

MELVILLE HIGH SCHOOL

Minutes of the Melville High School Board of Trustees Meeting held on Wednesday 25 March 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, Liz Willis

APOLOGY: Kaity Christieson

ABSENT: Aaron Whaanga

IN ATTENDANCE: Jocelyn Caughley, Michael Edwards [6pm – 7.15pm]

PRESENTATION BY PHYS.ED/HEALTH/SPORTS LOC – MICHAEL EDWARDS

- Document tabled.
- Michael opened by giving the Board a brief introduction of himself and his roles and responsibilities. His passion is sport. He has been working hard on the new curriculum and rewritten the whole junior programme in the past two years.
- Literacy and numeracy credits are available in the PE curriculum. At the moment 70% of the curriculum is theory and he intends to even the theory / practical percentage. All curriculum learning areas are 'linked in'.
- Michael also oversees our Sports Co-ordinator and he is presently trying to support Graeme and grow this area.
- Teaching staff/classes along with facilities were discussed. There are challenges with classroom space and these challenges have increased this year with the Services Academy needing classroom space. Logistics are with our footprint.
- The Fitness Centre is working well and is being frequently used.
- PLD being facilitated by LoCs is working very well and is helped with meetings with SSA.
- Student Achievement was discussed, in particular the NCEA breakdown and junior classes.
- Moderation results have been consistent which is pleasing.
- Areas of Focus:
 - NCEA individual achievement targets – credits increase
 - Teaching as Inquiry to raise student achievement
 - Improve culture of learning
 - Utilising asTTle data to ensure differentiated learning programmes are taught.
 - Continued work with alignment of assessments.
- Challenges include:
 - Learning Area not having a fully assigned classroom for teaching staff.
 - Raising the bar with L1, L2 & L3 achievement
 - Students regularly out on Gateway placements
 - Support of students
 - Students being placed into classes without the pre-requisite knowledge
- Opportunities include:
 - Enhancing School/community facilities - Cricket club proposal; Gym extension. The gym is well used by our community, but is aging.
 - Looking at Outdoor Education as a subject.
 - Would like to work closer with contributing schools – our students presently go out and coach and referee.
 - Working well with Team Solutions. We have a better structure this year.
- Michael spoke to his tabled Draft Strategic Aims where three key areas have been identified:
 - Sport on a competitive level
 - Sport on a participation level

- Sport community partnerships
 - Discussion ensued. The document aligns with support for our Sports Coordinator.
- A lot of growth has been made over the years with students participating at national and regional levels.
- A Sports Council needs to be set up – we have many local sports clubs and their involvement is needed.

Michael was thanked for his enlightening presentation and was acknowledged for recognizing under achievers and community partnerships. Michael was also congratulated for his moderation results.

Clive acknowledged Michael who leads by example, particularly with planning. Templates are provided for his team to follow. There is a uniformity of teaching at the same level and this is great.

Michael left the meeting at 7.15 p.m.

MINUTES OF PREVIOUS MEETING

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

B.RUSELL/J.JACKSON
CARRIED

MATTERS ARISING

- Art vacancy has been closed.
- Aaron has indicated he will be resigning. Clive is to make contact with him to obtain resignation in writing. There is a need to 'shoulder tap' someone with financial expertise.

CORRESPONDENCE

Inwards

MoE	Ministry Bulletins x2	cc: All
NZSTA	PD Workshops	cc: All
	New Requirements from Employment Relations Act x2	cc: All
	Chair Residential & Mentoring Programme	cc: Chair
	STA News January/February	cc: All
	Conference Brochure	Tabled
	News, Waikato Region	cc: All
	Proposed settlement for SCCCA	cc: All
	SSSCA – Professional forum	cc: All

IT WAS MOVED that the Inwards Correspondence be accepted. **T.COOPER FROM CHAIR**
CARRIED

CHAIR REPORT

Tabled and taken as read.

- Marketing meeting date has not yet been set.
- Some staff have approached Tracey regarding the afternoon heat in their classrooms. Unfortunately the Ministry will not pay for the extra power used by air conditioning units.

IT WAS MOVED that the Report be accepted. **T.COOPER/B.RUSSELL**
CARRIED

PRINCIPAL'S REPORT

Tabled.

- Clive has attended many extra curricula activities lately, including Drama, Waka Ama, Touch. These activities are able to proceed because people are going the extra mile

- Hauraki Plains College visit by SLT was worthwhile. Clive spoke to the best practice they were providing and their curriculum design. Horticulture/Agriculture programme was noted in particular. Their resources are greater due to the community partnership they have with their farming district. SLT will also be visiting two schools in the Auckland area.
- Staffing will be confirmed with our 1 March roll return. This will result in an increase in our staffing entitlement and our operational grant.
- Appraisal – we are piloting a new model. Sangita Achary is leading this after undertaking training in this area last year with Alison Tuck.
- Analysis of Variance has been a challenge and is tabled along with the draft 2015 Charter. The Charter is more specific this year. The Ministry have been made aware that our Charter will be late in getting to them. The Ministry used our 2014 Charter as Best Practice.
- Clive is currently drafting other Board requests such as the Entranceway, Sports, KEP and will table a framework for the next meeting.
- **IT WAS MOVED** that the Report be accepted.

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

CHARTER

IT WAS MOVED that the 2015 Melville High School Charter be adopted.

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

STAFF TRUSTEE

Tabled.

- Bill pointed out that the PPTA Collective Contract expires this year.

IT WAS MOVED that the Report be accepted.

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

STUDENT TRUSTEE

Tabled in Kaity's absence.

IT WAS MOVED that the Report be accepted.

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

STUDENT DEVELOPMENT GROUP

Tabled and spoken to by Janine.

- Janine is keen for Melville High to take the Mates Mentoring Programme on board. Tim Ng is the University contact. Term 3 would be the earliest, which would work well.
- The number of sub-committee meetings was discussed and as Student Development matters usually come up for discussion at the full Board Meeting, it was decided that bi-monthly meetings would be trialled from Term 2.

IT WAS MOVED that the Report, be accepted.

**J.JACKSON/G.ROWLING
CARRIED**

PROPERTY

Tabled.

- The Turf upgrade is going ahead at a cost of \$4,500.
- 'Desert' plans were tabled and discussed. Drainage needs to be looked at. Members felt the Chess Board and sundial were not practical. Shelter size was discussed.
- Entranceway is still being looked at.
- Further quotes to compare with Programmed Property Services are to be obtained.
- A van has been purchased and garage facilities are being changed to accommodate all vans.
- 5YA – need to meet with the MoE before meeting with our Architect.

IT WAS MOVED that the Report be accepted.

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

POLICY

Tabled.

IT WAS MOVED that Policy meetings now be held bi-monthly or on an as-required basis as all our policies are now up to date.

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

IT WAS MOVED that the Strategic Planning Policy be ratified.

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

The Privacy Policy and International Education Policy were tabled for comment.

IT WAS MOVED that the Report be accepted.

**T.COOPER FROM CHAIR
CARRIED**

FINANCE

Tabled.

- The 2015 Budget should be ready by the next meeting.
- Discussion on people that owe the school \$500 or more for course fees and not making any effort to pay was discussed. This is putting pressure on our other students.
- The proposed move to Auckland Savings Bank was discussed and the benefits highlighted.
- The van cost \$14,000 more than budgeted for. Discussion ensued on whether to take the extra monies from operational grant or increase our loan by this amount.

IT WAS MOVED that Melville High School change our banking to ASB.

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

IT WAS MOVED that Melville High School Board seek a \$164,000 loan over five years from ASB Bank at the best interest rate possible for purchase of a van, completion of shelter and upgrading the Entranceway.

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

IT WAS MOVED that the Board accept the Annual Accrual Payroll printout supplied by Novopay for the year ending 31 December 2014.

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

IT WAS MOVED that the Board acknowledge system cheque numbers

February 2015	29773 – 29864	totalling	\$123,412.02
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and Manual Cheques:

February 2015	191683 - 191689	totalling	\$ 10,106.07
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be acknowledged as being paid.

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

IT WAS MOVED that the financial position and investments updates for February 2015 be noted and accepted.

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

IT WAS MOVED that the Report be accepted.

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

GENERAL BUSINESS

- **COMMUNITY CONSULTATION**

- Discussion on how to consult with our community and contributing schools. It was decided that Tracey and Clive ask to have 15 minutes at schools Board meeting. They will also incorporate a 'succession plan' for our upcoming Board of Trustee elections next year.

- **P.T.A.**
 - Clive acknowledged the work of those involved in our P.T.A.
- **UNIFORM**
 - Liz stated she had been contacted by Lynette regarding any upcoming change of uniform.
 - It was suggested that our Uniform Code point out that protective footwear are needed in the Science and Technology Workshops.

IN-COMMITTEE – Page 112

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 8.10 p.m.