

MELVILLE HIGH SCHOOL

Minutes of the Melville High School Board of Trustees Meeting held on Wednesday 27 May 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, Kaity Christieson, Liz Willis

IN ATTENDANCE: Jocelyn Caughley, Rachel Harrison, Altus Van As, Rosie Jones
[6pm – 6.35 p.m.]

Tracey welcomed Rachel Harrison and Altus Van As to the meeting. All present gave a brief introduction of themselves. 30 years today since Clive became a Principal!

PRESENTATION BY DIRECTOR OF LEARNING INITIATIVES – ROSIE JONES

- Rosie gave an outline of the Learning Initiatives Department and spoke to her tabled document.
- The students in the Campbell Centre are timetabled into a primary school model. Their learning levels are very low. They have to be taught the basics of life, which includes cooking, looking after themselves etc.
- Rosie is very active in getting students out and about – she tries to give them as many experiences as possible as most do not have these opportunities in their home life. The outings do incorporate their learning.
- Along with teaching the Campbell Centre students Rosie manages two learning support classes.
- Rosie meets with many agencies to establish the right learning paths. She has also taken on the support role of SENCO in the absence of no permanent SENCO at Melville High.
- Melville High has a reputation as a supportive school for special needs students. ORRS funding is hard to obtain. There is a challenge with the growing number of students needing extra funding.
- Discussion ensued on pathways for the students.
- IEPs are in place for all students in the Campbell Centre. Each IEP involves a lot of time.
- The most challenging factor is no cooking facilities or time out room in the area. Really need cooking facilities, a sink with running water and would like a nice environment. The Campbell Centre is making do until the area is renovated, but it is difficult.
 - Unfortunately the renovations will take longer to happen due the Ministry putting more guidelines around the 5YA.
- Rosie was thanked for doing a great job with our students. Her job also entails the supervision of Teacher Aides.
- The Board thanked Rosie for her informative presentation.
- Rosie thanked the Board for listening and said that she felt the Board was also doing a great job.
- **Rosie left the meeting at 6.35 p.m.**

MINUTES OF PREVIOUS MEETING

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

**B.RUSSELL/C.HAMILL
CARRIED**

MATTERS ARISING

- Feasibility of air conditioners is to go to the Property Committee.
- Uniform Presentation took place at Student Development Meeting.
 - Discussion ensued. DGC would be able to cancel the contract if our students don't wear the correct uniform. Pricing is good – MHS can get a rebate or pass this on to the parents by keeping the prices down.
 - The Board needs to make a decision by June. DGC appear to be offering a good deal.
 - Clive is to email different options to Board members
 - Different ways of operating
 - Rebate option
- Curtains for L Block – Liz is to ring Curtain Makers to do a measure and quote.

CORRESPONDENCE

Inwards

MoE	Secondary & Area School Groundstaff CA	cc: All
	Banking Staffing – end of year position	cc: Finance
	Reimbursing overpayments of \$100	cc: Finance
	Ministry Bulletin	cc: All
	Resourcing Audit & Review of Attendance Management	cc: Chair/Principal
NZSTA	STA News, April and May	cc: All
	NZSTA Conference	cc: All
	Hautū–Māori cultural responsiveness self-review tool	cc: Chair/Principal
	Waikato Regional Chairpersons Networking Forum x2	cc: Chair
	Budget 2015 – Information for Boards	cc: All
	STCA Negotiations	cc: All
Owen McLeod	– Audit Report 2014	cc: All

Outwards

Waikato Times – advertising casual vacancy

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

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

CHAIR REPORT

Tabled and spoken to.

- Great to have an extra two parents around the Board Table.
- Garage Sale went great. Particular thanks to P.T.A.
- Creative Commons Policy is being distributed to staff for comment.
- Strategic Aims were discussed at the Student Development meeting.
- Disappointing that we have to get MoE approval to get our loan.

IT WAS MOVED that the Report be accepted.

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

PRINCIPAL'S REPORT

Tabled and highlighted:

- Great to have Rachel and Altus here.
- Big ups to the PTA for the Garage Sale.
- Ultrafast up and running – which is great since cabling was upgraded four years ago.
 - A meeting is being held next week with our IT consultants to plan further. They will also be discussing student access to Wi-Fi. It was suggested that a 'Wi-Fi Fair Use Policy' be investigated.
- Positive work is happening with Kia Eke Panuku.
- SLT will be visiting Tamaki College – being creative for what we are doing next year.
- MoE are keen for us to undertake projects, but no funding to go with these.
- Clive congratulated Dave and Kelli for the great Roll Audit we received. Our roll actually went up by one.
- **IT WAS MOVED** that the Report be accepted.

**C.HAMILL/L.WILLIS
CARRIED**

PERSONNEL

IT WAS MOVED that the following appointments be ratified:

- George Simon, Cleaner, from 28 May 2015

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

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

- Mina Botha, Cleaner, from 27 May 2015

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

STAFF TRUSTEE

Tabled and spoken to.

- Staff are busily writing reports.
- STCA contract – negotiations have begun.
- Shelter issue –teachers are opening rooms for students, but some students are rejecting the offer and going out and getting wet.
- Middle Management has some unease about the implications of a new observation method regarding credit targets.

IT WAS MOVED that the Report be accepted.

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

STUDENT TRUSTEE

Tabled and spoken to.

- The 40 Hour Famine went well.
- Students are looking forward to the Ball on 1 August.
- Wi-Fi access for students was discussed. Clive reiterated that this will be discussed with our IT consultants next week.

IT WAS MOVED that the Report be accepted.

**K.CHRISTIESON/J.JACKSON
CARRIED**

STUDENT DEVELOPMENT

Tabled.

- Mates Mentoring Programme – they will be making contact in Term 3. They are only looking at one or two students.
- Strategic Aims discussed.

IT WAS MOVED that the tabled Strategic Aims be adopted.

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

IT WAS MOVED that the Report be accepted.

PROPERTY

Tabled.

- The weather has hindered the turf being repaired.
- Health and Safety Officer was discussed and the implications for the Officer. The Ministry will provide training. We are presently focusing on EOTC. John Ledson has attended a course on this.
- Criteria for renovations is strict. Plans will be available by next meeting, but we can't proceed without Ministry approval.

IT WAS MOVED that the Report be accepted.

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

POLICY

Tabled.

- Committee is looking at International Education, By-Laws and Creative Common Policies. These have been distributed for staff feedback.

IT WAS MOVED that the Privacy Policy be ratified.

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

IT WAS MOVED that the Report be accepted.

FINANCE

Tabled.

- We are operating on a deficit caused by expenditure for van etc. prior to getting a loan.
- Our Accountant is confident that there should be no problem getting MoE approval for this loan.

IT WAS MOVED that the Board acknowledge system cheque numbers

System Cheques:

System Cheques:

April 2015	29967 – 30059	totalling	\$84,689.34
and Manual Cheques:			

April 2015	191670 - 191702	totalling	\$ 1,349.70
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be acknowledged as being paid.

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

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

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

IT WAS MOVED that the 2014 Audited Financial Accounts received on 19 May be accepted.

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

IT WAS MOVED that the Report be accepted.

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

GENERAL BUSINESS

- **CASUAL VACANCY**

- There has been no feedback from the advertisement regarding the vacancy left by the resignation of Aaron Whaanga.

IT WAS MOVED that pending no feedback is received by 31 May 2015 regarding the Casual Vacancy, that Altus Van As be appointed as a parent representative to the Board of Trustees from 1 June 2015.

T.COOPER/C.HAMILL

CARRIED UNANIMOUSLY WITH ACCLAMATION

IT WAS MOVED that Rachel Harrison be co-opted on to the Board of Trustees.

T.COOPER/C.HAMILL

CARRIED UNANIMOUSLY WITH ACCLAMATION

- **ELECTRONIC ROLL RETURN**

- Melville High has been asked to take part in a pilot to trial 'electronic sign-off' for our Roll Return. **IT WAS MOVED** that the Board agree that the Principal may approve roll returns electronically.

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

- **STUDY LEAVE / SABBATICAL LEAVE**

- **IT WAS MOVED** that the Board support Dave McNulty's application for either Study or Sabbatical Leave in 2016.

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

- **PTA GARAGE SALE**

- The help of the two Service Academy students Caiden Meinung and Jordan Turner along with Anna Thomas' sons Oliver Bailey and his brother was great. Clive will acknowledge this by way of a letter.

IN-COMMITTEE – Page 123

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.

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Tracey Cooper

24 June 2015