

MELVILLE HIGH SCHOOL

Minutes of the Melville High School Board of Trustees Meeting held on Tuesday 14 March 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

APOLOGIES: Liz Willis, Maatai Ariki Kauae Te Toki

IN ATTENDANCE: Jocelyn Caughley

KARAKIA: DeWayne Transfield

Dewayne welcomed all to his first meeting as Chair.

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.

DIGITAL TECHNOLOGY & BYOD PRESENTATION

- In Dave McNulty's absence [at Y9 camp] Clive spoke to the tabled document. This document was in response to queries raised and also the school strategy to implement BYOD.
- Families were encouraged to purchase a Chrome Book – these need to be connected to the internet – connectivity availability with a lot of our families is a challenge. We are half way through the trial process which started in 2016. We might not be able to implement this in 2018 mainly due to:
 - Full staff capacity
 - Provision of devices
 - Student/Caregiver interest and connectivity
 - Contributing Schools involvement in BYOD programmes
- It has been a struggle to get one class to take this option this year. Many issues were identified, including that fewer than 40% of our families do not have access to internet at home. This is significant. Our students do not come with the expectation of having their own device.
- A big challenge for our school is that we don't have enough devices for each student. Our present lease is \$70,000 annually. Sponsorship has been mooted, but the value of the devices after three years is minimal.
- Professional Learning of staff has been positive and this has heightened the demand for computers. A third of the senior maths course can only be done by computers.
- Staff are creating digital libraries through Google classrooms. This is great if a student misses a lesson. Clive is impressed by staff commitment to Google Docs. 'BOOM' sessions are held each Friday morning where strategies etc. are shared.
- MC has not reached any conclusions, but would need to find many dollars to make it sustainable – depreciation would also need to be built into this figure.
- Clive shared a summary of *Key Shifts in the 21st Century*.
- Focus on 'self' is a concern.
- There is a huge range of digital capability amongst our students.
- It is challenging for teachers as they need an interactive device for all students in their classes.
- Discussion was held on the hire purchase of devices and internet and comparison with a Decile 1 school. Clive is not comfortable with going out and getting funding for this.
- Sophia pointed out that some students prefer books to digital.
- Responsibility of students in Years 9 and 10 was discussed. Some felt Y11 students are more engaged and therefore are more responsible for devices.

- The state of our present computers was discussed and we are in the process of ensuring all computers are working in all labs. We are looking at a further outlay of \$35,000.
- Even though BYOD is not compulsory, students have this as an option. The ideal would be for all students to have access.
- The school needs to look further for solutions.

DeWayne thanked Clive and asked that thanks also be forwarded on to Dave McNulty.

MINUTES OF PREVIOUS MEETINGS

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

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

MATTERS ARISING

- Dessert Project was discussed. Clive is apprehensive as to whether we can manage both projects financially this year. We are already doing the front entrance project. We are waiting on electrical wiring to the sign. Hamilton City Council has advised that it takes six weeks for approval to change the kerbing

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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 CHAIR
CARRIED UNANIMOUSLY**

IT WAS MOVED that the Board move Out of Committee.

**D.TRANSFIELD FROM CHAIR
CARRIED UNANIMOUSLY**

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

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

REPORTS

CHAIR

- DeWayne spoke to his first Chair Report and hoped that the time on the Board is an enjoyable exercise for all – members are to bring solutions, agenda items. Mandate says the Board must be a good employer. He asked that staff be let known that they are valued. The student perspective is also important. The Board will accomplish and make important changes. Staff and Student reps. can give verbal reports if they wished.
- The tabled information was highlighted – it was felt that we do well with struggling students, not so well with others.
- At the next parent-teacher interview [AC Conferences] the Board will have a desk in order that the school and community know that their views are valued. It will also be an opportunity to get feedback regarding the Charter and our goals.
- The Board has accountability. Authority can be delegated, but not accountability.
- The Flow Chart was highlighted. DeWayne feels we need to sharpen up our processes.
- Finance has been delegated to Liz.
- DeWayne wants what's important for the school, not dominant personalities.
- Monthly meetings will be held from 6pm – 8pm. If the meeting goes on after 8pm a motion is to be passed that we go past this time. This will mean that sometimes matters will be deferred a month.
- **IT WAS MOVED** that the Chairperson's Report be accepted.

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

STAFF TRUSTEE

Tabled.

- Computers are a challenge. There are sometimes not enough for big classes.
- An audit is taking place at present so we will have a better picture after this.

IT WAS MOVED that the Report be accepted.

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

STUDENT TRUSTEE

Tabled.

- Students are asking for lockers and better Wi-Fi. Discussion ensued.
- Sophia was asked to thank the students for their views.

IT WAS MOVED that the Report be accepted.

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

PRINCIPAL

Tabled.

- NZQA has been grossly inefficient. Our final results have still not been received.
- Keen to sustain involvement in Community of Learning/Kāhui Ako. Very prescriptive.
 - Areas of focus:
 - Building links with the community
 - Improving teacher effectiveness
 - A meeting is being held on 22 March which DeWayne and Clive will attend. Board members will be sent the information.
- We need to decide on a format for reporting to the Board. We need structure and certainty, accountability, feedback and feed forward. Clive tabled a format that we previously used and was endorsed by the Ministry and modelled by Gillian Diprose, NZDTA PLD Adviser. STA want it to be more inclusive. Clive needs a format for reporting to the Board. DeWayne suggested that Clive goes with the status quo. April stated that she would like to work with Clive to implement the format. Clive is to email the Board once the format is identified.
- Our roll is down which affects our finances. Clive explained to the Board a meeting that he had had with the Ministry re an enrolment that needed 'wrap around services'. There is potential for chaos.

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

CARRIED UNANIMOUSLY

PERSONNEL

Clive spoke to personnel matters:

- Our new Groundsman presently works at Melville Primary. There is a challenge with our budget being limited.
- Our new Science Teacher starts at the beginning of Term 2. We have a fixed term teacher until that time.
- Our Sports Co-ordinator has verbally indicated that he will be leaving at the end of term.
- We are presently going through the process for the Food and Fabric appointments. We have received good applications.
- Brendan Carr has been appointed to Security, which is separate from the Groundsman position. Brendan is living in the School House – which the Ministry own as it fell off our footprint in 2005.

IT WAS MOVED that the Personnel Report be accepted.

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

IT WAS MOVED that the following appointments be ratified:

- Lynda Woodhead part-time, fixed term teacher 28 February-13 December 2017
- Brendan Carr, fixed term Security Person from 8 March 2017
- Lesley Beech; Guidance Counsellor revert to .6FTE from 1 March 2017
- Jade Milne, Science Teacher, permanent from 1 May 2017
- Stephen Munro, Groundsperson, permanent from 27 March 2017
- Donna Howells, Fixed Term Science Teacher, 13 March-13 April 2017
- Sanchez Amato, part-time, fixed term Teacher Aide from 14 March 2017

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

FINANCE

Tabled and spoken to by DeWayne, who stated that he had gone over the financial reports and the school is in a fiscally sound position.

IT WAS MOVED that the Report be accepted.

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

IT WAS MOVED that the Board acknowledge system numbers:

Direct Credits:

January 2017	1805 - 1866	totalling	\$64,574.19
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and Manual Cheques:

January 2017	107966	totalling	\$304.80
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as being paid

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

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

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

IT WAS MOVED that the Board accept the Annual Accrual Payroll printout supplied by Novopay for the year ending 31 December 2016.

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

- Clive informed the meeting that we had received \$15,000 funding for lights for the hall and \$2,000 for the softball team. He is working through funding for the turf. The effect on finances with the drop in roll will mean that we need to ensure we work within our income.

POLICY REVIEW

- A Policy needs to be looked at for discussion. Some of our wording in our policies needs to be changed to reflect time.
- The Governance Manual needs to be looked at now that the Charter is completed. Some of our policies seem to be contradictory. In the STA Manual there is a Policy Format which the Board will have to decide which way they want to go.
- Policy Format and Governance Manual is to be put on the next Agenda.

CORRESPONDENCE

Inwards

MoE	Acknowledgement of Charter & Analysis of Variance	Tabled
NZSTA	Start of year update	cc: All
	Waikato Executive Survey	cc: All
	STA News, January	cc: All
	Support Staff PUM	cc: All
	Conference Registration details & Resource Annual	Tabled
NZEI	PUM 15 March	Tabled
	Employment Relations Education Leave	cc: All
Melville Intermediate re Community of Learning Stewardship Group		cc: Chair/Principal

Outwards

MoE Charter and Analysis of Variance

Discussion ensued on STA Conference. The Conference material is to be distributed digitally to members. April stated that she will be going as Executive so STA will be paying for her.

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

D.TRANSFIELD/A.TAUELANGI

CARRIED UNANIMOUSLY

GENERAL BUSINESS

- **Website**

- The Marketing Committee is looking at this and working through a new version. The goal is to have a new website up and running by next term.
- The Board requested to view the website before it goes live.

- **FEEDBACK FROM PARENTS AT ACP**

- Whiteboard with Post Its
- Digital feedback as well.
- Discussion on questions – Fran, Tracy and Sophia are to come up with a draft questionnaire by 28 March.

NEXT MEETING

- Thursday 11 April 2017
- Come with solutions to meetings on Agenda items.
- Governance / Management Roles
- Report back process identified.
 - In Framework will be when stand-downs and suspensions are reported on.
- Suggestions on how the Board can become more visible – ideas to be emailed.

The meeting closed at 8.06 p.m.

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D. Transfield

11 April 2017