

## MELVILLE HIGH SCHOOL

Minutes of the Melville High School Board of Trustees Meeting held on Tuesday 7 June 2016 at 6.00 p.m. in the Board Room at Melville High School.

**PRESENT:** Liz Willis, Fran Diaz, Clive Hamill, Meché Phillips, Tracy Pratt, April Taelangi, DeWayne Transfield, Maatai Ariki Kauae Te Toki – from 6.30 p.m. with apology for lateness

**IN ATTENDANCE:** Jocelyn Caughley, Dave McNulty – 6 to 6.50 p.m.

**KARAKIA:** April Taelangi

### **Dave was welcomed for the NCEA PRESENTATION**

- Dave spoke to the tabled document.
- General trend is good, except for 2015 Level 1, which did not follow the trend. This is a key concern in light of the interventions that were put in place. We use contestable funding from RTLB to utilise a Teacher Aide to help 'at risk' students. We also run a Homework Centre. This works well.
- Dave spoke on roll based vs participation based data. Our data is generated at 1 July and there are students that leave after this and some students do not have the potential to gain sufficient credits. Six of the students are in our Alternative Education programme. There was also a challenge with Services Academy data not being entered in time to show up in our statistics.
- There is a concern around our U.E. achievement. Only 18% of our students went on to University.
- Raising our expectations was discussed, including the expectations of students learning.
- Dave meets with the Senior Deans each week and they discuss the students 'at risk'.
- Gaining three Scholarships has raised expectations. Scholarship involves a lot of extra time and support from teachers. Raising expectations and setting the bar starts from Year 9.
- Academic Counselling was spoken to.
- The Board asked how they could help. A mid-point review will be shared with the Board. Academic Counselling has helped with a greater participation in Parent-Teacher-Student Interviews and with whanau involvement.
- Māori Student Achievement was discussed.
- It was pointed out that raising expectations should also include raising Literacy expectations.
- The school is currently looking at putting a package together that is unique for students at risk.
- Targeted funding was discussed.

**Liz thanked Dave for his presentation, who then left the meeting at 6.50 p.m.**

- Clive informed the Board that they will have a mid-term report next term, probably August. Discussion ensued on challenges with teachers who are not as committed as they may be. The commitment of a lot of our staff is great and they put in a lot of after hour tutoring. Most of our staff go the extra mile.
- Clive spoke to an on-line tool that is available, but this comes at a major cost.

### **MINUTES OF PREVIOUS MEETINGS**

**IT WAS MOVED** that the minutes of 3 May 2016 and 24 May 2016 be accepted and adopted as a true and accurate record.

**L.WILLIS/A.TAUELANGI  
CARRIED**

### **MATTERS ARISING**

- Nil

## CORRESPONDENCE

### Inwards

MoE	Secondary Principals' Collective Agreement	cc: All
NZSTA	School Trustee Elections x2	cc: All
	Professional Development	cc: All
	Governance Internal Evaluation Tool	Tabled
	Budget implications	cc: All
	STA News May	cc: All
PPTA	Health & Safety Training	cc: Principal
Catherine Hoeberechts	re tree on boundary	cc: Property
Ray Stephens	– request for support to apply for Teachers Study Loan Award 2017	cc: Personnel
MHPPTA	re Outcomes	cc: Chair
<b>IT WAS MOVED</b> that the Inward Correspondence be accepted.		<b>L.WILLIS/C.HAMILL CARRIED</b>

### CHAIR REPORT

Tabled. **IT WAS MOVED** that the Report be accepted. **L.WILLIS FROM CHAIR  
CARRIED**

### STAFF TRUSTEE

Tabled. Fran pointed out the last paragraph in her report regarding the disquiet amongst some staff. This will be discussed further In-Committee.  
**IT WAS MOVED** that the Report be accepted. **F.DIAZ/L.WILLIS  
CARRIED**

### STUDENT TRUSTEE

Tabled. The point in regard to long pants for girls was briefly debated. Liz informed the Board that pants were deleted from the Uniform Code after the survey undertaken by a previous Student Trustee indicated the girls did not want these.  
**IT WAS MOVED** that the Report be accepted. **M.PHILLIPS/L.WILLIS  
CARRIED**

### PRINCIPAL'S REPORT

Tabled.

- Clive explained the roll variance and the impact this has on our budget, particularly with Trades Academy students. Alternative Education was explained – this is outsourced to High Wire Trust and ATC. There is a major difference in how these are operated.
- School Evaluation Indicators – Books are available for Board members.
- Curriculum Area Progress Reviews are taking place. This has provided useful data with the care of our students.
  - Would be great to have Guidance and Pathways speak to the Board about their data.
  - ERO commended us for using sub bands as indicated.
- SLT Appraisal
  - Brian Simpson will be in school over the next three Fridays. There is an opportunity for the current Board to meet with Brian. Brian is undertaking surveys and interviews.
  - Liz as Chair will give the Board a report from Brian, In-Committee, and in Clive's absence.
  - Policy states external appraisal bi-annually and undertaken by the Board Chair bi-annually.
  - April spoke to her previous experience with undertaking Appraisal.
  - Clive sees Brian's appraisal in two elements – accountability and moving forward. We need to identify the end point and work forward.
  - Moving forward, with the change of Governance, could change the end points of the Appraisal.
  - Clive felt it was good, especially with some staff voicing some disquiet about SLT, that an external Appraiser is undertaking the full SLT Appraisal.

- April stated that she would like to work with the Chair with this Appraisal. It was decided that Liz only will meet as Chair initially, as stated in the process. Liz will ask April if she feels this is needed.
  - Brian is meeting with a wide range of staff and previous Board members. It was decided that the current Board will meet Brian at 11 a.m. on Friday 17 June.
- Personnel
  - Clive spoke to the requests from staff to apply for Study and Refreshment Leave. He has supported their applications and is asking the Board to ratify the applications.
- Professional Learning and Development
  - The current model is changing. Access to funding will occur through the Community of Learners Group [CoL]. Five schools have joined, but more will come on board. Clive explained the CoL. This will become a self-managing group. The Ministry see this as a pathway forward with students moving schools. Priority for funding will be for schools involved in CoL, areas of high need and areas of national priority. The first full meeting of CoL will be held tomorrow, Wednesday 8 June. For the future it will be the main funding channel.
- Vulnerable Children's Policy
  - Clive is looking into this and has been in contact with the Ministry.
- Financial, Property and Health & Safety Reports
  - Tabled.
  - Clive spoke at length on the reports and financial summary.
  - Our Audit which should have been completed by 31 May is still not completed – this is out of our control.
- Rarotonga Trip Proposal
  - Clive spoke to the preliminary request from Genae Thompson HoC Māori. Genae is working through the MoE Guidelines. She has been on a preliminary trip in her own time. Discussion ensued.
  - It was pointed out that there are many bench marks that have to be met. It was felt that the trip should include visiting some Rarotongan schools and that educational tours could be included.
  - The initiative that Genae has taken to date has shown her commitment.
- **IT WAS MOVED** that the appointment of Loanna Smiler, Typist/Administrator, from 7 June 2016 be ratified.  
**L.WILLIS/D.TRANSFIELD**  
**CARRIED**
- **IT WAS MOVED** that the Board support Ray Stephens in his application for a Study Leave Award in 2017.  
**L.WILLIS/D.TRANSFIELD**  
**CARRIED**
- **IT WAS MOVED** that the Refreshment Leave for Dean Suter for Term 1 2017 be ratified.  
**L.WILLIS/D.TRANSFIELD**  
**CARRIED**
- **IT WAS MOVED** that the Board support Trevor Faville in his application for a Study Leave Award in 2017.  
**L.WILLIS/D.TRANSFIELD**  
**CARRIED**
- **IT WAS MOVED** that the Board endorse in principle the Kapa Haka trip to Rarotonga in Term 3 2017, subject to the expectations of the Melville High School EOTC Policy and the MoE recommendations outlined in 'Planning a short-term International Student visit' being met.  
**L.WILLIS/F.DIAZ**
  - It was decided that Genae would present her proposal to the Board at the September meeting.  
**CARRIED**

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

**Direct Credits:**

April 2016                      0867– 0976                      totalling                      \$90,430.49

**and Manual Cheques:**

April 2016                      107919                      totalling                      \$500.00

as being paid.

**C.HAMILL/F.DIAZ**

**CARRIED**

- **IT WAS MOVED** that the financial position and investments updates for April 2016 be noted and accepted.

**C.HAMILL/F.DIAZ**

**CARRIED**

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

**C.HAMILL/L.WILLIS**

**CARRIED**

## **HARRASSMENT POLICY**

- Clive spoke to the process of the Policy – to support staff if they were under duress. The differentiation between the Complaints and Harassment Policies was discussed.

**IT WAS MOVED** that the Harassment Policy be ratified.

**C.HAMILL/L.WILLIS**

**CARRIED**

## **GENERAL BUSINESS**

### **BoT Structure**

- April tabled the NZSTA model and spoke to this. Discussion ensued. The Board needs to decide where it sits. Further discussion took place on the role of a Board member 'outside the Board table' - members are individuals and under the Principal's 'watch'.
- Effective Governance was spoken to. The Principal will need the support of the Board in transitioning. The biggest challenge is Finance and Property – which affects Curriculum.
- Liz has spoken to STA Help Desk many times – they suggest that too many 'subs' moves into the Management area.
- Essential 'Board Committees' are:
  - Discipline
  - Finance
  - Property
  - Review
- Need to remove 'sub' and call them Committees of the Board. All members are welcome to attend any Board Committee meetings. Main representatives will be:
  - Discipline: Full Board
  - Finance: DeWayne
  - Property: Tracy
  - Review: April
- Discussion took place on how to get better involvement from our whanau. It was suggested that Maatai Ariki could look into this.
- The Board must not get to the point where it is just 'shuffling paper'. Need to make the transition with moving towards Governance as easy as possible, not forgetting what is best for our school.
- PTA is already set up. They have their own account and have been fundraising. They have paid for students to attend the NCEA Excellence dinner for the past couple of years. Their goal is to assist with student achievement at school. The PTA Constitution will be shared with the Board.

### **NZSTA Conference**

- April is interested in attending and she will be asking the other schools where she is a Board Member to contribute towards her expenses. Maatai Ariki also showed an interest but would need to check his diary. Clive stated that there was a total of \$1,000, ex GST, for Board Training and this is the maximum that Melville High could contribute.

### **Board Election Funding**

- Expenses tabled. It was suggested that NZ Freepost could be looked at for the return of voting papers in future to cut expenses.

### **IN-COMMITTEE – Page 10**

**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 finished at 9.30 p.m.**

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Liz Willis

12 July 2016