

## MELVILLE HIGH SCHOOL

Minutes of the Melville High School Board of Trustees Meeting held on Tuesday 25 October 2016 at 6.00 p.m. in the Board Room at Melville High School.

**PRESENT:** Liz Willis, Fran Diaz, Clive Hamill, Sophia Harrison, Tracy Pratt, April Taelangi, DeWayne Transfield, Maatai Ariki Kauae Te Toki- from 6.55 p.m.

**APOLOGY:** Margaret Comer

**IN ATTENDANCE:** Jocelyn Caughley

**KARAKIA:** April Taelangi

### 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.

- April declared her conflict of interest in the Waikato Regional Executive Voting to be discussed under General Business. April will vacate the meeting during this item.

### MINUTES OF PREVIOUS MEETINGS

**IT WAS MOVED** that the minutes of 13 September and 11 October 2016, be accepted and adopted as true and accurate records, with the removal of Margaret Comer under attendance at the 11 October meeting.

**L.WILLIS/D.TRANSFIELD  
CARRIED UNANIMOUSLY**

### MATTERS ARISING

Clive informed members that we have been successful in receiving 100% funding for a defibrillator from Mazda Foundation. We were also successful in receiving \$500 from DV Bryant Trust towards this, but this will be returned.

### IN-COMMITTEE – Pages 30 - 31

**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 FROM CHAIR  
CARRIED UNANIMOUSLY**

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

**L.WILLIS/D.TRANSFIELD  
CARRIED UNANIMOUSLY**

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

**L.WILLIS/D.TRANSFIELD  
CARRIED UNANIMOUSLY**

### REPORTS

#### CHAIR

Tabled.

**IT WAS MOVED** that the Chairperson's Report be accepted.

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

#### STAFF TRUSTEE

Tabled.

**IT WAS MOVED** that the Report be accepted.

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

## STUDENT TRUSTEE

Tabled. Sophia spoke to her first report.

- Sophia attended a Training Day for Student Representatives which she found informative and entertaining. There was good networking and she feels more prepared for her role now. STA are trying to have Boards not have any reports. Discussion ensued on this. The Board finds the reports informative.
- Sophia also thanked Clive for the induction he gave her as she felt this made her more prepared than the other attendees.

**IT WAS MOVED** that the Report be accepted.

**S.HARRISON/L.WILLIS  
CARRIED UNANIMOUSLY**

## PRINCIPAL

Tabled. Clive highlighted:

- **MATES Programme** – this is a great programme where up to 25 2017 Year 13 students will get two hours tuition each for 25 weeks for transitioning to further education, training and employment. This will be based in the Gateway Offices and Ruth Searancke will be facilitating it. Clive and Ruth will choose the students with the Programme Director. This will hopefully show an improvement in our NCEA results. The programme targets students with challenging backgrounds.

**Maatai Ariki joined the meeting at 6.55 p.m.**

## • MCOL

- Our CoL has the highest proportion of Maaori students outside a total immersion school. We will have better contact with whanau.
- We will receive a minimum of 50 hours of Inquiry time and Melville High will receive 200 hours of teacher release time. This will raise teacher effectiveness.
- The group will be targeting boys writing.
- Clive will be active but will not be taking on a leadership role in MCoL.

## • Academic Counselling

- This was very successful for Years 11 – 13 and the feedback was positive. This is the first time this has been held in the Waikato.
- Clive has been following up families who did not attend with home visits, which have been positive.
- There was nearly 90% involvement.
- We would need different strategies to undertake this for Years 9 and 10 due to large tutor groups.

## • Staff Changes

- Clive spoke to the staff changes – resignations and advertised vacancies.
- A further resignation has been received from HoC Maaori Studies, Genae Thompson, who has accepted a position at Hamilton Girls High School.
- Clive spoke to processes and expectations of staff resigning.
- One vacancy is LoC Technology and our Policy states that a Board member be part of the Interview Panel.

## • Property

- Our 10 Year Property Plan has finally been approved by MoE.
- Clive tabled the signed 5Y Property Project Priorities and spoke to this.
- If a contract is over \$100,000 we now have to advertise internationally.
- Auditors have been in and audited our property.
- If a contract is under \$50,000 we do not need to advertise the contract.

## • Offensive Media Sites

- We have had challenges with a series of inappropriate social media sites springing up. Net Safe and the Police are involved and they have contacted Facebook.
- Clive spoke to students again today regarding the consequences. Some students have confessed and the discipline system has been used.
- Guidance has a good 'wrap around' for students who are victims of cyber bullying.

- **Health & Safety Waivers**

- The MoE are providing support for schools that may have been asked to sign a liability waiver by a provider. Signing a waiver does not absolve a provider of their Health and safety duties.
- We are compliant with surplus chemicals.

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

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

**PERSONNEL**

**IT WAS MOVED** that the following appointments be ratified:

- Jonathan Rickard, Fixed Term PE teacher 12 September-13 December 2016
- Karama Broughton, Fixed Term Teacher Aide from 13 September 2016
- Maria Heka, on-call Cleaner from 14 October 2016
- Justine Macnamara, Fixed Term, Art Teacher for 2017 academic year.

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

**IT WAS MOVED** that the following resignations be received with regret:

- Elizabeth Ross, LoC Technology, from 27 January 2017.
- Holly Parker, Social Sciences Teacher, from 27 January 2017.
- Genae Thompson, HoC Maaori Studies, from 27 January 2017.

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

- **Appointments Committee** for LoC Technology – members were asked to give their expression of interest to Liz. April, Fran and Tracy showed interest in this. Members would need to commit to reading the C.V.s and a day for interviews.
  - Clive will circulate a tentative timeframe.
- Resignation process and professionalism when applying for positions was discussed. Clive stated that he supported staff with promotions.
  - The proposed trip to Rarotonga by the present HoC Maaori will not be going ahead. The HoC Maaori role was discussed. Our HoC Maaori has been offered support.
  - All staff have exit interviews. Genae has made a significant difference to our Maaori Student achievement.

**FINANCE**

Spoken to by DeWayne.

- Our budget is 'stuck' to and the school is aware of all monies coming in and out.
- Students who don't pay fees was discussed at the Finance meeting. The school is handling this well.
- Discussion took place on curriculum areas that are not prudent with their budget and consequences for overspending.

**IT WAS MOVED** that the Board acknowledge system numbers:

**Direct Credits:**

August 2016	1309 – 1351 and 1337 – 1408 <sup>##</sup>	totalling	\$244,918.71
September 2016	1409 – 1520	totalling	\$ 97,355.50

**and Manual Cheques:**

August 2016	107933 - 107934	totalling	\$262.18
September 2016	107935 – 107936	totalling	\$879.90

as being paid

**##N.B.** There is a double up of some payment numbers in the systems generated numbers. An extra report has been generated to show that these payments are correct.

**D.TRANSFIELD/A.TAUELANGI  
CARRIED UNANIMOUSLY**

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

**D.TRANSFIELD/A. TAUELANGI  
CARRIED UNANIMOUSLY**

## CORRESPONDENCE

### Inwards

MoE	10Y Property Plan and 5Y Agreement for signing	cc: Chair, Property
ERO	'Partners in Learning' publication	cc: All
NZSTA	Workshops x2	cc: All
	Employment Update	cc: All
	Support Staff Collective Bargaining	cc: All
	STA News, September	cc: All

**IT WAS MOVED** that the Inwards Correspondence be accepted. **L.WILLIS FROM CHAIR  
CARRIED UNANIMOUSLY**

## GENERAL BUSINESS

- **Charter Meeting with Gillian Diprose NZSTA**
  - This will be held Wednesday 26 October at 6pm.
- **Governance Manual**
  - It was suggested that the Charter is completed first and the Governance Manual will flow on from that.
  - Discussion held as whether to have a focus meeting or preceding a monthly meeting such as the first 2017 meeting.
  - Decision to be made at the November 2016 meeting.
- **Agenda items for next meeting**
  - Naming of Technology Block
    - The Technology Block was named after Bunty Whitiara a previous Kaumatua and now deceased. The Board at the time recommended that it be called the *Whitiara Technology Block* and Bunty's whanau were asked and agreed to this. This could affirm the school history/journey of the school. We could undertake a symbolic recognition to do this.
    - It was decided to have a full discussion at the November Meeting.
- The distributed reading 'Inclusion: Cultural capital of diversity or deficit of disability? – a journey towards inclusion', by Timoti Harris was recommended reading.
- **Conflict of Interest**
  - As part of membership of a Board we acknowledge roles, but when Board members come and advocate with students Clive feels this conflicts with the Governance Role. Clive commented that members should not advocate personally for other people in management situations.
  - April stated that there is a need to be careful about confusing roles and feels that Board members can advocate but they resolve their Governance role during this time. She feels they can attend but only in a support role and not in a Governance role.
  - Clive reiterated there is a need to be careful of conflict of interest and there is a need to be wary of how much we advocate.
  - Discussion ensued.
  - Clive, Liz and April agreed to discuss this further.
- **Waikato Regional Executive Voting**
  - April explained the NZSTA Executive. The elections are held every three years.
  - **April left the meeting due to a conflict of interest.**
  - Discussion ensued and **IT WAS MOVED** that the Board put their vote forward for four people.
  - **April returned to the meeting at 8.15 p.m.**

**The meeting finished at 8.15 p.m.**

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Liz Willis

22 November 2016