

MELVILLE HIGH SCHOOL

Minutes of the Melville High School Board of Trustees Meeting held on Tuesday 30 May 2017 at 6.00 p.m. in Te Manaakitanga Marae, Melville High School.

PRESENT: DeWayne Transfield, Fran Diaz, Clive Hamill, Tracy Pratt, April Taelangi, Liz Willis, Maatai Ariki Kauae Te Toki-from 6.40 p.m.

IN ATTENDANCE: Jocelyn Caughley, Pania Huata and Valetta Wiperi from 6.00 – 6.20 p.m., Ruth Searancke from 6.00 - 6.55p.m.

APOLOGY: Sophia Harrison

KARAKIA: Pania Huata

DeWayne welcomed all stating that it was special to be holding the meeting in Te Manaakitanga Marae.

TE MANAAKITANGA MARAE INTRODUCTION: PANIA HUATA & VALETTA WIPERI

- Pania welcomed all and gave a Mihi whakatau.
- The Marae will be celebrating 40 years in November this year. A lot of work is to be done on the Marae. Pania is impressed with the Master Carver at that time, Napi Waaka, who passed away last year, followed shortly after by his daughter. The Marae gets used regularly and Pania is building relationships with the community. The Mural was painted last year by Art Teacher Rachel Kiddie. Pania explained the mural to the Board.
- This year Pania is concentrating on academia but she is hoping Melville High will participate in Koroneihana.
- Pania gave the Board an outline of her iwi. April replied to Pania.
- Clive acknowledged our two wahine toa. Pania has brought a strength to our whanau. She has a passion for language and a sense of high expectations from our students. Valetta has been Kaitiaki of our Marae and has toiled away in the background when we have had challenges.
- **Pania and Valetta were thanked for their contribution to the school and the meeting and left at 6.20 p.m.**

PRESENTATION BY FUTURES DIRECTOR, RUTH SEARANCKE

- Ruth spoke to her PowerPoint presentation. The department does Gateway Placements, Gateway classes, Careers guidance and support, STAR experience, Waikato Trades Academy, MATEA programme and 'Dare to Dream' Ruth spoke of her team consisting of Teresa Bayly [Teacher], Maria Pearce [Gateway Placements] and Neville Johnson [Services Academy]
- We are contracted to TEC to have 85 placements per year, which we must achieve. We have always over achieved in this area.
- Data was tabled and challenges were spoken to.
- Teresa teaches two Level 1 and one Level 3 Gateway classes.
- The Careers Development Programme is overseen by Ruth who also supports the Academic Counselling Programme.
- A new programme has started this term 'Dare to Dream' where a different career path is spoken about weekly. This has proved popular.
- Ruth belongs to the Youth Guarantee Programme and Employers Engagement Group, which is great for hearing other perspectives.
- STAR provides flexible funding for courses and also supports new initiatives.
- Trades Academy student numbers are down a bit this year.
- The Services Academy is delivered by Neville Johnson through the High Wire Charitable Trust.

- Maria Pearce is great at providing placements for our students and always goes the extra mile for them.
- The MATES programme is new this year and involves mentoring and tutoring our students at school.

Mataai Ariki arrived at 6.40 p.m.

- The department is a highly effective small bunch of passionate, innovative, caring people who love working together to find opportunities for our students so that they make successful transitions from school to a fulfilling career and life.
- The Government has divided learning into Pathways. Discussion ensued. Students have a lot more self-knowledge which has occurred because of Academic Counselling.
- Discussion on referrals and the MATES programme took place.
- Clive thanked Ruth and acknowledged her leadership in this area. Ruth is great with self-managing resources. Clive acknowledged Ruth and her team in how hard they work and thanked her for supporting Neville and the learning needs of every student.
- DeWayne thanked Ruth for her presentation and **Ruth left the meeting at 6.55 p.m.**

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.

- None declared.

MINUTES OF PREVIOUS MEETINGS

IT WAS MOVED that the minutes of 11 April 2017 be accepted and adopted as a true and accurate record.

**D.TRANSFIELD/F.DIAZ
CARRIED UNANIMOUSLY**

IT WAS MOVED that the minutes of 9 May 2017 be accepted and adopted as a true and accurate record.

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

MATTERS ARISING

- Grants have been applied for to upgrade the Marae, but they might not arrive in time for the 40th celebrations.

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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.

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

IT WAS MOVED that the Board move Out of Committee.

**D.TRANSFIELD/F.DIAZ
CARRIED UNANIMOUSLY**

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

**D.TRANSFIELD/F.DIAZ
CARRIED UNANIMOUSLY**

STUDENT TRUSTEE

Tabled.

PRINCIPAL

Tabled. Clive spoke to several points:

- The summary of the review undertaken by the Board was tabled.
- ACP was very successful and productive: 76% junior and 88% senior participation.
- David Cooke has been appointed Lead Principal of Kāhui Ako and is working with Linda Bendikson [Univ. of Auckland] to establish our Learning Challenge.
- Junior Achievement Team's next meeting is in regard to writing.
- The changes to the Education Act is summarised and attached. Further information is obtainable from the urls indicated in the Principal's Report.
- **NCEA FINAL RESULTS**
 - Final 2016 report has been received and is attached.
 - Overall data was discussed. The biggest challenge is at NCEA Level 1. Strategies on tracking these students are in hand. The Māori Achievement has taken a big dip over the last couple of years at Level 1.
 - Discussion ensued on ways to support struggling students. One of our goals is 'Aim High'. Our students need to gain success at school.
 - Departmental results are also looked at and Clive is meeting with three LoCs monthly with a focus to raise their student achievement.
 - It was suggested that we look at how Paeroa College has achieved their results – they are the same decile.
- A review on Behaviour was tabled. A survey was undertaken of teachers on classroom management and pedagogy. There is a surprise on the inconsistency of how staff view things. SLT are going to look into this, starting with punctuality to class and remaining class until the bell and Uniform.
- We are a Uniform School and the uniform is set. Clive asked the Board to affirm their Policy on Uniform. The school has a supply of vests so 'care' of students is undertaken when it is cold. It is respectful relationship with the school. SLT are going to work on this, particularly with staff. Some staff need support to do this. The CRRP Team has surveyed parents and received about 40 responses. Data was also collected from staff, students and classroom visits to all rooms. We need to remind staff of expectations. It is the responsibility of SLT to support staff in these expectations and important to have consistency.
- **ERO**
 - We have been advised this will take place Weeks 8 and 9 Term 3 – which only leaves three more Board meetings!
 - Clive tabled some information that he has received from schools that have recently had a visit from ERO. Their views were subjective and they had a different area of focus. This term it is Teacher Registration and Appraisal and Attestations. Clive will know the areas of focus when he goes to the ERO Information Meeting this Friday.
 - Discussion ensued.
- **ANNUAL PLAN**
 - Tabled and discussed.
 - The Board needs to have a common understanding of the data.

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

**D.TRANSFIELD/M.KAUAE TE TOKI
CARRIED UNANIMOUSLY**

PROPERTY

- Tabled.

PERSONNEL

- We have appointed a vibrant Sports Co-ordinator, Chevy Taylor, and we are looking forward to her starting.

- Fran asked that the Board write a letter to Michael Edwards, LoC Phys. Ed/PE to thank him for his extra work until a new Sports Co-ordinator starts.

IT WAS MOVED that the following appointments be ratified:

- Donna Howells, part-time, fixed term teacher 3 May-3 November 2017
- Owen Roper, Specialist Classroom Teacher, 1 May 2017-30 April 2019
- Reynee Ngahiwi, part-time, fixed term Teacher Aide
- Angela Travers, part-time, fixed term Teacher Aide
- Colleen Bancroft, on-call part-time Cleaner
- Chevy Taylor, Sports Co-ordinator from 26 June 2017

**D.TRANSFIELD FROM CHAIR
CARRIED UNANIMOUSLY**

FINANCE

Tabled. DeWayne has reviewed the accounts.

IT WAS MOVED that the Report be accepted.

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

IT WAS MOVED that the Board acknowledge system numbers:

Direct Credits:

March 2017	1958 - 2069	totalling	\$103,170.10
April 2017	2070 – 2136	totalling	\$80,385.39

and Manual Cheques:

March 2017	107968-107970 & 108151	totalling	\$1,437.40
April 2017	Ni		

as being paid.

**D.TRANSFIELD FROM CHAIR
CARRIED UNANIMOUSLY**

IT WAS MOVED that the financial position and Investments updates for March and April 2017 be noted and accepted.

**D.TRANSFIELD FROM CHAIR
CARRIED UNANIMOUSLY**

IT WAS MOVED that the motion passed by email that the Board ratify the 2017 Budget be recorded.

**D.TRANSFIELD FROM CHAIR
CARRIED UNANIMOUSLY**

POLICY REVIEW

- Community Consultation Policy, Review Questionnaire
- Treaty of Waitangi Policy – Review Questionnaire
 - April asked that members complete the questionnaires and return to her. April will forward the questionnaires in *Word*.

CORRESPONDENCE

Inwards

MoE	Final Banking Staffing Balance for 2016	cc: Finance
ERO	Notification of external evaluation 11-22 September	cc: All
NZSTA	Registering delegate to NZSTA AGM	Tabled: For Action
	STA News, May	cc: All
	Collective Agreements updates	cc: All
Sangita Achary – thanks for acknowledgement		Tabled

Outwards

Grassroots re funding application for the Marae Restoration Project
Trillian Trust re funding application for Marae equipment
Email of appreciation to Sangita Achary, Babu Ittyerah and Marnie McMillan

- The delegation to STA will be held over until the June meeting.

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

**D.TRANSFIELD FROM CHAIR
CARRIED UNANIMOUSLY**

GENERAL BUSINESS

- **Review of Board Performance – one year in**
 - Discussed. DeWayne will look into this and email Board members.
- **Board accountability: ERO Stewardship and the use of their *Effective School Evaluation* material**
 - The 1st Dimension is Stewardship, which is effective Governance by the Board. We need to look at common areas. A meeting needs to be held before our next Board meeting. Tuesday 13 June was mooted and will be confirmed with members tomorrow.
- **Principal's Appraisal**
 - DeWayne reported that he had met with Clive to review progress with his Performance Agreement. As per Policy DeWayne will undertake the Principal's Appraisal this year; which will take place in the last week of September, after ERO has visited.
 - April would like to have the process of the Principal's Appraisal looked at next meeting.
- **Mid Point monitoring reports about progress towards end of year student achievement targets**
 - To be discussed at next meeting.
- April informed the meeting that she has a position with Hauraki-Waikato Electoral Office as a Māori Advisor and there is a possibility that she may have to apply for leave of absence from some Board meetings. She will know more after training takes place later this week.

NEXT MEETING

- Tuesday 27 June 2017 – to be held in Café Makona.

The meeting closed at 8.40 p.m.

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D. Transfield

27 June 2017