

MELVILLE HIGH SCHOOL

Minutes of the Melville High School Board of Trustees Meeting held on Tuesday 23 February 2016 at 6.00 p.m. in the Board Room at Melville High School.

PRESENT: Tracey Cooper, Clive Hamill, Rachel Harrison, Janine Jackson, Meché Phillips, Gilly Rowling, Bill Russell, Liz Willis

APOLOGY: Altus van As

IN ATTENDANCE: Jocelyn Caughley

Tracey welcomed all to the first meeting of 2016.

MINUTES OF PREVIOUS MEETING

IT WAS MOVED that the minutes of 2 December 2015 be accepted and adopted as a true and accurate record.

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

MATTERS ARISING

- Uniform – Direct Group are selling the ‘old’ uniform to parents wanting the new uniform. This does not have the new monogram on it. Discussion ensued. Parents felt a little misled. Some prices have also gone up, when the Board was lead to believe this would not happen. Clive will follow up on this aspect. There is a need for a longer phasing in time. It was mentioned that it has been much easier to manage the school uniform this year. The Gallagher Group has resourced some uniforms for our students.
- 24/7 Youth Programme will not go ahead due to financial reasons.
- MoU of the Tainui Kawenata Programme – a hui will be held later this term. We will be undertaking the survey of Tainui iwi again.

CORRESPONDENCE

Inwards

ERO	Raising student achievement publication	Tabled
MoE	Ministry Bulletin x2	cc: All
	Ops Grant Instalment Notice	cc: Finance
Office of the Ombudsman	– acknowledging information	cc: Principal
NZSTA	STA News, November/December	cc: All
	Start of Term 1 message	cc: All
	Professional Development x2	cc: All
	‘The Pathway to a community of learning’	cc: Chair/Principal
	AGM Motions	Tabled
	Workshop Reminder	cc: All
Owen McLeod	re Audit for Year ended 31 December 2015	cc: All

Outwards

Office of the Ombudsman – information requested

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

**J.JACKSON/L.WILLIS
CARRIED**

CHAIR REPORT

Tabled

- We need to encourage people to stand for the Board.
- Discussion on new sculpture and surrounds took place.

IT WAS MOVED that the Report be accepted.

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

PRINCIPAL'S REPORT

Tabled and highlighted:

- Clive acknowledged the passing of Bill's Mum; it was a privilege being at the funeral and hearing the background of the Russell family.
- Clive congratulated Meché on her Merit Endorsement.
- Our new staff have been impressive.
- Athletics Day today was the best with participation; this being mainly due to our Year 13 students and in particular the work put in by the Year 13 Dean Teresa Bayly.
- Most significant is our Academic Achievement. The results given are roll-based [on 1 July Return] and it is hoped that with the inclusion of High Wire Trust results they will increase further. Confirmation of the final results will happen in about a fortnight.
 - Māori students at Level 1 were the lowest for sometime, but were much better for Pasifika and at Levels 2 and 3 they were much improved. This was due in part to Steph Ashton, in her role as an outside facilitator, challenging staff.
 - Three Scholarships were gained by Kaitlyn Bongers, Holly Loye and Breanna O'Connor.
 - There is much disappointment with High Wire Trust not loading credits, they have now been set up as a PTE so this should not happen again.
- Academic Counselling is moving along. Two of our staff visited Massey High School – they have now increased to Decile 5 and have had a change of uniform.
- Clive will have available by the Student Development Group Meeting a summary of the Exist Surveys and the Staff Survey undertaken last year.
- Steph is going great in her role as Assistant Principal.
- Building a Positive Team Culture – Discussion ensued on the feedback from last year. Professional Development will take place on developing a more positive staff culture including strengthening staff relationships, identifying common expectations about professionalism; reviewing communication pathways and developing skills to undertake open to learning conversations. It is important to have good relations from top ↔ down. Trust and transparency are essential. Frequencies of meetings have changed. A further survey needs to be undertaken in Term 3 to see if there is any difference.
- The Charter submission is due by 1 March, but as we do not have the confirmed data this will not be possible. Clive has shared this with the Ministry.

IT WAS MOVED that the Report be accepted.

**C.HAMILL/J.JACKSON
CARRIED**

PERSONNEL

- Clive pointed out that Raewyn Barton is now 'Cleaner in Charge' and we have some great new people in the Property/Cleaning Team.
- Discussion on composite classes took place. These can be a challenge for our teachers. Eight teachers have accepted this, but one teacher has not.

IT WAS MOVED THAT the following appointments be ratified:

- Margaret Black, SENCO from 27 January 2016
- Valetta Wiperi, Asst. SENCO, Kaiawhina Reo and Learning Support
- Vivien Renner, Fixed term Food Technology Teacher for Term 1 2016
- Murray Vincent, Caretaker from 25 January 2016
- Pachappa Goundar, Acting LoC Technology for 2016
- Leslie Beech Counsellor, additional .8FTE for 2016
- Coralie Stoner, Acting HoC Food and Fabric Technology for 2016
- Alastair Johnston, F-Term, P-time ITM Teacher
- Paula Stewart, F-Term, P-time ESAL Teacher with 1 F-Term MMA plus Admin
- Donna Wilson, F-Term Educational Assistant
- Donna Wilson, F-Term, P-time Arts Co-ordinator
- Donna Milicich, F-Term, P-Time Food Aide
- Terry Caughley, F-Term, P-Time Technology Aide

- Lee Udy, F-Term, P-time Teacher Aide
- Sonia Maitinez Bohorques, F-Term, P-time Teacher Aide
- Nick Fulton, F-Term, P-time Grounds Aide
- Kash Afu-Joyce, F-Term, P-time Grounds Aide
- Raewyn Barton, In-Charge Cleaner from 25 January 2016
- Graeme Kuiti, P-Time Cleaner from 15 February 2016
- Colleen Bancroft, P-Time Cleaner from 15 February 2016

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

IT WAS MOVED that the following leave be noted:

- Elizabeth Ross, secondment to Team Solutions, University of Auckland from 1 January 2016 until 31 December 2016.

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

IT WAS MOVED that the following fixed-term units for 2016 be ratified:

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

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

STAFF TRUSTEE

- Year 13 Camp was good.
- Class sizes are an issue.
- Classroom temperatures are an issue – particularly in the top story of Nelson Blocks! Discussion ensued. It is disappointing from the Board's point of view that we can't afford air conditioning in all classrooms. It was pointed out that we need to look at the issue of power costs and ongoing maintenance for air conditioning.

IT WAS MOVED that the Report be accepted.

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

STUDENT TRUSTEE

Tabled and spoken to by Meché.

- Year 9 activities during first few days were very interesting.
- First day of school was very busy.
- New puzzle in the Library which is great.
- Academic Counselling – interesting to learn and know it's going to be beneficial
- Changing Room Showers – concern with no curtains. Clive stated this would be a priority. Clive, Dave and Murray did a walkthrough/audit of classrooms today
- Athletics Day was great for participation and school spirit.
- International students are fitting in well. We also have some Colombian refugee students.

IT WAS MOVED that the Report be accepted.

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

PROPERTY

Tabled and discussed.

- The Melville Cricket Club are wrecking the Rec. Centre floor by not taking off their shoes. This will be addressed with the Club.
- Tractor and Mower are fixed.
- We have a new MoE Property Officer – the third in 12 months.
- Desert Development – image shown of suggested shelter. Pricings are still to be received. If this goes ahead we will be able to manage plantings.

IT WAS MOVED that the Report be accepted.

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

FINANCE

Tabled and discussed.

- January accounts look healthier than November/December. We are on track at the moment.
- **IT WAS NOTED** that the Annual Accrual Payroll printout supplied by Novopay for the year ending 31 December 2015 is not yet ready for acceptance but will be ready by the next Board meeting.

IT WAS MOVED that the Board acknowledge system numbers:

Direct Credits:

November 2015	0469 - 0557	totalling	\$ 46,827.05
December 2015	0503 – 0571	totalling	\$424,438.58
January 2016	0572 – 0627	totalling	\$ 89,403.32

and Manual Cheques:

November 2015	107879 - 107895	totalling	\$ 3,412.50
December 2015	107896 - 107912	totalling	\$ 6,103.55
January 2016	107913 - 107914	totalling	\$ 271.14

be acknowledged as being paid **and that it is noted there is a double up of payment numbers 0503 to 0557; these numbers having been used twice.**

T.COOPER/C.HAMILL

CARRIED

IT WAS MOVED that the financial position and investment updates for November 2015, December 2015 and January 2016 be noted and accepted.

T.COOPER/C.HAMILL

CARRIED

IT WAS MOVED that the Report be accepted.

T.COOPER/C.HAMILL

CARRIED

GENERAL BUSINESS

- Nil

IN-COMMITTEE – Page 161

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

22 March 2016