

MELVILLE HIGH SCHOOL

Minutes of the Melville High School Board of Trustees Meeting held on Tuesday 22 November 2016 at 6.00 p.m. in the Board Room at Melville High School.

PRESENT: Liz Willis, Fran Diaz, Clive Hamill, Sophia Harrison, Tracy Pratt, DeWayne Transfield, April Taelangi-from 6.10 p.m., Maatai Ariki Kauae Te Toki-from 6.35 p.m.

IN ATTENDANCE: Jocelyn Caughley

KARAKIA: Sophia Harrison

CONFLICT OF INTEREST

Members were asked to declare if they had any conflicts of interest relating to agenda items for the meeting, and if so that they should declare them.

- None declared.

MINUTES OF PREVIOUS MEETINGS

IT WAS MOVED that the minutes of 25 October 2016, be accepted and adopted as a true and accurate record.

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

MATTERS ARISING

- Whitiara Technology Centre
 - There is a plaque inside stating the Whitiara Technology Centre was opened by the then Minister of Education, Hon. Trevor Mallard, along with a photo of Bunty Whitiara. Clive tabled documentation regarding the blessing and the opening, which shows Bunty's family were present at both occasions. The building is not consistently referred to as the Whitiara Technology Centre and we could look at having further signage outside.
- Governance Manual
 - The meeting agreed that this comes after the Charter. The Board needs to come up with a timeline – perhaps the first quarter of 2017.
 - Discussion ensued when to have a focus meeting and how to go about the consultation process, as some felt they would like to have the focus meeting this year in preference to early 2017. To be discussed further in General Business.

April arrived at 6.10 p.m.

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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.

**L.WILLIS FROM CHAIR
CARRIED UNANIMOUSLY**

IT WAS MOVED that the Board move Out of Committee.

**L.WILLIS/D.TRANSFIELD
CARRIED UNANIMOUSLY**

IT WAS MOVED that the decisions made whilst In-Committee be approved.

**L.WILLIS/D.TRANSFIELD
CARRIED UNANIMOUSLY**

Maatai Ariki arrived at 6.35 p.m.

REPORTS CHAIR

- Tabled. Liz pointed out that Margaret had unfortunately had to step down from the Board at this time.
- Liz thanked April for organising the training held with MCoL and thanked all Board members for their attendance at Workshops.

IT WAS MOVED that the Chairperson's Report be accepted.

**L.WILLIS/T.PRATT
CARRIED UNANIMOUSLY**

STAFF TRUSTEE

Tabled.

Fran said that staff need to know next year's goals.

Fran thanked Tracy and DeWayne for their great speeches at Prizegivings.

IT WAS MOVED that the Report be accepted.

**F.DIAZ/L.WILLIS
CARRIED UNANIMOUSLY**

STUDENT TRUSTEE

Tabled.

IT WAS MOVED that the Report be accepted.

**S.HARRISON/F.DIAZ
CARRIED UNANIMOUSLY**

PRINCIPAL

Tabled. Clive highlighted:

- It is a very busy time. External examinations have been upset with the Earthquake. There has been a record number of students studying – this is a credit to our teachers. We have a new Exam Supervisor this year.
- Tentative areas of focus for 2017:
 - Raising Year 10 achievement. Which aspect is yet to be decided? – CoL Target
 - Increasing NCEA Level 2 student achievement
 - Extending Academic Counselling to include Years 9 and 10
 - Completing the implementation of our new Appraisal Programme
 - Sustaining our PLD with Digital Technology
 - Improving the schools physical environment
 - Completing a successful ERO Review
- Learning areas are targeting students at risk of failing. Student Achievement for Years 9 and 10 is being looked at.
- Appointments of staff has been great. Some current staff who have gained promotion are making their mark already. The Acting HoC Food/Fabric, along with our LTR Food Teacher are aiming to bring Café Makona back, which will be a great asset. They are going to train as Barristers. It is exciting to see their passion – great work is happening there. We have two new people for physical education which is great and we are not too far away from making further appointments.
- The difficulty with staffing some subjects was discussed. It was noted that the Maaori teacher position has also been a challenge. Clive has identified steps to help with this. A couple of experienced teachers have applied for the HoC Maaori vacancy. Further discussion ensued regarding local support for Maaori teachers and why students are not following through with Maaori studies and Kapa Haka when they come to Secondary School. The school is working with CoL to pilot relationships between Maaori teachers locally. Clive will be attending a collaboration meeting at the MoE on Te Reo Maori Learning in English Medium Schools in early December. Maaori curriculum was spoken to. It was suggested that Maaori students are surveyed to see why they are not taking Maaori. Clive is looking at limiting the workload or providing extra help for the Maaori teacher. This was offered this year but not taken up. This year Y11 student's credits are excellent. We are looking at creatively using community resources. The Social Sciences curriculum is changing – this has a component of Tainui and guardianship of environment. Some staff are undertaking a course of He Papa Tikanga. Further discussion ensued on Maaori and the Marae and making the subject more attractive.

The Marae has a broad use and we have people willing to help with this. It was suggested that the Board also be involved.

IT WAS MOVED that the Principal's Report be accepted.

**C.HAMILL/F.DIAZ
CARRIED UNANIMOUSLY**

PERSONNEL

IT WAS MOVED that the following appointments be ratified:

- Pachappa Goundar, Permanent LoC Technology, 3MU from 25 February 2017
- Susan Stantiall, Permanent HoC Drama, 1MU from 25 January 2017
- Peter Rowlingson, Permanent Hard Materials Technology Teacher from 25 February 2017
- Shontelle Dudley, Fixed Term Phys. Ed/Health Teacher for 2017 academic year
- Jonathan Rickard, Permanent Phys.Ed/Health Teacher from 18 November 2016.

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

IT WAS MOVED that Ruth Searancke drop from her full-time position as Head of Careers to 0.8FTE from 27 January 2017.

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

FINANCE

Tabled and spoken to by DeWayne.

IT WAS MOVED that the Board acknowledge system numbers:

Direct Credits:

October 2016: 1521 – 1613 totalling \$57,622.56 as being paid.

**D.TRANSFIELD/S.HARRISON
CARRIED UNANIMOUSLY**

IT WAS MOVED that the financial position and Investments updates for October 2016 be noted and accepted.

**D.TRANSFIELD/S.HARRISON
CARRIED UNANIMOUSLY**

POLICY REVIEW

Proposal from April tabled. A Policy meeting will take place 9.30 – 11am on Thursday 24 November. April spoke to her focus on Policy. The meeting will review Attendance, Treaty of Waitangi and Community Consultation Policies. It was pointed out that a Policy Review sheet was distributed to Board members at the start of their tenure.

CORRESPONDENCE

Inwards

NZSTA	Education Bill Funding Review, Food Act	cc: All
	STA News, October	cc: All
	Workshops	cc: All
	Waikato Regional Election Results	cc: All
	Annual Subscription	cc: Finance
	Waikato Regional Newsletter	cc: All
	Earthquake information	cc: All
Melville Intermediate School	– presentation by Richard Clarke	cc: All

Outwards

NZSTA Voting Paper for Waikato Regional Executive
Debbie Lotoa – reply

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

**L.WILLIS/D.TRANSFIELD
CARRIED UNANIMOUSLY**

GENERAL BUSINESS

- **Charter Focus Meeting**

- Discussion held as to when would be the best time to hold this. It was decided that a special focus meeting will be held on Tuesday 6 December at 6.00 p.m.
- Staff have given feedback re focus and purpose. A survey needs to be taken, along with a parent survey. A student survey will be undertaken next year.
- Face to Face is always good. The Board could meet with our community at the likes of the Year 9 BBQ next year.

- **Trustee Evaluation**

- Everyone has acknowledged that they are comfortable as to where we are at from where we have come from.
- Clive acknowledged the commitment the Board has made to Training.
- The Governance Manual needs to be reviewed but this will follow the Charter.
- April stated that she would like the full Board to attend Conference as a team, which is down South next year. Time and finances could cause constraints on this.

- **Staff and Student Trustee Reports**

- STA are recommending that these reports do not come to the Board directly but should be encompassed in the Principals Report. Members stated that the Reports are read with interest and they generally do not take up time at a Board Meeting. It was decided that the Staff and Student Reports are to be tabled and only discussed when needed.
- Clive congratulated the Staff and Student Reps for the time and effort they put into their reports.
- Brief discussion ensued on the priority of agenda items.

- **Committee Meetings for 2017**

- Draft schedule tabled, with Board Committee dates and times to be organised.

- **Board Work Plan**

- This will be looked at on 6 December when the Focus Meeting occurs.

Liz thanked members for their diligence in attending meetings. In turn the Board thanked Liz for all her work.

The meeting closed at 7.50 p.m. with a Karakia from Maatai Ariki.

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Liz Willis

14 February 2017