

MELVILLE HIGH SCHOOL

Minutes of the Melville High School Board of Trustees Meeting held on Wednesday 29 July 2015 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, Kaity Christieson, Liz Willis

APOLOGY: Rachel Harrison

IN ATTENDANCE: Jocelyn Caughley, John Ledson [6pm – 6.35 p.m.]

John was welcomed to the meeting.

PRESENTATION ON KIA EKE PANUKU – John Ledson

John spoke to his tabled document.

- Melville High was involved with the Te Kotahitanga programme from 2007–2011 – this was to raise the achievement of Year 9 and Year 10 Māori students. This slowly and surely increased results for Levels 1, 2 and 3. Te Kotahitanga has become embedded into our teaching, but funding stopped in 2012. It was then renamed 'Building on Success' [BoS] – which had common elements to the Te Kotahitanga programme. In 2014 Building on Success changed its name to Kia Eke Panuku [KEP]. This programme is delivered by three organisations – the University of Waikato, University of Auckland and Te Whare Wananga o Awanuiarangi [Whakatane]. They provide hui's to professionally develop the schools. Melville High has attempted to do what they ask, but we have decided to adjust the programme, particularly after a visit to Rotorua Boys High School.
- The BoS had an item bank for observations and staff were not happy with this. KEP has a different Observation Tool – which was tabled.
- Discussion ensued on the observation tool and funding.
- Rotorua Boys High are continuing with the Te Kotahitanga original tool.
- The programme has improved teacher delivery in the classroom.
- Discursive interaction was spoken to – this increases student engagement.
- Melville High is going to maintain the observation walk through – 20 minute visits to all classrooms, followed by five minute feedback meetings. The focus is on organisation, relationships and discursive interactions. The KEP team, who are trained observers, will be undertaking this next week.
- Teachers that need further support are followed up with a one hour observation followed by a one hour feedback meeting.
- Surveys are undertaken with students and staff have professional development.
- The programme validates the Board's culturally responsive relationships in our Charter.
- Rotorua Boys High have great basic strategies so we will be keeping in contact and working with them.
- By the end of 2016 we should achieve our goal of Middle Leaders leading this while still achieving our Strategic Goals. Our goal is for it to become an integral part of what we do. We are able to train our own observers.
- John was thanked as the Board appreciate his efforts in this area.
- John stated that it was great that Kelli Kemara has come to our school with Te Kotahitanga experience.

John left the meeting at 6.35 p.m.

MINUTES OF PREVIOUS MEETING

IT WAS MOVED that the minutes of 24 June 2015 be accepted and adopted as a true and accurate record.

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

MATTERS ARISING

- Clive tabled the responses from the Parent Survey undertaken at Parent/Teacher Evening on 1 July. Only 15 parents undertook the Survey.

CORRESPONDENCE

Inwards

Office of the Auditor-General – School Audit Arrangements 2015-2017	cc: Finance
NZSTA Support Staff CA	cc: All
News, June	cc: All
Secondary Teachers CA	cc: All
Members forum x2	cc: All
Professional Development	cc: All

IT WAS MOVED that the Inwards Correspondence be accepted **J.JACKSON/L.WILLIS**
CARRIED

CHAIR REPORT

Tabled and spoken to.

- Tracey spoke to the tabled Personal Electronic Policy that is going out to staff. Our present Policy is out of date.

IT WAS MOVED that the Report be accepted. **T.COOPER/G.ROWLING**
CARRIED

PRINCIPAL'S REPORT

Tabled and highlighted:

- The roll movements, in particular between 1 July and 24 July. NCEA results will be based on our roll of 592 and not on our end of year roll.
- Orientation visits are going well.
- Careers Whanau Evening was great, but unfortunately the attendance was not high. It was suggested that a reminder txt/email be forwarded in future.
- Careers Expo was a huge success.
- We are looking forward to working with Tainui as part of a pilot Secondary Principal Cluster.
- There is a change in how teachers get registered – they are working towards a 'life time' registration, with tight guidelines.

IT WAS MOVED that the Report be accepted. **C.HAMILL/B.RUSSELL**
CARRIED

PERSONNEL

IT WAS MOVED that the following appointments be ratified:

- Holly Parker, fixed-term full time teacher for Terms 3 and 4 2015
- Janina Rack, fixed term full time teacher for Terms 3 and 4 2015

T.COOPER/L.WILLIS
CARRIED

STAFF TRUSTEE

Tabled and spoken to.

- Assessment Week is coming up.
- Ian Halsted was wished all the best for his upcoming surgery.
- Great two new additions to the Social Sciences department.
- **IT WAS MOVED** that the Report be accepted.

B.RUSSELL/J. JACKSON
CARRIED

STUDENT TRUSTEE

- Have had positive feedback from students regarding Wi-Fi access.
- Kaity informed the meeting that this was her last Board meeting as she was leaving school to go to Hairdressing School, starting next Monday. Kaity was wished well and was presented with a Book Voucher.

IT WAS MOVED that the Report be accepted. **K.CHIRSTIESON/J.JACKSON**
CARRIED

Discussion ensued regarding a student voice on the Board. The Student Trustee Elections are coming up so Clive will invite our Student Leaders to attend in the meantime if they wished to.

STUDENT DEVELOPMENT

Tabled.

- Great presentation from Kelli on Learning Advisories. This will be great for students and whanau – will strengthen relationships.
 - More in-depth discussions on timetable will need to take place.
 - We are working hard to take away some of the barriers.
 - The Board stated that they thought it was exciting .
- Uniforms - Bromleywear have been making things difficult with our change of supplier.

IT WAS MOVED that the Report be accepted.

**T.COOPER/G.ROWLING
CARRIED**

PROPERTY

Tabled.

- English teachers are happy that curtains are coming for L Block – big thanks to the Board.
- Turf surface is of concern – it is highly used. Goals are to get it fixed as part of our 5YA.
- Glenview Lions have offered to repair the netting around the turf. A big thank you to this organisation. Dick Brasting from the Club is working with some of our students at the School Leo's Club – Ruth Searancke is managing this. The Club also sponsored two students for AFS and Leadership Camp.
- Amanda McIlhone is our new Health & Safety Officer [she has worked on the Spirit of Adventure as a Health & Safety Officer]. Amanda is working well with POET.
- Tender documents for the entrance area are almost ready and our Architect will forward final drawings and the scope of work to us shortly. Monies left over from our previous 5YA should be able to go towards this project.

IT WAS MOVED that the Board accept the quote from Programmed Property Services for school repaints and upkeep for a period of seven years.

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

IT WAS MOVED that the Report be accepted.

**G.ROWLING/T.COOPER
CARRIED**

POLICY

Tabled. Our Electronic Equipment Policy is way out of date. We have a pilot BYOD Y9 and Y10 class taking place.

IT WAS MOVED that the following policies be ratified:

- Melville High School By-Laws
- Creative Commons Policy
- International Education Policy

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

IT WAS MOVED that the following policies lay on the table for staff input:

- Protected Disclosures Policy
- Electronic Equipment – use of

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

IT WAS MOVED that the Report be accepted.

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

FINANCE

Tabled and spoken to by Altus.

- We are showing a deficit of \$104,000, but with adjustments it is actually \$3,000. Altus tabled a document explaining the operation summary in clearer terms. He has undertaken to do this monthly in order that members can see the financial picture better.
- A revised budget should be ready by next meeting which will probably show a deficit of \$600 for the year. Altus was thanked for his explanations.

IT WAS MOVED that the Board acknowledge system cheque numbers:

June 2015	30104 – 30108	totalling	\$9,405.10
Direct Credits:			
June 2015	0068 - 0148	totalling	\$234,138.45
and Manual Cheques:			
June 2015 W'pac	191707 - 191708	totalling	\$747.60
June 2015 ASB	107851 – 107853	totalling	\$614.50
be acknowledged as being paid			

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

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

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

IT WAS MOVED that the Report be accepted.

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

GENERAL BUSINESS

- **Student Trustee Elections**

- Timeline tabled.

IT WAS MOVED that Jocelyn Caughley be appointed Returning Officer for the 2015 Student Trustee Elections and the tabled timeline be adopted.

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

- **2015 Ball**

- There has been a great response and this will be our biggest ball with 160 students attending.

IN-COMMITTEE – Page 134

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 7.25 p.m.