

MELVILLE HIGH SCHOOL

Minutes of the Melville High School Board of Trustees Meeting held on Wednesday 2 December 2015 at 6.00 p.m. in the Board Room at Melville High School.

PRESENT: Tracey Cooper, Clive Hamill, Janine Jackson, Rachel Harrison, Meché Phillips, Gilly Rowling, Bill Russell, Altus Van, Liz Willis-
from 6.20pm

IN ATTENDANCE: Jocelyn Caughley

MINUTES OF PREVIOUS MEETING

IT WAS MOVED that the minutes of 27 October 2015 be accepted and adopted as a true and accurate record.

**A.VAN AS/J.JACKSON
CARRIED**

MATTERS ARISING

- From Student Development Meeting:
 - School Waiaata
 - Service Awards at Prize giving – This was discussed at the Prize giving Debriefs and SLT will also discuss this.

CORRESPONDENCE

Inwards

MoE	Ministry Bulletin	cc: All
ERO	National Evaluation Report 'Educationally Powerful	
	Connections with Parents and Whanau	Tabled
	Publications-Effective School Evaluation/Good Practice	Tabled
NZSTA	Reminder Waikato Regional Chairpersons Forum	cc: All
	2016 Trustee Triennial Elections: Range of Dates	cc: All
	STCA – settlement	cc: All
	Membership Account / Information	cc: Finance/Tabled
	STA News, October	cc: All
	Update of Education Act 1989 – Consultation Workshops	cc: All
	Education Act review	cc: All
	Waikato Region T4 Newsletter	cc: All
	Health & Safety information	cc: All
	Survey on services	cc: Chair
	Govttalks is live	cc: All

IT WAS MOVED that the Inwards Correspondence be accepted **J.JACKSON/G.ROWLING**

- Clive distributed the Education Act Review and asked that members read this.

CARRIED

CHAIR REPORT

Tabled

- Tracey thanked all for stepping in during his leave of absence. He had heard Altus' Prize giving speech was memorable.
- The Collaboration of Learning schools have had another meeting – it is good that local schools are working together. Clive informed the meeting that Hamilton West and Koromatua have since joined.

IT WAS MOVED that the Report be accepted.

**T.COOPER/A.VAN AS
CARRIED**

PRINCIPAL'S REPORT

Tabled and highlighted:

- Staff were dumbfounded with Holly's husband passing away. The support for Holly was great but there is a need to debrief with staff.
- Planning for the year ahead.
- Y10 had a great camp at Tui Ridge. Extra support was provided.
- Clive spoke to the new staff appointments for 2016.
- Allan Hughes, NZSTA HR Advisor visited and undertook an audit of our HR and personnel policies and processes.
- 24/7 Youth Worker programme – great programme but the Board needs to find \$9,000 to fund this.
 - This is jointly funded by local churches and school and targets agreed areas of focus - provides for two people for 10 hours a week to work in the school. Gilly has seen this working in Christchurch schools. It is run through the Church but is not religion based.
 - The Board agreed that this project was worth looking at and the Budget needs to be looked into to see if the \$9,000 can be found.
- The new Vulnerable Children's Act is having a wide impact.
 - Need to have a Child Protection Policy
 - Principal has to report on any matter. PPTA are considering asking Principals not to provide evidence to TRC.
- Clive thanked the Board for their contribution to the school. Turn outs at meetings shows a commitment. Enjoy family over Christmas.

IT WAS MOVED that the Report be accepted.

**C.HAMILL/T.COOPER
CARRIED**

Liz arrived at 6.20 p.m.

PERSONNEL

IT WAS MOVED THAT the following appointments be ratified:

- Stephanie Ashton, permanent Assistant Principal, 5MU and 1SMU from 27 January 2016
- Genae Thompson, permanent HoC Māori with 1MU from 27 January 2017
- Chris Fifield, permanent Hard Materials Technology Teacher from 27 January 2016
- Peter Rowlingson, full-time, fixed term Hard Materials Technology teacher Terms 1 and 2 2016.

**T.COOPER/A.VAN AS
CARRIED**

STAFF TRUSTEE

Tabled and spoken to by Bill.

- Staff are very busy.
- Pleasing to see Collective Agreement finalised.
- Personnel issues discussed. The PPTA Branch held a meeting and the Chairperson then met with Clive. Clive tabled the issues raised by the Branch.
 - SLT has a strategy to look at elements of concern – raise the bar.
 - Need to revisit some things as we are a relational school.
 - It was great that the PPTA Chairperson met with Clive to enable a collective response.
 - SLT has been working really hard, particularly with being one down.
 - It is important that staff concerns are not treated lightly.
 - There needs to be an open meeting between staff and SLT about specifics.

IT WAS MOVED that the Report be accepted.

**B.RUSSELL/ T.COOPER
CARRIED**

STUDENT TRUSTEE

Tabled and spoken to by Meché.

- Last week of school went well.
- Prize giving went well and the musical items were enjoyable.

- External exams have finished.
- Japanese visitors enjoyed their stay.
- 2016 Head Students will be good.
 - Clive stated that he has had a goal setting session with them. They have positive strategies and are keen to establish guidelines.

IT WAS MOVED that the Report be accepted.

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

STUDENT DEVELOPMENT

Tabled and spoken to by Janine.

- School Waiata – need to make a focus for 2016.
- Uniform – Y9 2016 students must have new uniform. Phasing in was discussed.
- Tainui Kawenata MoU discussed. **IT WAS MOVED** that this Memorandum of Understanding be signed by Melville High School. **T.COOPER/A.VAN AS**
 - Discussion ensued regarding the benefit to only Tainui Iwi. There will be a flow on affect. We have asked for support from Tainui to identify the students.

CARRIED

IT WAS MOVED that the Report be accepted.

**J.JACKSON/B.RUSSELL
CARRIED**

PROPERTY

Tabled and spoken to by Gilly.

- Interviews for a Caretaker will take place next week.
- Lack of shelter in the desert plan is of concern. Clive stated that he can't see \$140,000 in the design and he has asked for alternatives for landscaping and pricing for small shelters. The area needs to be open, but protected from the wind. This area is particularly cold. Discussion took place with the Board agreeing with Clive's concerns.
- The MoE Property Officer has visited and is wanting to remove a number of buildings – two were offered but he wants six. This is a barrier to getting our 5YA signed off and will delay projects.

IT WAS MOVED that the Report be accepted.

**G.ROWLING/B.RUSSELL
CARRIED**

POLICY

Tabled.

IT WAS MOVED that the following policies be ratified.

- Guidance and Counselling
- Finance

**T.COOPER/J.JACKSON
CARRIED**

FINANCE

Tabled and spoken to by Altus.

- Better result this month - \$3,000 surplus. We should break even at the end of the year.
- Cyclical Maintenance Reserve was spoken to as was the loan. Repayments would be \$1920 monthly over 10 years or \$3,333.33 over a five year period. This needs to be considered carefully.

IT WAS MOVED that the Board acknowledge system numbers

Direct Credits:

October 2015	0405 - 0468	totalling	\$59,734.11
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and Manual Cheques:

October 2015	107875 - 107878	totalling	\$ 1,863.21
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be acknowledged as being paid.

**A.VAN AS / T.COOPER
CARRIED**

IT WAS MOVED that the financial position and investment updates for October 2015 be noted and accepted.

**A.VANAS/T.COOPER
CARRIED**

IT WAS MOVED that the Report be accepted.

**A.VAN AS/T.COOPER
CARRIED**

GENERAL BUSINESS

- **2016 MEETING DATES**

- Draft discussed. It was decided to have the monthly meetings on the 4th Tuesday of the month.

- **2016 TRIENNIAL ELECTIONS**

- The common Election Date of 3 June was discussed. It was felt that this was too late in the year and that the Board follow a similar timeline as the 2013 triennial elections. **IT WAS MOVED** that the 2016 triennial staff and parent Trustee Election date be set as 13 May 2016. **C.HAMILL/T.COOPER CARRIED**
- **IT WAS MOVED** that Jocelyn Caughley be appointed Returning Officer for the parent and staff triennial Board elections in 2016. **C.HAMILL/T.COOPER CARRIED**
- Succession Planning needs to start. It was suggested that the P.T.A. could be involved in promoting the Triennial Elections.

IN-COMMITTEE – Page 156

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.

**T.COOPER FROM CHAIR
CARRIED**

IT WAS MOVED that the Board move Out of Committee.

**T.COOPER FROM CHAIR
CARRIED**

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

**T.COOPER FROM CHAIR
CARRIED**

The meeting finished at 7.20 p.m.