

MELVILLE HIGH SCHOOL

Minutes of the Melville High School Board of Trustees Meeting held on Tuesday 13 September 2016 at 6.00 p.m. in the Board Room at Melville High School.

PRESENT: Liz Willis, Fran Diaz, Clive Hamill, Méche Phillips, Tracy Pratt, April Taelangi, DeWayne Transfield, Maatai Ariki Kauae Te Toki – from 6.55 p.m.

IN ATTENDANCE: Jocelyn Caughley, Margaret Comer [6 – 6.25 p.m.]

KARAKIA: Liz Willis

MARGARET COMER

Liz welcomed Margaret Comer to the meeting.

Board members introduced themselves to Margaret.

Margaret in turn introduced herself and gave an outline of her background.

Margaret wishes to be involved with a community like Melville High. Melville High resonates with her.

Margaret explained her connections and other organisations she belongs to. She is happy to use her contacts to assist the school in any way. She is here to help.

Clive reiterated to the Board how Margaret has been a friend of the school for quite some time. Our Deanery Fund for our needy students, managed through Nigel, is just one of the many contributions that Melville High has because of Margaret.

- Discussion and questions took place.

Liz thanked Margaret for her time and for being open and frank about herself.

Margaret left the meeting at 6.25 p.m.

MINUTES OF PREVIOUS MEETING

IT WAS MOVED that the minutes of 12 July 2016, be accepted and adopted as a true and accurate record.

**L.WILLIS FROM CHAIR
CARRIED UNANIMOUSLY**

MATTERS ARISING

- Members would like the time indicated in body of minutes when a person arrives late.
- Publication of In-committee Agenda discussed. To be investigated.
- Governance Manual – where to – would like a timeline. To be discussed in General Business.

IN-COMMITTEE – Pages 21 - 22

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.

**L.WILLIS FROM CHAIR
CARRIED UNANIMOUSLY**

IT WAS MOVED that the Board move Out of Committee.

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

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

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

Maatai Ariki joined the meeting at 6.55 p.m.

IT WAS MOVED that Margaret Comer be co-opted on to the Melville High School Board of Trustees from 14 September 2016 for the rest of the current Board's Term of Office.

**L.WILLIS FROM CHAIR
CARRIED UNANIMOUSLY**

REPORTS**CHAIR**

Tabled.

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

**L.WILLIS FROM CHAIR
CARRIED UNANIMOUSLY**

EVALUATION & REPORTS FROM NZSTA TRAINING SESSIONS

- Liz thanked all who had forwarded Training Reports.
- All members, apart from Maatai Ariki, have undertaken the Governance Essentials Training.
- Workshops discussed. Health and Safety and Vulnerable Children Act Workshops are coming up.

IT WAS MOVED that the Reports be accepted.

**L.WILLIS FROM CHAIR
CARRIED UNANIMOUSLY**

STAFF TRUSTEE

Tabled.

IT WAS MOVED that the Report be accepted.

**F.DIAZ/M.PHILLIPS
CARRIED UNANIMOUSLY**

STUDENT TRUSTEE

Tabled. Méche spoke to her last report.

- Academic Conferences next week will be good for parents.
- The Assembly for Mrs Comer was terrific – went really well.
- Méche thanked the Board for the opportunities she has had on the Board. She has really enjoyed it.

IT WAS MOVED that the Report be accepted.

**M.PHILLIPS/F.DIAZ
CARRIED UNANIMOUSLY**

Clive thanked Méche for her willingness. She has been a great ambassador for the school and her contribution has been great. Méche was presented with a Book Voucher. Liz thanked Méche – Méche has been a pleasure to have on the Board. Méche was wished all the best for her future.

PRINCIPAL

Tabled.

- Clive spoke to the Achievement by Subject Course Interim Data. LoCs have asked that this tracking is repeated in 2017. The data has generated discussion in learning areas. The tabled Addendum was also spoken to by Clive, explaining the Literacy/Reading Progress Graphs. The senior students' progress and data was discussed. Clive informed the Board of the strategies in place for Literacy support for Y11. Our Homework Centre and Donna Wilson are our biggest help. Data is shared with staff and with the Ministry. At Academic Counselling Conference we will be reporting to parents on what credits their student has.
- Personnel
 - The roll is stable and therefore staffing is stable.
 - Clive informed the Board that several positions will be advertised to cover Study Leave, Maternity Leave, Refreshment Leave and LTRs. Elizabeth Ross' contract finishes at the end of the year and Clive will be in contact with her next month regarding her return.
- Property
 - Approval has still not been received for our 10YP. Clive asked the Board for their support in writing to the Ministry. It was agreed that a letter be written by the Board.
 - Thanks to Board members who turned up for the Working Bee, with special thanks to the Pratt family.
 - Clive has met with our Insurance Broker – infrastructure is our responsibility in the event of a disaster.

- Finance
 - Items for funding applications has been identified and has been prioritised.
 - Clive spoke re applications for funding for a Defibrillator.
 - **IT WAS MOVED** that the Board support the applications for funding to the DV Bryant Trust and Mazda Foundation for \$3,000 for the purchase of a defibrillator.
- C.HAMILL/F.DIAZ**
CARRIED UNANIMOUSLY
- Health & Safety
 - We are establishing four Health and Safety Work Groups, who will each elect a representative to be on the Health and Safety Committee.
- IT WAS MOVED** that the Principal's Report be accepted.
- C.HAMILL/M.PHILLIPS**
CARRIED UNANIMOUSLY

FINANCE

DeWayne spoke to the Finance Reports. The finances are prudently managed. We have received 65% of our income against 52% expenditure.

IT WAS MOVED that the Board acknowledge system numbers:

Direct Credits:

June 2016	1103 - 1215	totalling	\$71,204.51
July 2016	1216 - 1308	totalling	\$251, 691.66

and Manual Cheques:

June 2016	107922 - 107930	totalling	\$1,704.57
July 2016	107931 - 107932	totalling	\$449.19

as paid.

D.TRANSFIELD/A.TAUELANGI

CARRIED UNANIMOUSLY

IT WAS MOVED that the financial position and Investments updates for June and July 2016 be noted and accepted.

D.TRANSFIELD/L.WILLIS
CARRIED UNANIMOUSLY

PERSONNEL

IT WAS MOVED THAT the following appointments be ratified:

- Paula Stewart, fixed term part-time Teacher Terms 3 & 4 2016
- Tahau Thompson, fixed term part-time Teacher Terms 3 & 4 2016

L.WILLIS/C.HAMILL
CARRIED UNANIMOUSLY

IT WAS MOVED THAT the following leave be ratified:

- Ray Stephens 2017 Secondary School Teachers' Study Award
- Rachel Kiddie, 12 months maternity leave from 27 January 2017
- Alicia Cooney Terms 1 & 2 2017 Refreshment Leave
- Amanda Froggatt, 12 months maternity leave from 27 January 2017

L.WILLIS/A.TAULEANGI
CARRIED UNANIMOUSLY

CORRESPONDENCE

Inwards

MoE	Resourcing 2017	cc: Finance
ERO	School Evaluation Indicators	cc: Chair
NZSTA	Handbooks / Making a Difference	cc: All
	Chair-Principal PD	cc: Chair, Principal
	PUM etc.	cc: All
	NZSTA Elections	cc: All
	STA News, July and August	cc: All
	Student Representative Elections	cc: All
	Support Centre Hours	cc: All
	Results for NZSTA Elections	cc: All
	Workshops	cc: All

PPTA PUM Meeting
 Catherine Hoeberechts re trees on boundary
 MCOL ERO Report
 HCC Extension of Resource Consent approved

Chair, Principal
 cc: Property
 cc: All
 cc: Property

Outwards

Margaret Comer, Gallagher Group re funding request
 Catherine Hoeberechts – response to letter

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

L.WILLIS/F.DIAZ
CARRIED UNANIMOUSLY

GENERAL BUSINESS

- **Code of Conduct**
 - Liz reminded members of the Code of Conduct all had signed, in particular regarding confidentiality and supporting one another.
- **Email process for Board members**
 - Procedures outlined by Liz. Members need to acknowledge when they receive an email requiring an answer and answer promptly.
- **School Charter; Strategic Plan, Evaluation Indicators, ERO Report 2014**
 - Discussion and proposals.
 - Liz has been talking to NZSTA with the view to having Board training here. Discussion ensued. STA would like to incorporate more than one school but the School Charter is unique to the school. It was felt two, two hour focus meetings should occur. Student Achievement training could be done in a cluster group. The Board will meet on Tuesday 11 October from 6 – 8pm. Liz will check with Kirsty or Gillian to see if they are able to attend this meeting. Members were asked to make themselves familiar with the documents distributed before the Focus Meeting.
- **Other Business**
 - The Governance Manual will be put on the Agenda for the October meeting.
 - The School Ball held last Saturday evening was a great success.
- **Draft Meeting Dates**
 - Tabled draft meeting scheduled discussed. From April 2017 meetings could be rescheduled.

The meeting finished at 8.45 p.m.

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 Liz Willis

25 October 2016