

MELVILLE HIGH SCHOOL

Minutes of the Melville High School Board of Trustees Meeting held on Tuesday 22 March 2016 at 6.00 p.m. in the Board Room at Melville High School.

PRESENT: Tracey Cooper, Clive Hamill, Rachel Harrison, Meché Phillips, Gilly Rowling, Bill Russell, Altus Van As, Liz Willis

APOLOGY: Janine Jackson

IN ATTENDANCE: Jocelyn Caughley, Steph Ashton [6 – 6.20pm]

Tracey welcomed Steph to the meeting.

STEPH ASHTON, ASSISTANT PRINCIPAL

- Steph spoke on Academic Counselling, referring to the Student Development Minutes and gave a Hand Out on Academic Counselling for Y12 2016. Y11 and Y13 students also have their relevant year level manual. Students will receive this, this coming week. Steph will be following through that all students receive support. Some students are already coming under pressure and Steph wishes to ensure that all students get access to support. Any feedback from Board members would be gratefully received. The idea came from Massey High School and the manual has been modified for Melville High.
- Parent-Student-Teacher Report Evenings will change with 20 minute slots with the student's tutor teacher who will talk across the spectrum. Tutor Teachers will be ringing parents/caregivers before the Report evening.
- Steph gave a brief outline on her background and interests.
- Clive acknowledged the contribution that Steph has made already. She has made great relationships with students and staff and has raised expectations. Steph works tirelessly.

Steph was thanked for attending the meeting and left at 6.20 p.m.

MINUTES OF PREVIOUS MEETING

IT WAS MOVED that the minutes of 23 February be accepted and adopted as a true and accurate record.

**B.RUSSELL/L.WILLIS
CARRIED**

MATTERS ARISING

- A meeting has been arranged with our MoE Property Officer, but it is four weeks away.

CORRESPONDENCE

Inwards

MoE	Provisional staffing entitlement	cc: Finance
	Health & Safety at Work Act 2015	cc: All
NZSTA	STA News, January / February	cc: All
	Succession Planning Workshop	cc: All
	Conference Brochure	Tabled
	Regional Newsletter	cc: All
	Health & Safety information	cc: All
PPTA/NZEI	Health and Safety at Work Act 2015	cc: Property
Chris Hipkins,	Labour spokesperson for Education	cc: All

IT WAS MOVED that the Inwards Correspondence be accepted.

T.COOPER FROM CHAIR

- Tracey wished to respond to the letter from Chris Hipkins concerning STA's lack of consultation regarding Parental Leave. The Board endorsed this.
- Clive pointed out that we have received numerous correspondence on Health & Safety.

CARRIED

CHAIR REPORT

Tabled

- Heating/Cooling of classrooms is a challenge.
- Staff morale is a hot topic at the moment.
- Excellence Dinner and Raft Race are coming up.

IT WAS MOVED that the Report be accepted.

**T.COOPER FROM CHAIR
CARRIED**

PRINCIPAL'S REPORT

Tabled and Clive highlighted:

- The final NCEA results have still not been confirmed.
- There was a good turnout to the Parent-Teacher-Student Interview Evening.
- Big ups to those who supported the Y9 Camp - it was 'magic'.
- The roll is a challenge with STP.
- Moderation – great, with no hiccups.
- Clive spoke to the Report he had received from Genae on the Marae. These issues are being addressed. Clive will also be supporting Genae in her strategy to re-establish the school haka and to develop a school waiata.
- Staff Relationships – ongoing. The Harassment and Timetable Policies will be shared with staff as quickly as possible.
- Clive and Dave met with the Manager of the Cricket Club, who was surprised at the damage the Club had caused in the Rec. Centre.
- The Charter was tabled along with the Draft Goals for 2016 and the 2015 Variance of Analysis. The targets are the requirements of the MoE. We are still waiting on NCEA final data, so unable to input the final Charter until this arrives.
- **IT WAS MOVED** that the Board approve the Charter with final endorsement at the next Board Meeting.
 - Discussion ensued.
 - Academic Counselling, Edupraise and Learning with Digital Technology have been added to the Goals. LoCs have been involved with setting the targets.

T.COOPER/L.WILLIS

CARRIED

- Clive spoke to the additional compliance the Ministry has required the school to undertake, without any effective training.
- Clive pointed out his tabled response to matters raised by the PPTA Branch, along with the Teachers Council Code of Ethics, which is part of building a positive culture. Two staff meetings have been held and another will be held on 11 April. Sharing information is a strategy that could be improved on.

IT WAS MOVED that the Report be accepted.

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

PERSONNEL

- Clive informed the meeting that there is an issue with filling the Food Technology position. We will probably need to utilise an employment agency.
- Clive also informed the meeting that he will be supporting an application for Refreshment Leave from a staff member. This leave is part of the CA. There are two requirements for this leave – Service and the school needs to be able to get a suitable replacement. Clive is meeting a prospective candidate this week.

IT WAS MOVED THAT the following appointments be ratified:

- Donna Wilson, Fixed Term, Part-time Teacher Aide
- Peter Gerrand, P-Time Cleaner from 7 March 2016

**T.COOPER FROM CHAIR
CARRIED**

IT WAS MOVED the following fixed-term MMU/MMA for 2016 be ratified:

- Sangita Achary, 1MMA for NZQA Principal nominee support
- Grace Whaanga, 1MMA for PB4L Leadership and 1MMA for Best Buddies
- Soji Joseph, 2MMA for Timetable Support and eDean Distance Education
- Marnie McMillan, 2MMA for eLearning Technical Leadership
- Fran Diaz, 1MMU for eLearning Pedagogical Leadership

- Teresa Bayly, 1MMU for Academic Counselling
- Genae Thompson, 1MMA for Maaori Kaitiaki Support
- Daya Chandra, 1MU for Timetabling and 1MMA for KEP Lead Team
- Elsie Leslie, 1MMA for KEP Lead Team
- Amanda Froggatt 1MU for POET EOTC [cost jointly shared with POET]
- Michael Edwards, 1MMA for Sport Leadership
- Ruth Searancke, 2MMA for Service Academy Leadership
- Babu Ittyerah, 1MMA for eTeacher Distance Education

**T.COOPER FROM CHAIR
CARRIED**

IT WAS MOVED that the resignation of George Simon Cleaner from 4 March 2016 be accepted with regret.

**T.COOPER FROM CHAIR
CARRIED**

STAFF TRUSTEE

Bill tabled his penultimate Report.

- Bill informed the meeting that he will not be standing for Staff Representative on the Board in the upcoming Trustee elections.
- Staff issues – it would be good to know what the specific issues are.

IT WAS MOVED that the Report be accepted.

**B.RUSSELL/ M.PHILLIPS
CARRIED**

STUDENT TRUSTEE

Tabled and spoken to by Meché.

- 3D Puzzle in the Library is great.
- The give-a-little can drive for Fiji was very successful.
- The first Student Council meeting has been held.
- Liz mentioned that the Y13 leaders at camp this year were 'well selected'.

IT WAS MOVED that the Report be accepted.

**M.PHILLIPS/B.RUSSELL
CARRIED**

STUDENT DEVELOPMENT

Tabled

- Y13 students are still to be informed that the Common Room is non-existent, due to Ministry requirements with our Footprint.

IT WAS MOVED that the Report be accepted.

**T.COOPER/L.WILLIS
CARRIED**

POLICY

Tabled

- The Timetable and Harassment Policies were tabled for consultation, in order that they may be ratified at the next Board meeting.

IT WAS MOVED that the Report be accepted.

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

PROPERTY

Tabled and discussed.

- Our Architect is still sourcing shelters. Clive is to meet with Tim Gisler next week.
- There has been a problem with the tank at the Patricia Ave Satellite Unit.
- Clive tabled a MoE Health & Safety Policy sample, plus checklists. There is a need to meet before the end of term to go through the Policy Checklist.

IT WAS MOVED that the Report be accepted.

**G.ROWLING/ C.HAMILL
CARRIED**

FINANCE

Tabled and spoken to by Altus.

- The 2016 Budget is still not finalised.

IT WAS MOVED that the Finance Committee be empowered to approve the 2016 Budget.

**T.COOPER FROM CHAIR
CARRIED**

Gilly left the meeting at 7.10 p.m.

IT WAS MOVED that the Board acknowledge system numbers:

Direct Credits:

February 2016	0628 – 0735	totalling	\$74,007.20
and Manual Cheques:			
February 2016	107915 – 107916	totalling	\$623.18
as being paid.			

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

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

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

IT WAS MOVED that Board accept the Annual Accrual Payroll printout supplied by Novopay for the year ending 31 December 2015.

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

IT WAS MOVED that the Report be accepted.

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

GENERAL BUSINESS

- The next Board meeting was confirmed at Tuesday 3 May at 6.00 p.m. This will be the last full Board meeting for this Board.

IN-COMMITTEE – Page 166

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.

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Tracey Cooper

3 May 2016