

MELVILLE HIGH SCHOOL

Minutes of the Melville High School Board of Trustees Meeting held on Tuesday 14 February 2017 at 6.00 p.m. in the Board Room at Melville High School.

PRESENT: Liz Willis, Fran Diaz, Clive Hamill, Sophia Harrison, Tracy Pratt, DeWayne Transfield, April Taelangi, Maatai Ariki Kauae Te Toki

IN ATTENDANCE: Jocelyn Caughley

KARAKIA: Maatai Ariki

ELECTION OF CHAIRPERSON

Liz called for nominations of Chair, stating that she is standing down as Chairperson:

DeWayne Transfield

L.WILLIS/A.TAUELANGI

As there were no further nominations DeWayne Transfield was duly declared Chairperson, which was received with acclamation.

CARRIED UNANIMOUSLY

Nominations are now necessary for Deputy Chairperson. DeWayne called for nominations of Deputy Chairperson.

Tracy Pratt

L.WILLIS/A.TAUELANGI

As there were no further nominations Tracy Pratt was duly declared Deputy Chairperson, which was also received with acclamation.

CARRIED UNANIMOUSLY

Discussion on Chair role/commitment took place. Liz felt that the time commitment for Chair was more than she could give this year as she wishes to commit more time to her family and their interests. Liz still wishes to commit fully to the Board. It was mentioned that a Chair should ask for help when necessary and that delegation should be used more.

Clive expressed his appreciation to Liz for her commitment as Chair. She has demonstrated quiet strength and determination along with care for staff and students. Liz was thanked for her contribution as Chair, and making the extra effort. This was endorsed by the full Board.

DeWayne requested that Liz carry on in the capacity as Chair for tonight's meeting, which was agreed to.

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 22 November 2016 be accepted and adopted as a true and accurate record.

A.TAUELANGI/M.KAUAE TE TOKI

CARRIED UNANIMOUSLY

IT WAS MOVED that the minutes of 26 January 2017, be accepted and adopted as a true and accurate record.

L.WILLIS/F.DIAZ

CARRIED UNANIMOUSLY

MATTERS ARISING

Nil

IN-COMMITTEE – Page 45

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
L.WILLIS FROM CHAIR
CARRIED UNANIMOUSLY**

IT WAS MOVED that the Board move Out of Committee.

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

**L.WILLIS FROM CHAIR
CARRIED UNANIMOUSLY**

REPORTS**CHAIR**

- Liz tabled her last Chair Report and thanked members for their support and assistance over the last year.

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

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

STAFF TRUSTEE

Tabled.

- BYOD – are we ready for 2018? Need to ensure discussions are held in plenty of time.
 - It was requested that the Deputy Principal give a presentation and report to the Board on BYOD. The biggest challenge is families who don't have internet access at home.
- Enrolments – Clive informed the meeting that there are many late enrolments still coming in. This is difficult to manage. Very challenging as some students from 2016 are turning up a couple of weeks into the year. Clive explained some of the difficult situations.
- Fran thanked Board members for giving their time to the school.

IT WAS MOVED that the Report be accepted.

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

STUDENT TRUSTEE

Tabled.

- Year 9 Induction was great.
- Timetable is hard, which is compounded by not enough students coming to Course Confirmation Days. ACP should be of some help with student decisions making the correct pathway. Need to think outside the square on how to get subject choices returned.

IT WAS MOVED that the Report be accepted.

**S.HARRISON/F.DIAZ
CARRIED UNANIMOUSLY**

PRINCIPAL

Tabled.

- Clive highlighted that he has tabled a lot of data. The most significant is the roll numbers. Clive believes that we will be below our 2016 1st of March number and this will impact on our funding. There will be no challenge for staffing this year, but could be next year. Hamilton West intake is of concern. Clive will be meeting with the Hamilton West Year 8 teaching staff. Ethnicity percentages are the same as last year.
- NCEA – great improvement in L3 – better than National Average and best ever for MHS. Biggest concern in L1. Services Academy has still not put in their Credits. This is of concern as students have been awarded grades, but this has to go to an external organisation for inputting. L1 Maaori Student Achievement is of concern. Our CRRP meeting embarked on looking for challenges. Melville Community of Learning will help. Clive will have a more comprehensive report on NCEA for the March meeting. Twenty-one Y11 students left after 1 July, when numbers are taken for NCEA. Melville High uses roll based, while some schools use participation based.

- Clive would like to acknowledge Sophia for her L1 Excellence Endorsement.
- The PTA are also focussing on the NCEA Excellence Dinner.
- The Subject Area Achievement tabled gives an indication of teacher success. There has been some improvement in Maaori but not as significant as hoped. Each LoC will be having a two hour meeting with Clive and Dave and if there is no improvement over two years they will be very closely monitored.
- We need to provide opportunities for our students. Validation for Art, Science and English; improvement in Maths and some Technology subjects. There are challenges with having some composite classes.
- Academic Counselling: Clive requested the Board approve five Teacher Only Days this year. Three will be engaging with parents. This is a big commitment for staff. We need to improve student achievement and to get closer links with parents. We will extend the school year. The community has supported us with Academic Counselling. Discussion ensued on Academic Counselling vs. Parent/Teacher interviews. We need to help parents with what sort of questions to ask teachers. Perhaps the P.T.A. could help with this.
- Clive stated that our new permanent staff are awesome.
- Student Achievement is what is driving the school at the moment. Social/financial climate is affecting all Hamilton West schools.
- Melville Community of Learning is a collected effort. They are at Stage 3 to 4 and it is important that the Board stays connected with MCoL. We have 100 hours of PLD which is great and we have good Ministry liaison with Karen Crowe.

PROPERTY

- Construction has begun with the school entrance project.
- Clive explained the situation with Gisler Architects going into liquidation. Due diligence has been exercised and a new company Gisler Architects [2017] has been established. As none of our current projects are over \$500,000 we are able to carry on. The situation will be reviewed in six months.

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

**C.HAMILL/A.TAUDELANGI
CARRIED UNANIMOUSLY**

IT WAS MOVED that the Board approve five Teacher Only Days for 2017.

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

PERSONNEL

IT WAS MOVED that the following appointments be ratified:

- Pania Huata HoC Māori, 1 permanent MU, from 27 January 2017
- Owen Roper, TiC Geography, 1 permanent MMA, from 27 January 2017
- Linda Hill, Fixed Term English Teacher Terms 1 & 2 2017
- Chloe Collette-Moxon, Fixed term Food Technology Teacher, Terms 1 & 2 2017
- Coralie Stoner, Acting HoC Food and Fabric Technology for T1 & T2 2017
- Aureah Mothibe, Fixed Term Science Teacher 2017 academic year
- Tashiana Borrell, Fixed Term Teacher, 2017 academic year
- Alastair Johnston, F-Term, P-time ITM Teacher for 2017 academic year
- Leslie Beech Counsellor, additional .2FTE for 2017
- Donna Wilson, F-Term Educational Assistant, 2017 term time only
- Donna Wilson, F-Term, P-time Arts Co-ordinator for 2017
- Donna Milicich, F-Term, P-Time Food Aide, 2017 term time only
- Terry Caughley, F-Term, P-Time Technology Aide, term time only
- Lee Udy, F-Term, P-time Teacher Aide, T1 & T2 2017, term time only

- Evelys De Los Reyes Sandon, F-Term, P-time Teacher Aide, 2017, term time only
- Jadon Leslie, F-Term, P-time Grounds Aide, 2017, term time only
- Kash Afu-Joyce, F-Term, P-time Grounds Aide, 2017, term time only
- Peter Goodwright, casual Groundsman from 9 January 2017, until new Groundsman appointed.

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

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

- Sean Briscoe, Groundsman from 6 January 2017
- Dean Suter, Teacher, from 10 March 2017

**C.HAMILL/A.TAUELANGI
CARRIED**

IT WAS MOVED that the following fixed-term units for 2017 be ratified:

- Grace Whaanga, 1 F-Term MU and 1 F-Term MMA for Y9 Dean
- Phillip Smiler 1 F-Term MU and 1 F-Term MMA for Y10 Dean
- Elsie Leslie, 1 F-Term MU and 1 F-Term MMA for Y11 Dean
- Arnie Paurini, 1 F-Term MMA for Y12 Dean
- Teresa Bayly, 1 F-Term MU and 1 F-Term MMA for Y13 Dean

**C.HAMILL/S.HARRISON
CARRIED**

FINANCE

Tabled. DeWayne reported that our finances are robust and we are within the parameters of budget. The school is fiscally sound.

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:

| | | | |
|---------------------|-----------------|-----------|---------------|
| November 2016 | 1614 - 1732 | totalling | \$ 267,377.01 |
| December 2016 | 1733 - 1804 | totalling | \$294,833.29 |
| and Manual Cheques: | | | |
| November 2016 | 107937 – 107962 | totalling | \$9,821.76 |
| December 2016 | 107963 – 10795 | totalling | \$454.50 |

**D.TRANSFIELD/S.HARRISON
CARRIED UNAMIOUSLY**

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

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

IT WAS MOVED THAT the motion that the Melville High School Board of Trustees approve the funding application to the Southern Trust and the Lion Foundation for hall lighting to the value of \$28.000 passed by email on 13 December 2016 be noted.

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

- Clive informed the meeting that he is looking at Funding Providers for the Turf. Monies have been received for the Softball Team to go to Nationals and there will be a proposal for refurbishment of Te Manaakitanga.
- It was suggested that a Board Meeting be held in the Marae. Clive will discuss this with Pania.

POLICY REVIEW

Tabled and spoken to by April, in particular the Draft Questionnaire. It is about reviewing what is there, whether Policy is working, then feeding forward from there before making any changes. The Questionnaire needs, staff, student and community input. The Focus Group could also have input.

IT WAS MOVED that the Report be accepted.

**A.TAUELANGI/M. KAUA TE TOKI
CARRIED**

CORRESPONDENCE

Inwards

| | | |
|--------------------------------------|-------------------------------------|---------------------------------------|
| NZSTA | Term 4 2016 round up | cc: All |
| | 'Welcome to my World' invitation x2 | cc: All |
| | NZSTA Workshops | cc: All |
| | STA News, November 2016 | cc: All |
| | NZSTA AGM Motion Template | cc: Chair |
| Spirit of Adventure re Voyage | | cc: Student Trustee, Chair, Principal |
| Michael Densem re BoT Facebook Group | | cc: All |

Outwards

Motions re funding, approved by email, to Southern Trust and Lion Foundation for hall lighting.

IT WAS MOVED that the Inwards Correspondence be accepted and the Outward approved.
L.WILLIS/C.HAMILL

- Tracy informed the meeting that she attended the 'Welcome to my World' STA Workshop and got value out of it.
- A brief discussion took place regarding the website and Facebook.

CARRIED UNANIMOUSLY

GENERAL BUSINESS

• Charter Focus Meetings 6 December 2016 & 26 January 2017

- Discussion held on Major Goals for 2017:
 1. Raising all students' achievements.
 2. Strengthening parents, whanau, community and school partnerships to benefit students.
 3. Aim high.
- Whakatauki:

Whāia te iti kahurangi ki te tūohu koe me he maunga teitei
*Seek the treasure you value most dearly: if you bow your head,
 let it be to a lofty mountain*

- This whakatauki is about aiming high or for what is truly valuable, but its real message is to be persistent and don't let obstacles stop you from reaching your goal.
- It was felt that it would be appropriate to get approval to use this whakatauki, if able, but not necessary.
- Deadline for Charter Goals is 1 March, but our NCEA data doesn't get confirmed until 28 February.
- Need Statement of Variance.
- Feed forward school targets – some will be in relation to Melville Community of Learning and some have been identified.
- Clive informed the meeting that the information is a fortnight away.
- The commentary and language need to change in the Charter. The Board has given a much clearer focus. Put Goals and Targets in and carry on from there. Need to get feedback from community on draft.
- Discussion ensued on how to recognise other ethnicities.
- The Board needs to have a timeline to move forward. April offered her assistance in doing a draft and forwarding to Clive.
- Clive would like Board input prior to submitting Annual Goals and this will be emailed for majority approval and endorsed at a later date.

IT WAS MOVED that the Targets be circulated to the Board, with majority approval by return email.

A.TAUELANGI/L.WILLIS
CARRIED UNANIMOUSLY

- **NZSTA Workshops**

- Schedule was tabled with members asked to partake in any they are interested in.

NEXT MEETING

- BYOD - Dave McNulty to be asked to table a report and speak to this.

The meeting closed at 8.15 p.m.

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D. Transfield

14 March 2017