 Appointment of Delegate

IT WAS MOVED that the Inward Correspondence be accepted and the Outward approved.

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

CHAIR REPORT

Tabled.

Discussion:

- NZSTA PD - Governance Essentials. Refer matters arising.
- Board support and interaction with staff

IT WAS MOVED that the Board shout the staff lunch on 4 August at 1.30pm and for as many Board members to attend as possible.

**L.WILLIS/F.DIAZ
CARRIED**

IT WAS MOVED that the Chairperson's Report be received.

**L.WILLIS/F.DIAZ
CARRIED**

STAFF TRUSTEE

Tabled.

Discussion:

- Staff PD and targeted student cohort research – Refer Principal (Management)
- Harassment Policy

IT WAS MOVED that the Board will amend policy to call for nominations from staff, annually, hereafter.

**L.WILLIS FROM CHAIR
CARRIED**

IT WAS MOVED that the Report be received.

**F.DIAZM.KAUAE TE TOKI
CARRIED**

STUDENT TRUSTEE

Tabled.

Discussion:

- Student uniform – Large stock cost outlay is the reason for this to be revisited once every 3 years minimum.
- Student engagements with teachers - Refer Principal (Management)
- Value of ACP - Refer Principal (Management)

IT WAS MOVED that the Student Report be received.

**M.PHILLIPS/C.HAMILL
CARRIED**

PRINCIPAL'S REPORT

Tabled.

Discussion:

- ERO next Steps – Defer to Board Meeting, 25th October 2016
- Entrance Development & Desert Shelter

IT WAS MOVED that the Board proceed with the entrance development project immediately and then undertake the desert shelters and landscaping over Christmas with both projects being funded from Board cash reserves (Working Capital) to the value of \$103,000.

**A.TAUELANGI/L.WILLIS
CARRIED**

- **Bus Shelter & Entrance Development**

IT WAS MOVED THAT the Board make an application to Gallagher Group for sponsorship support for \$25,000 to contribute to the Bus shelters and entrance development. The school would recognise the sponsorship with acknowledgement on the school sign and on our new van.

F.DIAZ/M.KAUAE TE TOKI

CARRIED

- BYOD – Time to consult parents required.

IT WAS MOVED that the Board endorses the introduction of BYOD stationery requirements for all Year 9 students in 2018.

L.WILLIS/M.KAUAE TE TOKI

CARRIED

Task: Principal - An implementation/support plan for Year 9 and 10 in 2017 to be presented at the 22nd November meeting.

PERSONNEL

IT WAS MOVED THAT Kathleen Christian's resignation be accepted with regret.

C.HAMILL/F.DIAZ

CARRIED

IT WAS MOVED THAT the following appointments be ratified:

- Chloe Collette-Moxon, Fixed Term Food Technology Teacher for Terms 3 and 4 2016.
- Peter Rowlingson, Fixed Term Hard Material Technology Teacher for Terms 3 and 4 2016
- Santana Wiperi, Fixed Term Teacher Aide
- Evelys De Los Reyes Sardon Fixed Term Teacher Aide
- Maria Holland, On Call Cleaner.
- Jadon Leslie, Fixed Term Grounds Aide

C.HAMILL/F.DIAZ

CARRIED

FINANCE:

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

Direct Credits:

May 2016	0977– 1102	totalling	\$69,524.73
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and Manual Cheques:

May 2016	10720 - 107921	totalling	\$ 360.75
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as being paid

D.TRANSFIELD/L.WILLIS

CARRIED

IT WAS MOVED that the financial position and investments updates for May 2016 be noted and adopted.

D.TRANSFIELD/L.WILLIS

CARRIED

IT WAS MOVED that the 2015 Audited Financial Accounts received on 22 June be accepted.

D.TRANSFIELD/C.HAMILL

CARRIED

IT WAS MOVED that the revised budget be approved.

D.TRANSFIELD/M.KAUAE TE TOKI

CARRIED

IT WAS MOVED that the Board contract a Fundraiser from 2017.

M.KAUAE TE TOKI/F.DIAZ

CARRIED

IT WAS MOVED that the Principal's Reports be accepted.

C.HAMILL/F.DIAZ

CARRIED

GENERAL BUSINESS**Marketing Plan - Plan of Action tabled.****Discussion:****Task:** Clive and Tracy to work together to provide a proposal for Board.**PTA - Constitution & Meeting minutes tabled.****Discussion:****Task:** Liz Willis makes herself available to represent Board at PTA meetings.**Committee Assignments and Meeting Dates – Refer Matters Arising (Meeting Dates)****Governance Essentials Workshop Attendance – Refer Matters Arising.****Governance Manual – Draft tabled****Discussion:**

Due to the lateness of the meeting, the Board considered only a definition for their governance/management policy framework reorganisation moving forward.

IT WAS MOVED THAT Melville High School Board of Trustees is committed to a governance model that is strategic rather than operational and meets the expectations of effective governance.

**L.WILLIS/F.DIAZ
CARRIED**

Principals Appraisal: Process evaluation - To be presented at next BOT Meeting.**IN-COMMITTEE – Page 16**

IT WAS RESOLVED at 9.30pm 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.

**L.WILLIS FROM CHAIR
CARRIED**

IT WAS MOVED that the Board move Out of Committee at 9.42pm.

**C.HAMILL/L.WILLIS
CARRIED**

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

**C.HAMILL/L.WILLIS
CARRIED**

The meeting finished at 9.44 p.m.

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Liz Willis

13 September 2016