

MELVILLE HIGH SCHOOL

Minutes of the Melville High School Board of Trustees Meeting held on Wednesday 29 April 2015 at 6.00 p.m. in the Board Room at Melville High School.

PRESENT: Tracey Cooper, Clive Hamill, Janine Jackson, Bill Russell, Kaity Christieson from 6.10pm, Liz Willis from 6.20pm

APOLOGY: Gilly Rowling

IN ATTENDANCE: Jocelyn Caughley, Margaret Black [6pm – 6.35 p.m.]

PRESENTATION BY ENGLISH LOC – MARGARET BLACK

- Document tabled.
- The English Department is a happy department with all the teachers just teaching English in L Block where the rooms are new and all equipped with projectors and heat pumps. The department is also well-resourced.
- Workload is significant, particularly with marking with the nature of the subject. A lot of assessments are lengthy, which is a challenge for some students.
- Personal reading of students is not high – some are very resistant.
- Margaret uses different strategies to try and get students to borrow books and read – last year was the 'Great Reading Race' which was well received. This year it is 'Reading Bingo'.
- Computers are allowed for all NCEA writing. Unfortunately computers are not available for all. A discussion ensued on BYOD. A lot of our students still do not have internet access at home.
- Scholarship English is happening this year – we have a good cohort. Margaret is hoping to get other curriculum areas on board.
- The English Department 'love our Library!' This is well used by students and is open before school, interval and lunchtime. Board games are also available.
- 2014 NCEA Results in English were pleasing.
- Clive acknowledged:
 - How great it is to have Debating Teams going this year.
 - Margaret's supervision and support of the Learning Support.
 - The Library – the programmes and technology. We hosted SLANZA Meeting again this year – our Library still holds great Mana.
 - Margaret's support of the whole school with the challenge of curriculum literacy. She is very systematic and supportive with this and the outcomes are great with developing teachers understanding, which in turn empowers students.
- Challenges were discussed, in particular that there are no curtains in the four classrooms. Blackout curtains are needed. Janine and Liz will action this, via the Property Committee.
- Discussion ensued on the data that is received from contributing schools.

Margaret was thanked for her enlightening presentation and left the meeting at 6.35 p.m.

MINUTES OF PREVIOUS MEETING

IT WAS MOVED that the minutes of 25 March 2015 be accepted and adopted as a true and accurate record.

**T.COOPER/B.RUSSELL
CARRIED**

MATTERS ARISING

- Nil

CORRESPONDENCE**Inwards**

MoE	Ops. Grant Instalment Notice	cc: Finance
NZSTA	Term 1 Roundup	cc: All
	STA News, March	cc: All
	Renegotiation of STCA	cc: All
	NZSTA AGM Registration	Tabled
	Spirit of Adventure Trust – opportunities for students	cc: Principal
	Aaron Whaanga – resignation from Board	cc: Chair, Principal

Outwards

MoE 2015 Charter

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

**T.COOPER FROM CHAIR
CARRIED**

CHAIR REPORT

Tabled and spoken to.

- Excellence Dinner was great.
- Good to see Parent Portal up and running.
- Marketing Meeting will be arranged before next Board meeting.

IT WAS MOVED that the Report be accepted.

**T.COOPER FROM CHAIR
CARRIED**

PRINCIPAL'S REPORT

Tabled and highlighted:

- Acknowledged the great Excellence Dinner.
- Clive requested Board approval for a Teacher Only Day on 22 May with Adie Graham, which will focus on Appraisal and Registered Teachers Criterial. This will be good for supporting staff with professional conversations. Adie would be good to appraise SLT in 2016.
- Students sitting NCEA Scholarships this year is exciting.
- We have registered with Vitae Wellness Services to provide a range of wellness services and counselling services for staff.
- The employment issue with our previous Counsellors is still ongoing.
- Our new staff this term have got off to a great start.
- We had a visit from our MoE Senior Advisor. Our Charter has been approved, but they would like some changes regarding the Strategic Aims. This will be put on the Student Development Agenda for further discussion. Karen also lobbied for us to re-enrol the two students that were recently excluded and two excluded students from other schools.
- **IT WAS MOVED** that the Report be accepted.

**C.HAMILL/T.COOPER
CARRIED**

PERSONNEL

IT WAS MOVED that the following appointments be ratified:

- Grace Whaanga, permanent English teacher from 23 March 2015
- Donna Wilson, Educational Assistant Terms 2 – 4 2015
- Rhiannon Thornton, F-Term Art Teacher Terms 2 – 4 2015
- Rakesh Nand, F-Term Maths Teacher Terms 2 – 4 2015
- Terry Caughley, F-Term Technology Technical Aide, 22 April-8 December 2015.

**T.COOPER/C.HAMILL
CARRIED**

IT WAS MOVED that the following resignation be accepted with regret:

- Phobie Howarth, Fixed Term for Maternity leave from 17 May 2015

**T.COOPER/C.HAMILL
CARRIED**

STAFF TRUSTEE

Tabled and spoken to.

- Feasibility of air conditioners
- Fish Morning is being held for Y9 students next Monday.
- Need to keep promoting school. Rock Group performed at Berkley Middle School.

IT WAS MOVED that the Report be accepted.

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

STUDENT TRUSTEE

Tabled and spoken to.

- Great to see new Van so our students can 'ride with pride'.
- School Council is functioning well.
- Excellence Dinner – great evening with every one enjoying it.

IT WAS MOVED that the Report be accepted.

**K.CHRISTIESON/B.RUSSELL
CARRIED**

PROPERTY

Tabled.

- Still looking for a Health and Safety Officer.
- Connolly's and CanTec have been into school regarding our Maintenance Programme. We still have one year to go with Programmed Maintenance.
- Plans for Entrance and Desert areas are still to come from our Architect.
- The removal of tagging inside the Music Suite is a challenge.
- The Rec. Centre looks good. The female toilets need to be fixed asap.

IT WAS MOVED that the Report be accepted.

**T.COOPER/K.CHRISTIESON
CARRIED**

FINANCE

Tabled.

- Next month's accounts will show our 2015 Budget.
- Programmed Maintenance contract has affected our Budget in a big way.
- Our increase in resourcing from 1 March Roll Return will not be received until July.
- Over expenditure in a learning area is to be addressed by Clive.

IT WAS MOVED that the Board acknowledge system cheque numbers

System Cheques:

March 2015	29865 – 29966	totalling	\$73,068.84
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and Manual Cheques:

March 2015	191690 - 191699	totalling	\$141,819.55
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be acknowledged as being paid

**T.COOPER/C.HAMILL
CARRIED**

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

**T.COOPER/C.HAMILL
CARRIED**

IT WAS MOVED that the 2015 Budget be adopted

**T.COOPER/C.HAMILL
CARRIED**

IT WAS MOVED that the Report be accepted.

**T.COOPER/C.HAMILL
CARRIED**

GENERAL BUSINESS**• CASUAL VACANCY**

- With the resignation of Aaron Whaanga discussion took place on how to fill the vacancy. Clive has spoken to Bruce Tocker who has offered to support our Finance Committee until the next Board elections. Tracey will make contact with Albertus Van As who is an Accountant.
- **IT WAS MOVED** that the Board fill the casual vacancy created by the resignation of Aaron Whaanga by way of Selection.

T.COOPER/C.HAMILL**CARRIED**

- **IT WAS MOVED** that the Board also look to co-opt a parent representative as soon as possible.

T.COOPER/J.JACKSON**CARRIED****• UNIFORM SUPPLIER**

- Liz informed the Board that Lynette Malone had phoned her asking her to attend a meeting regarding the supply of our uniforms. Bromley Wear are now in partnership with Direct Group. Direct Group would like to take over the selling of our uniform, as they do for many other schools. Our contract with Bromley Wear expires in August and they are wanting us to sign for a further five years. They are asking for our 2016 order by June. Direct Group will only sell if they 'do all the uniform'. They are asking to do a presentation to the full Board.
- Discussion took place, particularly the problems that could occur with price adjustments. Concern was expressed on how we would cater for uniform for the students that the school supports.
- It was decided that the Group could present to the Board at the Student Development Meeting to be held at 5pm on Tuesday 12 May.

• PTA GARAGE SALE

- The PTA are proposing a Monster Garage Sale from 9 – Noon on Saturday 23 May in the Hall, along with a Sausage Sizzle.

• NCEA RESULTS

- Clive tabled an NCEA Roll Based Comparison Graph, where Melville's results are great compared with Fairfield, Fraser, James Cook and Decile 4 National Schools.

• PROTOCOL FOR SERVICES ACADEMY

- Tabled document that Clive has approved.

IN-COMMITTEE – Page 117

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.

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 7.30 p.m.

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Tracey Cooper

27 May 2015