

## MELVILLE HIGH SCHOOL

Minutes of the Melville High School Board of Trustees Meeting held on Tuesday 24 May 2016 at 5.30 p.m. in the Konica Minolta Room at Melville High School.

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

**IN ATTENDANCE:** Jocelyn Caughley

### INTRODUCTION

Clive gave a special welcome to all for the first Board of Trustees Meeting, thanking all for putting their hand up. Liz, as the only previous Board member, was asked to Chair the first part of the meeting until a Chair is elected. Liz welcomed all and asked Maatai Ariki to do the Karakia.

### WHAKAWHANAUNGATANGA

All present were invited all to share something about themselves and their background.

Liz vacated the chair.

### ELECTION OF CHAIRPERSON

Clive called for nominations for Chairperson

Liz Willis

**IT WAS MOVED** that nominations be closed

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

Liz Willis was declared the elected Chairperson, with acclamation.

Liz was congratulated on her election to this position and took the Chair. Liz thanked all, stating she felt honoured to accept this role.

### ELECTION OF DEPUTY CHAIRPERSON

Liz called for nominations for Deputy Chairperson.

DeWayne Transfield

**IT WAS MOVED** that nominations be closed

**A.TAUELANGI/L.WILLIS  
C.HAMILL/F.DIAZ  
CARRIED**

DeWayne was declared Deputy Chairperson, with acclamation.

### MINUTE SECRETARY

**IT WAS MOVED** that Jocelyn Caughley be appointed Minute Secretary for the term of this Board.

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

### DELEGATIONS

- A Schedule of Delegations was tabled. It was decided that these would be discussed at the next meeting.
- A request was made to view the previous Schedule of Delegations.

### DISCIPLINE

- Clive explained the Discipline process. A Disciplinary Hearing needs to be held by Tuesday 31 May for a current suspension. Discussion ensued on the process and it was requested that the meeting be changed from Monday 30 to Tuesday 31 May. Liz, April and DeWayne will be the Disciplinary Committee for this meeting.

- **IT WAS MOVED** that the Board delegate authority to the Disciplinary Committee for suspensions and expulsions. **C.HAMILL/A.TAUELANGI**
- Further discussion ensued on the make-up of the Disciplinary Committee and all members of the Board were approved to have the authority to act as members of the Board's Disciplinary Committee.

**CARRIED**

### **PRINCIPAL'S PRESENTATION**

- Clive gave a PowerPoint presentation which gave a brief summary of Melville High, along with the key determinates put on the school, Governance vs. Management, Principal roles, Board roles. Clive stressed that the Board needs to identify what they want as the framework and goals feeding forward.
- Discussion took place on our Strategic Aims and Major Goals. Some members felt they would like the targets to be more systematic/measurable and that the aims should not be as focussed. The number of targets was also discussed.
- Community involvement was discussed. Online booking for Parent Interviews has proved successful with a far great participation. The Board needs to look at different strategies to get our Community more involved.
- Clive noted that the Annual Plan attempts to put a Framework around the Strategic Aims and Annual Goals. The Reporting Schedule provides a Framework for the Board. The Board needs to look at the structure of scheduling. The Annual Plan determines the Principal's direction. The Annual Plan would normally go to the Student Development sub-committee and they would report to the Board.
- It was decided that the current Annual Plan was to be used as a starting point.

### **BOARD STRUCTURE**

- Clive explained the present sub-committee structure. Discussion was held as to whether all the sub-committees are necessary or whether the Principal should do all the reporting to the Board. Some sub committees are essential such as Policy.
- Clive pointed out that we need to utilise the expertise and interest of members.
- It was decided to look at different models and discuss this further at the next meeting

### **MEETING DATES**

- Discussion ensued with the following three meetings decided as:
  - Tuesday 7 June at 6.00 p.m.
  - Tuesday 12 July at 6.00 p.m.
  - Tuesday 2 August at 6.00 p.m.

### **BOARD PACK**

- Clive spoke to the contents, which included
  - Glossary of terms
  - NCEA Data – roll and participation based
  - Last ERO Report
  - Policy List
  - Charter, Strategic Aims/Goals and 2016 Annual Plan

### **HARASSMENT OFFICER**

- Clive explained that a Harassment Committee needs to be established as part of our Personnel Policy. It is an avenue for people who feel they have been treated unfairly. The first port of call is the Harassment Officer. The Policy talks of a committee of three – the Harassment Officer, Staff Trustee and one SLT. Discussion ensued.
- **IT WAS MOVED** that Jocelyn Caughley be appointed Harassment Officer until the Policy is reviewed. **C.HAMILLF.DIAZ**
- Further discussion followed. The Policy will be looked at next meeting.

### **GENERAL BUSINESS**

- Clive informed the meeting that new Board members are usually given a tour of the school. This enables them to see the challenges that management face and enables the Board to establish empathy with what our staff put up with. Discussion followed, with some members not keen to do this and others would like to take up this invitation. Clive will email options.
- Members were asked to look at the Professional Development offered by School Trustees Association which had been forwarded to all.

### **IN-COMMITTEE – Page 4**

**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/C.HAMILL  
CARRIED**

**IT WAS MOVED** that the Board move Out of Committee.

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

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

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

The meeting concluded with a Karakia by DeWayne

**The meeting finished at 8.55 p.m.**