

MELVILLE HIGH SCHOOL

Minutes of the Melville High School Board of Trustees Meeting held on Wednesday 24 June 2015 at 6.00 p.m. in the Board Room at Melville High School.

PRESENT: Tracey Cooper, Clive Hamill, Rachel Harrison, Gilly Rowling, Bill Russell, Altus Van As; Kaity Christieson- from 6.10 p.m.; Liz Willis from 6.30-apologies for lateness

LEAVE OF ABSENCE: Janine Jackson

IN ATTENDANCE: Jocelyn Caughley, Elizabeth Ross [6pm – 6.30 p.m.]

Elizabeth was welcomed to the meeting

PRESENTATION BY LoC TECHNOLOGY – Elizabeth Ross

- Elizabeth spoke to her tabled document.
- Information Management and Digital Technology have merged into a new Digital Technology DTE programme based on the Technology curriculum.
- Achievement Standards versus Unit Standards were discussed.
- Elizabeth has been working with Malcolm Howard, Team Solutions, who helped design the new merged programme. This course includes Programming and Software. John Cardownie has upskilled in this area.
- The Department is open to exploring Code Avengers run through the UoW.
- Cyber security is a challenge – Tracey will forward information to Elizabeth from UoW.
- Food and Hard Materials are success areas.
- ECE – some students who had placement at Early Childcare Centre have gone on to this career path.
- Clive acknowledged Elizabeth's leadership in utilising the Technology curriculum. We are one of the leading schools with a mixture of Unit Standards and Achievement Standards. Elizabeth was congratulated for her leadership with this. Clive visited Elizabeth's class and students were totally engaged. The individual learning is 'organised chaos'.
- Staffing is the biggest challenge in Technology. Most teachers are industry trained and having a Trade background is very important. The ability to have high quality staff is a challenge.
- Budget is another challenge – particularly trying to get students to pay their subject fees.
- Discussion ensued regarding MHS policy of putting bad debtors in the hands of a Debt Collection Agency. It is uncomfortable but we need to validate parents who do pay their fees.
- Submission of work seems to tie in with attendance.
- Timetables were discussed – these are being looked at.
- A large number of staff in the Technology Department are new to MHS.
- Elizabeth stated that having new ovens has made a big difference to outcomes for the students. It has made life easier – thanks.
- Coralie's new overlocker is great for her L3 class.

Elizabeth was thanked and left the meeting at 6.35 p.m.

MINUTES OF PREVIOUS MEETING

IT WAS MOVED that the minutes of 27 May 2015 be accepted and adopted as a true and accurate record.

**B.RUSSELL/G.ROWLING
CARRIED**

MATTERS ARISING

- Special welcome to Altus and Rachel – now officially Board members.
- Dave McNulty will not be pursuing his application for study leave in 2016.

CORRESPONDENCE

Inwards

MoE	Ministry Bulletin	cc: All
	Resourcing Adjustments	cc: Principal/Finance
	SPCA – Career Allowance	cc: Chair
Office of the Auditor-General	School Audit Arrangements 2015 – 2017	cc: Finance
NZSTA	Claims for STCA	cc: All
	Annual Report	Tabled
	News, Waikato Region	cc: All
	Education Council information	cc: All
	Support Staff CA – Changes from 29 June 2015	cc: All
Janine Jackson	– request for prior leave for June Board Meeting	cc: All
Dave McNulty	– not pursuing Study Leave in 2016	cc: Chair

Outwards

MoE – Audited Accounts

IT WAS MOVED that Janine Jackson's request for leave of absence for this June meeting be approved.

T.COOPER/G.ROWLING

CARRIED

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.

- School Interviews on 1 July – great that parents can book on line.
 - Clive mentioned that historically the Board has a presence at interviews and it would be great to include some Board questions in the electronic survey that is being organised. Discussion on questions took place – members are to advise Clive by Noon Sunday of any questions they think would be pertinent.
- It would be great if STA took on an advocacy role for Boards, as they appear to be standing in the corner of the Ministry.

IT WAS MOVED that the Report be accepted.

T.COOPER/G.ROWLING

CARRIED

PRINCIPAL'S REPORT

Tabled and highlighted:

- The roll was looking healthy but we have lost a further 10 students since the report was printed – mainly disengaged Year 12 / Year 13 students.
- The bureaucracy regarding property is very frustrating. There does not appear to be any 'self-governance' involved.
- NAG 1 and NAG 2 items are looking at what we want to do differently in the future – looking at different pathways. At present some students have achieved their minimum credits already and some of these students are then becoming disengaged.
- Some of the initiatives being considered include:
 - Reviewing our timetable management, considering two semester courses per year and other alternatives (8 lines on the timetable instead of the current 5 at Year 13).
 - Restricting students pathways so that they undertake a maximum amount of out of class activity (e.g. Trades Academy students may select to be in a Gateway class but will not have a placement in school time)
 - Ensuring that students and staff tabulate the number of periods each senior course requires students to be away from their normal classes. Students who take both Geography and Physical Education could easily have two field trips which mean that they would miss 50 periods of school. This way all parties know the total number of out of class time required for the programmes and therefore are aware of the consequences of their choices.
 - Attempting to organise Gateway placements so they happen on two days of the week.

- Restricting Trades Academy access to Years 12 and 13 students.
- Investigating more 21st century learning and teaching models that use a more digital platform, including more web based course provision which can be accessed anywhere and at any time.
- SLT are committed to supporting all of our students and working with staff to review, improve and develop our multiple pathways programmes.
- SLT have identified strategic priorities and the key areas of focus for 2015 – 2017 are:
 - eLearning - BYOD Dave
 - Curriculum Delivery / Content Clive
 - Pastoral / Academic support Kelli
 - Junior Diploma John
- eLearning and the use of BYOD was discussed at length. Programme could be piloted in Y9 and Y10 – devices would have to be paid by parents/caregivers and students would need to have internet access at home. Clive explained how this had made a difference in a Decile 1 school in Auckland, There is a wide range of elements to consider.
- There is a challenge that some of our classes are very small now and some learning challenged classes have high numbers.
- Hauraki Plains College has an interesting timetable.
- We need pathways for all our students, but we cannot sustain the extra finances on staffing.
- Pathways that our leavers take was discussed. Only 15% are going to University and 20% to Polytechs. Need to also account for our students that go on Missions straight from school.

Uniform: - Staff have had two opportunities to discuss the Direct Group Uniforms proposal. Teaching staff were in favour of having uniforms purchased off-site, while Support Staff were in favour of having this on-site. Direct Group Uniforms do not have Automatic Payments, but do have Lay By and will also deal with WINZ quotes. Staff overwhelmingly:

- Endorsed support for the proposal.
- Gave a commitment to actively support the enforcement of the expectation that only Direct Group uniforms were worn.
- Gave support for the off-site provision and management of the uniform.
- They also requested that the uniforms are of a high quality standard.
- That consideration be given to changing the white top [colour] and to phasing out the long sleeve business shirts by the end of next year.
- Endorsed the suggestion that if there was to be an added mark-up that it be small and be used to augment uniform subsidies to needy families.
- Current stock would be embroidered and the price would not go up – Direct Group Uniforms have given an assurance of this. We are to ensure that the correct uniform is enforced.

IT WAS MOVED that the Board accepts the Direct Group Uniforms proposal to supply Melville High School Uniforms.

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

IT WAS MOVED that the uniforms be sold off-site by Direct Group Uniforms.

**T.COOPER/L.WILLIS
CARRIED**

• **Black Bucket Hats**

- Clive explained that we presently have two students with health issues that have to wear black bucket hats. Direct Group Uniforms would have to be advised and they would also have to have our embroidered logo.

IT WAS MOVED THAT the Board allow for the provision of embroidered plain black bucket hats, as well as embroidered plain black caps as part of the Melville High School uniform.

**C.HAMILL/L.WILLIS
AGAINST: 2
FOR: 6
CARRIED**

IT WAS MOVED that the Report be accepted.

**C.HAMILL/R.HARRISON
CARRIED**

PERSONNEL

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

- Jay Warren, Teacher, from 19 July 2015 **C.HAMILL/R.HARRISON
CARRIED**
- Clive informed the Board that Mr. Ian Halsted is not well and will probably not be returning for some time.
- The Board wished Ian all the best and hope for a speedy recovery.

STAFF TRUSTEE

Tabled and spoken to.

- Thanked Jay for his time at Melville High.
- On line bookings for Report Evening – will be interesting to see how this goes.
- Ministry offer to staff has not gone down well. This could cause industrial action later in the year.

IT WAS MOVED that the Report be accepted.

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

STUDENT TRUSTEE

Tabled and spoken to.

- Y12 Drama performance was the 'best performance ever'.
- Students still do not have Wi-Fi access. Discussion ensued on reason why students need Wi-Fi access at school. Bill stated it is good for learning in the classroom but there is always the danger of students accessing sites they should not be visiting. Further discussion took place. It is a complicated issue and not one students have as a right. There is no limit on our usage now, but there are restrictions on some sites. We would also need to update our Policy on Personal Electronic Devices. Clive stated that he is also discussing this with our IT Consultants.

IT WAS MOVED that the Report be accepted.

**K.CHRISTIESON/G.ROWLING
CARRIED**

PROPERTY

Tabled.

- Non slip mat at front entrance will be put down properly during term break.
- Still waiting for another painting quote.
- Quote has been received for curtains in L Block and will be installed once the colour has been decided.

IT WAS MOVED that the Report be accepted.

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

FINANCE

Tabled.

- Great to have Altus at the Finance Meeting.
- Banked staffing is causing concern.
- Deficit is up again, but should even out.

IT WAS MOVED THAT Melville High School retain our current Auditors, Owen McLeod, for our school audit arrangements for the period 2015 – 2017.

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

IT WAS MOVED that the Board acknowledge system cheque numbers:

May 2015	30060 – 30103	totalling	\$46,030.52
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Direct Credits:

May 2015	0001 – 0067	totalling	\$60,042.88
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and Manual Cheques:

May 2015	191703 - 191706	totalling	\$33,552.71
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be acknowledged as being paid.

**A.VAN AS/C.HAMILL
CARRIED**

IT WAS MOVED that the financial position and investment updates for May 2015 be noted and accepted. **A.VAN AS/G.ROWLING
CARRIED**

IT WAS MOVED that the Report be accepted. **A.VAN AS/G.ROWLING
CARRIED**

GENERAL BUSINESS

- NIL

IN-COMMITTEE – Page 129

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 7.42 p.m.

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Tracey Cooper

29 July 2015