

MELVILLE HIGH SCHOOL

Minutes of the Melville High School Board of Trustees Meeting held on Tuesday 25 August 2015 at 6.00 p.m. in the Board Room at Melville High School.

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

IN ATTENDANCE: Jocelyn Caughley, Ruth Searancke [6pm – 6.55 p.m.]

Ruth was welcomed to the meeting.

PRESENTATION BY DIRECTOR OF FUTURES – Ruth Searancke

Ruth spoke to her tabled document and gave a PowerPoint presentation.

- Futures Department consists of Careers, Gateway, STAR, Trades Academy, Services Academy and Gateway classes.
- Positive comments were presented from student voice – they feel it gains them worthwhile credits while helping plan for their future. It opens up job opportunities and work placements are mainly an enjoyable experience. They feel like they are learning life skills.
- Department staff incorporates Ruth doing Careers, STAR and management of delivery; Maria Pearce Gateway management; Teresa Bayly Gateway Teacher and Neville Johnson Services Academy Director.
- We are contracted with TEC to place 85 students and this year the credit value has doubled. We are on target to achieve the 20 credit average.
 - Discussion ensued on the costs of Unit Standards.
 - There are 127 employers on our database with 85 active employers of which 27 are new this year.
- Challenges include:
 - The cost of purchasing units of work;
 - Some students not completing the units that have been purchased;
 - Some students' work requests are difficult to find;
 - Sometimes difficult to find units relevant to the students' work;
 - Students being out of class causes frustration for staff;
 - Students who choose placements with short term job prospects.
- Clive pointed out that Ruth does a great job monitoring and following up students to make them work ready.
- Positives include:
 - Gateway classroom has been extended.
 - Students have enjoyed the Health and Safety Courses.
 - Gateway has funded CoWs and the classroom extension.
- Careers Advice and Guidance:
 - Careers programme occurs one period a week. Changing the Careers period structure for 2016 is in process.
 - CareersNZ have a brilliant website
 - MHS Careers Expo is held annually.
 - Whanau Careers Evening occurred this year. Was a great night but had a low turnout.
- Discussion ensued on how to communicate better to the parents/caregivers of our Y13 students – email groups, texting was suggested. Parents need to be aware also of Scholarships that are available.
- Ruth is working with more students to apply for scholarships.
- Ruth explained STAR classes and funding.
- We have been involved with Waikato Trades Academies since it started. Te Wananga o Aotearoa are on board for the first time this year.

- Services Academy has been very successful under the guidance of Staff Johnson. Neville has embraced our ethos and the pathway for 2016 is being looked at. We have Years 10, 11 and 12 classes. High Wire Charitable Trust has provided the students with uniforms.
- Ruth acknowledged the great team she works with.
- Clive acknowledged the work of Ruth, particularly her leadership. This sector in many secondary schools is often seen as a 'cash cow'. We have quality staff. Ruth has status in the school and has a great rapport with our contacts - we are very fortunate to have her.
- The Board thanked Ruth for her great presentation. Her passion to the team is appreciated.

Ruth left the meeting at 6.55 p.m.

MINUTES OF PREVIOUS MEETING

IT WAS MOVED that the minutes of 29 July 2015 be accepted and adopted as a true and accurate record.

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

MATTERS ARISING

- Nil

CORRESPONDENCE

Inwards

MoE	STCA – Offer for Settlement	cc: All
NZSTA	STA News, July	cc: All
	Professional Development	cc: All
	STCA – Offer for Settlement	cc: All
	Waikato Regional Chairpersons Networking Forum	cc: All
	What's happening at the moment?	cc: All
	Margaret Black, LoC English – Thank you for providing curtains in L Block	cc: All
	Smart Waikato – Leadership Summit	cc: Chair, Principal
	MIS – Invitation to collaborative meeting, Southwest Hamilton Schools	cc: Chair, Principal
	Owen McLeod & Co – Audit Fee Proposal 2015 – 2017	cc: Finance
	Spirit of Adventure Trust – Student Trustee Voyage 2016	cc: Chair, Principal
	UoW -Whakapiki Ake project	cc: Principal/Tabled

Outwards

Hamilton City Council – consent to the sale of alcohol for PTA Quiz Night Fundraiser

- The Board appreciated the letter of thanks from LoC English for the curtains installed in L Block classrooms.

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

**J.JACKSON/L.WILLIS
CARRIED**

CHAIR REPORT

Tabled

IT WAS MOVED that the Report be accepted.

**T.COOPER/J.JACKSON
CARRIED**

PRINCIPAL'S REPORT

Tabled and highlighted:

- Roll – it is appropriate to look at this in more depth.
 - The Marketing Group needs to be set up.
- IES – Local school community collaboration meeting is taking place next Monday at Melville Intermediate. There is funding to support schools with this.
- Clive has been part of the MoE Appointments Panel to appoint a new Manager. Affirming comments on Melville High were made at the Interviews.

- An introductory meeting with Tainui has been held. Tainui wish to establish a Secondary Principal Cluster – they have aspirations for members of their Iwi to be confidently fluent in their language by 2050. The definition of Iwi differs between MoE and Tainui. 50% of our Māori students have links to Tainui – and they are doing better than other Iwi.
- We hosted the Hamilton Children's Team meeting – this is being established to work with schools and other agencies to support vulnerable children. Links are close with the Safe Children's Legislations. Common access to data is being looked at – supportive, but apprehensive.
- Clive spoke to the last ERO Report [tabled] and our 'next steps';
 - Extensive consultation with parents, whanau, iwi and the wider community to seek their aims and aspirations for high-quality education
 - A strategic and comprehensive approach to raising the school's response to the language, culture and identity of Māori students and their whanau.
 - Improving the physical environment so that it reflects the school's high expectations and sense of pride;
 - A review of the school's vision and values to reflect the board's focus on becoming 'a school of choice'.
 - Some of these steps are under way.

IT WAS MOVED that the Report be accepted.

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

PERSONNEL

IT WAS MOVED that the following appointment be ratified:

- Saras Nand, part-time fixed term to cover leave for Ian Halsted

**T.COOPER/A.VAN AS
CARRIED**

IT WAS MOVED the following resignations be accepted with regret:

- Dane Botha, Cleaner from 22 August 2015
- Barry Kemps, Caretaker, from 12 September 2015

**T.COOPER/A.VAN AS
CARRIED**

STAFF TRUSTEE

Tabled and spoken to.

- Senior Assessments are under way.
- Ian Halsted is progressing. The Board is to send a card to Ian wishing him a speedy recovery.
- Staffing could be an issue. We have some LTR's. Discussion ensued.
- NCEA Senior Report Evening is occurring Week 10.
- Phone signs in the classrooms have proven to be a good idea.

IT WAS MOVED that the Report be accepted.

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

PROPERTY

Tabled with Facility Hireage comparable costs. Our charges for use of classrooms probably needs to be looked at.

- Clive has met with Anje from the Canteen re selling of sweets etc. These have been removed and Clive will be meeting with Phuong from Tommos.
- Clive tabled a document from MoE re Guidance and Practices for Property.

IT WAS MOVED that the Board accept the reviewed price quoted from Programmed Property Services, which now includes the chemical wash of the roofs every two years.

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

IT WAS MOVED that the Report be accepted.

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

FINANCE

Tabled and spoken to by Altus. The monthly result is good.

- Ongoing issue with our old uniform supplier as they have 'stock piled' uniforms. Our contract expired in 2013, but we have continued to buy uniforms from them. Clive is meeting with Direct Group Uniforms this week.

IT WAS MOVED that the Board acknowledge system numbers

Direct Credits:

July 2015	0149 - 0233	totalling	\$243,206.32
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and Manual Cheques:

July 2015	107854 - 107861	totalling	\$3,135.04
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be acknowledged as being paid.

**A.VAN AS/G.ROWLING
CARRIED**

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

**A.VAN AS/G.ROWLING
CARRIED**

IT WAS MOVED that the Audit Fee proposal from Owen McLeod & Company for the years ending 2015 – 2017 be accepted.

**A.VAN AS/G.ROWLING
CARRIED**

IT WAS MOVED that the Report be accepted.

**A.VAN AS/T.COOPER
CARRIED**

GENERAL BUSINESS

- **PTA Quiz Night**

- Janine stated that the PTA Group needs help in selling tickets. There are only four people doing all the work. They would like staff to come on board. Clive will talk to staff and a letter is going out to parents/caregivers this week asking for donations for raffles.

IT WAS MOVED THAT the Board consents to the sale of alcohol during the evening of 11 September from 7.00 p.m. – 10.30 p.m. for the sole purpose of a Quiz Night Fundraiser held by the MHS PTA.

**T.COOPER/A.VAN AS
CARRIED**

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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.

**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**

PERSONNEL

IT WAS MOVED that the resignation of Kelli Kemara, Assistant Principal be accepted with regret from 11 October 2015.

The meeting finished at 7.58 p.m.

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Tracey Cooper

22 September 2015