

MINUTES of the Establishment School Board – Melville Yr 7-13 College

Venue: St Stephens Church

Date: Thursday 08/12/2022

Meeting Opened: 5:30pm

ITEM	DISCUSSION	ACTION/MOVED & SECONDED	MOTION
Present	Matt Crispe, Anthony Rawiri, Krissy Witehira, Kalaya Willis, Ratau Turner, Jackie Woodland, Dave McNulty, Peter Leggat, DeeJay Wenham.		
Apologies	Jo Wilson, Mareta Matenga, Thilo Govender.		
Absent			
Minutes of the Previous Meeting	The minutes of the previous meeting on Thursday 1st December 2022 , as distributed on the open drive.	Matt / Dave	Carried

ITEM	DISCUSSION	MOVED / SECONDED	MOTION
Matters Arising from the Minutes			
Photocopier	<ul style="list-style-type: none"> • 3 suppliers are meeting with Dave next week to look at quote • To be presented to the board for next meeting 26th January 2023 		
Minutes	<ul style="list-style-type: none"> • In committee minutes to be supplied at the next meeting 		
<u>Correspondence</u>			
1. Inwards	<ul style="list-style-type: none"> • Uniform Supplier contract. • Receipt of acceptance from four Deputy Principal candidates • Receipt from Ministry of Education property team of attendance of meeting on 2/02/2023 		
2. Outwards	<ul style="list-style-type: none"> • Uniform supplier contract sent to all board members • Position offer and Contracts sent to Deputy Principal candidates. • Ministry of Education property team invited to meet with the Board on 2/02/2023 (invite sent to Alana and Peter) 		
Motion that all correspondence tabled and accepted		Matt / Dave	Carried
<u>Reports:</u>			
1. Financial Report	<ul style="list-style-type: none"> • No report to the board 		
2. Presiding Report	<ul style="list-style-type: none"> • Sent to the board members and uploaded to the shared drive December 22 - Melville Yr 7-13 College - Google Drive 		
3. Governance Manager	<ul style="list-style-type: none"> • Verbal Report to the Board below 		
<u>Meeting Agenda Points:</u>			

<p><u>Deputy Principal Topic</u></p>	<ul style="list-style-type: none"> • The Establishment Board have had confirmation of acceptance from all four applicants that have been interviewed and offered a position. • We are awaiting receipt of all signed contracts so we can then liaise with their current schools on progressing forward and formalize the start dates for our Senior Leadership Team. This starting period should also be negotiated so not to lessen the current school's ability to operate effectively at the start of the 2023 school year. • Once we have received all contracts back and signed we will make a public announcement. As we have had verbal agreement Peter will on behalf of the Establishment Board make contact with their current principals to inform them. 		
<p><u>Property Meeting for The Board</u></p>	<ul style="list-style-type: none"> • The Establishment Board will be doing a walk through both current schools on 15th December • 3pm at the High school • 4pm at the Intermediate • This will be a general walk through so the board can have a familiarization of the sites before more in depth discussions with the property team from Ministry of Education which will really start next year. All board members are welcome to attend this should they be able to. 		
	<ul style="list-style-type: none"> • The Marae located at the High School is transitioning well through its restoration which is currently being undertaken. And looks promising that this will al be completed before the 2023 school year starts. 		
	<ul style="list-style-type: none"> • A bound booklet covering the history, imagery and meanings of and with in the Marae has been presented to the Establishment Board members by Clive Hamill, Current Melville High School Principal. • The Establishment Board wish to formally thank Clive for making this available to the Board, and all members appreciate the opportunity to learn more about this important part of the school's history and future. 		
<p><u>Governance Manager Report/Update</u></p>	<ul style="list-style-type: none"> • Peter has conducted a meeting with Education Services regarding the surplus budgeted money from this year that will be carried over and included in next year's funding from the Ministry of Education. It looks like there will be a carryover surplus of approximately \$120,000. 		

	<ul style="list-style-type: none"> • Peter with Education Services has started looking at a budget for 2023. This was so the Establishment board can be operational for the start of 2023 and from February 2023 Thilo will be involved in setting the operational budgets. These budgets will need to take into consideration the current SLT as well as administration positions which should be in place by the end of term 1 next year. • Operational funding allocated by the Ministry of Education for the Establishment Board regarding the new School will be approximately \$1.1 Million for 2023. 		
	<ul style="list-style-type: none"> • Peter has registered the school for Technology, this will allow us to get access to computers etc for the Senior Leadership Team. • Ited is the IT company that have been looking after the IT needs of Melville High School and they have just acquired a contract to do the same for Melville Intermediate. Which is great news as that is also who as a board we use. 		
	<ul style="list-style-type: none"> • The Wi-Fi network for both schools are nearing their end of useful life timeframe, so this is one area that the Establishment Board will need to look at and work through with the Ministry of Education in regard to upgrading the current system for the new school. 		
	<ul style="list-style-type: none"> • Peter had a meeting onsite at Melville Intermediate school with all the support staff. This was to ensure they were all fully up to date with information about the new school, the roles that would be available in the new school and to answer any questions they had as support staff. 		
<u>Uniform Update</u>	<ul style="list-style-type: none"> • Motion for ESB to me moved into Committee for discussion on uniform contract to protect the commercially sensitive details of the supplier. – Publicly excluded business 	Matt	
	<ul style="list-style-type: none"> • Board moved out of Committee by Matt – Presiding Member 	Matt	
<u>Iwi Report</u>	<ul style="list-style-type: none"> • No report entered. Awaiting response from the King 		
<u>Reimbursement</u>	<ul style="list-style-type: none"> • None to be processed. 		

General Business:			
<u>Board Finances to pay</u>	<ul style="list-style-type: none"> • Motion to pay The Little Lunch Company for food supplied to the Establishment Board for the day of Deputy Principals Interviews. Total of \$317.50 Incl gst 	Matt / Krissy	Carried
	<ul style="list-style-type: none"> • Board member payments to be actioned by DeeJay through Education Services 		
<u>Community Engagement</u>	<ul style="list-style-type: none"> • Raised to the Establishment Board regarding the community would like a more open discussion with the Board and its members. Especially the new Tumuaki, as the community has not had the chance to meet and talk with Thilo. • It has been said from community members that it would be good to see the Tumuaki and Board members at current Melville High and Melville Intermediate school events and community events. • It is noted by the Establishment Board that at previous community events hosted in conjunction with the Ministry of Education we did not have the Tumuaki or Deputy Principals positions filled. In 2023 the Establishment Board will resume community facing meetings and the Tumuaki and others within the Senior Leadership team will be present. • The Establishment Board are also looking into options for getting their meeting minutes publicly shared, this will most likely be via the current website. 		
	<ul style="list-style-type: none"> • The main focus of the Establishment Board to date has been getting the right people in place, now the board feel this has been achieved the community meetings going forward will be a great opportunity for the community to meet, liaise and get to know the Tumuaki and Senior Leadership team of the new school. 		
	<ul style="list-style-type: none"> • It is important that any and all public communication from the Establishment Board goes through Matt as the Presiding Member of the board. This is so that the correct information is uniformly provided to the public and all members of the Establishment Board are aware of what information is indeed in the public arena. 		

<p><u>Powhiri</u></p>	<ul style="list-style-type: none"> • Ratau, Jackie and Kalaya will be leading the organization of this on behalf of the Establishment Board. • This will be held at the Melville High School Marae – Dave to liaise with the High School as to when this would be available on the week of the 24th of January 2023. • Kai will be arranged by Kalaya and depending on expected numbers this will be hosted either at the Marae or in the High Schools hall. • All are welcome to attend but we will try to get an accurate estimate of people that will be attending for catering needs 		
<p><u>Conflict of Interest</u></p>	<ul style="list-style-type: none"> • Dave has raised a possible conflict of interest that he may have in the future. • Melville high school could stand to have a severely diminished Senior Leadership Team next year due to staff moving on to new positions. • The High school could be in need of proven strong leadership personnel to help next year. As such Dave has been approached to possible help with filling one of the positions. • The Establishment Board has requested that Dave come back to them in regard to what position would be offered to him and how this may affect his interest in the High School whilst being a sitting Board Member. The Establishment Board is understanding of the school position and also feel that Dave would be more than capable of holding a position within the Melville High School and acting in the best interest of the Establishment Board. But once this offer from the High School has been formalized then the Establishment Board would like the opportunity to consider and report the possible conflict of interest. 		
<p><u>Requested actions for The Board</u></p>	<ul style="list-style-type: none"> • Dave – to undertake meetings with potential photocopier suppliers and report back to the board at the first meeting back next year (26/01/2023) • Dave – To liaise with Melville High school regarding the availability of the Marae for us to conduct a Powhiri welcoming the new SLT. • Kalaya- to make contact with potential caterer for the Powhiri to be held in the week of the 24th January 2023. • Ratau/Jackie – To start arrangements for the welcoming Powhiri. • Matt – To thank Clive on behalf of the Board for supplying the booklets on the High 		

	<p>Schools Marae.</p> <ul style="list-style-type: none"> ● Matt – To sign uniform Contract with supplier for the new school's daily uniform and PE uniform requirements. 		
Board Dinner 15th Dec	<ul style="list-style-type: none"> ● This will be held at the Ibis Hamilton. ● Table on the balcony is booked for 6pm ● Krissy will be sending out an email to the members and invited guests of the board regarding any finer details. 		
Next Meeting	<p>Please note, there will not be a formal meeting next week on the 15th December. This will be just a dinner for the board and invited guests of the board. The next formal Meeting of the Establishment Board will be 26th January 2023.</p> <p>Please keep an eye on your emails as there will be information sent out over the break regarding board required actions items.</p>		

Meeting Closed: 6:40pm	Anthony closed the meeting with Karakia.
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Date of Next Meeting: **26th January at St Stephens Church.**

