

## MELVILLE HIGH SCHOOL

Minutes of the Melville High School Board of Trustees Meeting held on Tuesday 27 October 2015 at 6.00 p.m. in the Board Room at Melville High School.

**PRESENT:**                    **Gilly Rowling [Chair] Clive Hamill, Janine Jackson, Rachel Harrison, Meché Phillips, Bill Russell, Altus Van, Liz Willis**

**LEAVE OF  
ABSENCE:**                **Tracey Cooper**

**IN ATTENDANCE:**    **Jocelyn Caughley, Dave McNulty, John Ledson [to 6.40 p.m.]**

**Gilly opened the meeting and welcomed Meché to her first meeting and Dave and John for their presentation.**

### **PRESENTATION BY SLT**

- Clive gave a special welcome to Dave and John, two experienced leaders in the school. They are here at the request of the Board for an SLT presentation.
- **Clive** tabled the SLT Responsibilities – SLT work collaboratively but with a degree of independence. SLT meet at the beginning of each day to manage the priorities for the day. They also meet weekly for two hours for strategic planning and each term a planning meeting is held. SLT seek ideas on best practice.
- Clive stated that he is indebted to the support and hard work of the SLT Team.
- **Dave** gave an outline of his role as Deputy Principal. He supports the Principal in his role and also steps up during Clive's absence.
- Dave has three core areas to oversee – curriculum, pastoral and management – there is a huge link between these areas.
- Dave oversees Y11 – Y13 students, stand-downs and stand-down returns.
- Alternative Education is a key element of his role and he is Manager of the local consortium. There are currently 59 places for our local schools and next year there will be three extra with Hamilton Girls High joining the Consortium. We have two providers – TrainMe aka ATC and High Wire Trust.
- Dave works alongside Clive with finance and support with the budget.
- Property Management is a key role, which includes Health and Safety.
- Dave also oversees Attendance and has strong relationships with CYFS, MoE and Integrated Attendance Services. Resourcing is insufficient in this area.
- The Computer Network is managed by Dave, along with Clive. There is a strong team working towards trialling BYOD for Y9 and Y10 in 2016. Discussion ensued on ways that our students could access funding to have their own devices.
- The Leaders of Curriculum is a strong focus, including subject choices, timetables etc.
- Trainee Teachers are a passion of Dave's – a majority of these come from Waikato School of Education. He also manages the Masters programme on behalf of UoW which ties up with our Professional Learning Development which Dave oversees.
- Dave said his role is reactive, challenging and very rewarding.
- Relief is spread between the Assistant Principals during T1 – T3 and Dave manages this in Term 4.
- **John** stated that he contributes to the effective functioning of SLT. He provides leadership, communicating and interacting with staff, students and whanau, pedagogical knowledge, positivity and setting the tone and being available for and sensitive to staff requiring support. He responds to critical incidents and leads areas of specific responsibility
- He has an Open Door Policy like the rest of SLT. John spoke to his specific responsibilities.

- John started the Year 9 camp five years ago – this is going really good and has an outdoor focus.
- John is Principal's Nominee – which is the interface of NZQA/NCEA requirements.
- Te Kotahitanga → BoS → now Kia Eke Panuku, which we receive substantial funding for. He looks at pedagogy for learning.
- John does Relief for two terms and co-ordinates Duty which is now called Active Supervision. SLT are also involved with punctuality checks, including the Ulrich Shop area and relationships have been built with shop owners.
- John is leader of our PB4L Team.
- John is responsible for EOTC, Emergency Procedures including Fire Drills and Lock Downs.
  - Compliance issues were spoken to as was Earthquake drills.
- Along with Jos, John oversees the Annual Calendar which along with the Week of It allows for good communication with staff.
- Senior Prize giving, along with support from Support Staff, is organised by John.
- John has the overview of Restorative Practices and the Learning Initiatives Department. He also liaises with our RTLB, Tania Mills.
- Health and Safety along with the School Canteen are also responsibilities of John.
- The challenges that John has include workload prioritising, communication, staying positive and keeping a balance.
- Opportunities John sees are contributing, making a difference, guiding and leading, self-growth and development and promotion opportunities.
- **Clive** affirmed their leadership and initiatives. John helped with setting up Restorative Practices which was innovative at the time. Dave's initiative with curriculum is great. He thanked Dave and John and said he feels well supported.

**Dave and John** were thanked and **left the meeting at 6.40 p.m.**

#### **MINUTES OF PREVIOUS MEETING**

**IT WAS MOVED** that the minutes of 22 September 2015 be accepted and adopted as a true and accurate record.

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

#### **MATTERS ARISING**

- Liz is in attendance at this meeting, after being given leave of absence, due to the change of date.
- Discussion took place on a BoT speaker for the Senior Academic Prize giving, due to Tracey's absence overseas. **IT WAS MOVED** that Altus speak for the Board at the Senior Academic Prize giving on 5 November.

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

#### **CORRESPONDENCE**

##### **Inwards**

NZSTA	ERO information	cc: All
	Communities of Schools and Learning	cc: All
	Proposed Settlement of STCA	cc: All
	Workshops x3	cc: All
	STA New, September	cc: All
NZ Association of Counsellors – Best Practice Guide		cc: Principal / Tabled
Microsoft – free Microsoft Office for NZ Students		cc: SLT, Tabled

##### **Outwards**

NZSTA – Registration for Student Trustee Professional Development

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

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

## PRINCIPAL'S REPORT

Tabled and highlighted:

- Sports and Cultural Prize giving was magnificent – one of the best yet, and the lighting played a big part in this. The warmth and positivity of students made Clive feel proud to be part of the process.
- Determining the Top Academic students' process was explained. In previous years students who took NZQA approved courses which were not on the school campus were disadvantaged. This included e-Learning students studying via Video Conferencing. This anomaly has now been rectified.
- The Southwest Hamilton Schools Cluster meeting has been good positive practice. NZEI has challenged the collaboration but our local schools are working for the best interests of our students in the community.
- Tainui links are strengthening. The draft Kawenata was tabled.
- Clive had a visit from NZSTA Human Resources Advocate – Allan Hughes would like to take an audit of our procedures. Clive would like a Board member to attend the next meeting scheduled for Thursday 19 November from 1 – 4pm. Janine volunteered Tracey for this. From this meeting a model will be presented to the Board.
- Appointments have been occurring with many interviews held recently. It is great to have quality staff - Clive spoke on staff that have already been appointed. Rachel Kiddie will be coming back to Melville High in 2016 after her leave of absence. Interviews are to be held for Hard Materials Technology [two] and HoC Māori in the next couple of days and on Saturday interviews for the Assistant Principal position are to be held.
  - It was decided the Interview Panel for Saturday would be Clive, Altus, Bill, Gilly and Dave.
  - Prolonged discussion was held on the short-listing of applicants for Assistant Principal.
- Clive affirmed our staffing entitlement on 627 students. Once the appointments are made we will mostly have permanent staff.
- One of our student's family home was destroyed by fire last night.

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

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

## PERSONNEL

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

- Saras Nand, part-time fixed-term teacher 12 October – 13 November
- Peter Goodwright, Casual Caretaker 21 September – until permanent Caretaker is appointed.
- Holly Parker, Permanent Social Sciences Teacher from 9 December 2015
- Jonathon Chase, Cleaner, from 22 October 2015
- Rishi Chand, Permanent Mathematics Teacher from 27 January 2016.

**C.HAMILL/A.VAN AS  
CARRIED**

**IT WAS MOVED** that the following fixed-term management units for Term 4 2015 be ratified:

- Sangita Achary, shared role of Assistant Principal
- Teresa Bayly, shared role of Assistant Principal
- Daya Chandra, shared role of Assistant Principal
- Elsie Leslie, shared role of Assistant Principal
- Elizabeth Ross, shared role of Assistant Principal

**C.HAMILL/A.VAN AS  
CARRIED**

**STAFF TRUSTEE**

Tabled and spoken to by Bill.

- Bill welcomed Meché as the new Student Representative.
- The 2016 Head Student nominees spoke today – they are the best bunch for a number of years and it would be good to see all involved in leadership roles in some way. Teresa as their Dean has supported and encouraged these students to stand.
- There has been no report back from the outcomes of the PPTA Paid Union Meeting.

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

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

**STUDENT TRUSTEE**

Tabled.

- Meché spoke to her tabled report, giving the Board a background of her interests and aspirations.
- Clive informed the Board that Meché has been an active Student Council member and has demonstrated her commitment.

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

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

**PROPERTY**

Tabled and spoken to by Gilly.

- We are still in the process of appointing a permanent Caretaker. Our Relief Caretaker is doing a good job.
- The Entrance/Shelter projects were spoken to. With the lowest tender for both projects being \$170,000 we have asked that the projects be split and have requested separate quotes.
- Clive spoke to the electric screen that is needed for the Hall. Sitech has provided details to apply for funding.
- Sponsorship will be looked at for an electronic sign at our Entrance.
- We have received an offer for an audit to be done on Health and Safety, but we will wait for guidance from the Ministry.

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

**G.ROWLING/J.JACKSON  
CARRIED**

**FINANCE**

Tabled and spoken to by Altus.

- The deficit of \$63,000 was explained and is an unfair reflection for the month. We are also funding one teacher's wages due to medical issues and we are waiting for relief costs from the Ministry. Our biggest expense was staffing.
- Altus was thanked for the way he explains the finance.
- Discussion of Departmental variances took place, along with the postage variance. Discussion on the postage of the Newsletter ensued.

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

Direct Credits:

September 2015	0314 - 0404	totalling	\$88,549.35
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and Manual Cheques:

September 2015	107870 - 107874	totalling	\$79,961.77
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be acknowledged as being paid.

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

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

**A.VAN AS/L.WILLIS  
CARRIED**

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

**A.VAN AS/C.HAMILL  
CARRIED**

**GENERAL BUSINESS**

Nil

**IN-COMMITTEE – Page 151**

**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.

**G.ROWLING FROM CHAIR  
CARRIED**

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

**G.ROWLING FROM CHAIR  
CARRIED**

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

**G.ROWLING FROM CHAIR  
CARRIED**

**The meeting finished at 7.50 p.m.**

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Tracey Cooper

2 December 2015