

## MELVILLE HIGH SCHOOL

Minutes of the Melville High School Board of Trustees April Meeting held on Tuesday 3 May 2016 at 6.00 p.m. in the Board Room at Melville High School.

**PRESENT:** Tracey Cooper, Clive Hamill, Janine Jackson, Gilly Rowling, Bill Russell, Altus Van As, Liz Willis

**APOLOGY:** Meché Phillips [Geography Field Trip], Rachel Harrison

**IN ATTENDANCE:** Jocelyn Caughley, Dave McNulty-till 6.30p.m.

**Tracey welcomed Dave to the meeting.**

### **NCEA PRESENTATION**

- Dave spoke to the tabled document in John Ledson's absence who was on a Field Trip.
- We are tracking positively with our results over the last few years.
- Y11 results are a surprise. We had 125 original students but the updated file received stated we had 142 as the 1 July number, hence the drop.
- Dave spoke on roll based vs. participation based. If we look at Participation Based we did really well, but roll based not so – there is a significant difference.
- Dave went through and looked at the statistics of these students, which included A.E. where students are not engaged academically. He went on to explain his findings.
- One of our key factors was the achievement of three Scholarships – this is good for our school. It also involved a huge commitment by staff.
- Identified students who are at risk have strategies put in place to support them. The strategies implemented have been very successful with 75% of these students passing.
- Our U.E. achievement is below the National average. This could be a consequence of our students who are not aiming for University – they go to other tertiary education or apprenticeships. We have several support strategies including additional tuition, a Homework Programme and we have callbacks to help our students.
- Clive pointed out that the number of leavers in Year 11 was double than was normal and a significant percentage of these were Māori.
- University rules changed in 2013 with Literacy and Numeracy Credits. Discussion ensued.
- External vs. Internal Credits were discussed.

**Dave was thanked for the presentation on the NCEA data.**

Dave acknowledged Tracey as Chairperson for his huge contribution to the school. Janine and Gilly were also thanked for their contribution and Altus, Liz and Rachel were wished all the best for the upcoming election.

**Dave left the meeting at 6.30 p.m.**

**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.

**B.RUSSELL/G.ROWLING  
CARRIED**

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

**B.RUSSELL/G.ROWLING  
CARRIED**

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

**B.RUSSELL/G.ROWLING  
CARRIED**

**MINUTES OF PREVIOUS MEETING**

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

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

**MATTERS ARISING**

- The meeting with the MoE Property Officer is reported on in the Property Report

**CORRESPONDENCE****Inwards**

MoE	Final Banking Staffing Balance	cc: Finance
ERO	Wellbeing for success publications	Tabled
NZSTA	Parental Leave & Employment Protection-STA comments	cc: All
	School Trustee Elections – Returning Officers Handbook	cc: R.O.
	Consultation Questionnaire – Advertising Codes for Children	cc: All
	STA News March and April 2016	cc: All
	Health & Safety at Work Act – Guide	cc: Property
	End of Term 1 Update	cc: All
	Registering delegate for AGM	Tabled
Microsoft – Fee	Microsoft Office for students and staff	Tabled
Tim Gisler, Architect	re Managing Classroom Temperature	cc: All
Returning Officer	re nominations received for Parent Representatives	cc: All

**IT WAS MOVED** that the Inwards Correspondence be accepted.

**T.COOPER FROM CHAIR  
CARRIED**

**CHAIR REPORT**

Tabled and spoken to by Tracey.

- Tracey thanked all Board members and the school for their efforts during his time on the Board.

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

**T.COOPER FROM CHAIR  
CARRIED**

**PRINCIPAL'S REPORT**

Tabled and Clive highlighted:

- Clive acknowledged all Board members, including those absent, for their contribution that they have made to the school. As has been seen you never know what curveballs are going to be thrown to the Board.
- Staffing expectations are being raised.
- Staffing changes were spoken to.
- A meeting has been arranged with our MoE Advisor for next week. Our Annual Plan will allay any reservations she has. Barbara Wenn is our third Advisor in recent times. We have had problems with the MoE expectations for some students that we refuse to enroll. Being directed causes some concern.
- Clive proposed that the Board contract an external appraiser to undertake the Principal and SLT Appraisals. Discussion ensued. Brian Simpson recently retired from Wairoa College and was also a former Deputy Principal at Putaruru High School. **IT WAS MOVED** that an external appraiser be contracted to undertake the Principal and SLT Appraisals and that Brian Simpson be contacted to see if he can do this.

**T.COOPER FROM CHAIR  
CARRIED**

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

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

## PERSONNEL

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

- Tashiana Borell, Fixed Term Drama and Media Studies teacher for Terms 2 – 4 2016
- Chloe Collette-Moxon, Fixed Term Food Technology Teacher for Term 2 2016.
- Tahau Thompson, Fixed Term, Part-time teacher for Term 2 2016.
- Shirley van den Broek, Fixed Term Part-time Office Assistant/Typist from 2 May 2016.
- Susan Stantiall, Acting HoC Drama with 1MMU for Terms 2-4 2016.

**T.COOPER/L.WILLIS**

**CARRIED**

**IT WAS MOVED** that the refreshment leave for Kathleen Christian, HoC Drama, for Terms 2 – 4 2016 be ratified.

**C.HAMILL/B.RUSSELL**

**CARRIED**

**IT WAS MOVED** that the resignation of Maree Rutherford, Staff Typist from 29 April 2016 be accepted with regret.

**C.HAMILL/B.RUSSELL**

**CARRIED**

## STAFF TRUSTEE

Bill tabled his final Report.

- Bill thanked the Board for the way they have worked together and wished everyone the best.
- Tracey in turned thanked Bill for his input over the years.

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

**B.RUSSELL/J.JACKSON**

**CARRIED**

## STUDENT TRUSTEE

Tabled in Meché's absence.

- Clive informed the Board that Guidance undertook a survey of our students and 71% of our Y9 students are very positive about their start to the year. They gave a great endorsement for our Peer Support Programme. The students' highest problems were anxiety followed by family, then relationships and bullying was placed fourth.

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

**C.HAMILL/L.WILLIS**

**CARRIED**

## POLICY

Tabled and spoken to by Tracey.

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

**T.COOPER/J.JACKSON**

**CARRIED**

## PROPERTY

Tabled and discussed.

- The Cricket Club has replaced the decking on the Rec. Centre, but it is very rough – some decking slats are short. It was mentioned that it had been heard that synthetic matting was going to go over the top.
- Clive has spoken to our Architect – the windows in GGL have been resealed.
- A quote to do the two shelters and entrance was received at \$107,000. Clive has asked our Architect to get this down to \$100,000.
- The tabled 5YP was discussed.

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

**G.ROWLING/C.HAMILL**

**CARRIED**

## FINANCE

Tabled and spoken to by Altus.

- The Host Family has been paid.
- Our Accountant has reported that our actual revenue is at 31% of our budget when it normally would be at 25%. Foreign Fee paying students pay their fees in advance is the reason for this.
- The uncommitted funds differential is due to Programmed Maintenance payments.
- Cyclical Maintenance Reserve was discussed.
- There is a need to revisit the Personnel Budget. Staffing is a drain on our budget. This year we are paying for two less staff. Discussion ensued on staffing.

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

**Direct Credits:**

March 2016                      0736 – 0866                      totalling                      \$100,944.78

and Manual Cheques:

March 2016                      107917 – 107918                      totalling                      \$726.33

as being paid

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

**CARRIED**

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

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

**CARRIED**

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

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

**CARRIED**

**GENERAL BUSINESS**

• **Annual Plan**

- Clive tabled the Annual Plan and spoke to this. The aim to enhance our staff culture was pointed out, as was the appraisal of SLT under 'Actions'.

**IT WAS MOVED** that the Board adopt the presented Annual Plan and also endorse the tabled Charter.

**C.HAMILL/T.COOPER**

**CARRIED**

**IN-COMMITTEE – Page 171**

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**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 7.40 p.m.**

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Liz Willis

7 June 2016