

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

Venue: St Stephens Church

Date: Thursday 24/11/2022

Meeting Opened: 5:30pm

ITEM	DISCUSSION	ACTION/MOVED & SECONDED	MOTION
Present	Matt Crispe, Krissy Witehira, Kevin Johnson, Kalaya Willis, Ratau Turner, Anthony Rawiri, Jackie Woodland, Dave McNulty, Jo Wilson, Thilo Govender, DeeJay Wenham.		
Apologies	Mareta Matenga, Peter Leggat.		
Absent			
Minutes of the Previous Meeting	The minutes of the previous meeting on Thursday 10th November 2022 , as distributed on the open drive.	Matt / Jackie	Carried

ITEM	DISCUSSION	MOVED / SECONDED	MOTION
Matters Arising from the Minutes			
Vice Presiding Member	<ul style="list-style-type: none"> • Matt moved that Dave McNulty be formally made Vice Presiding Member of the Melville yr7-13 College Establishment Board. • Vice Presiding member position offer accepted by Dave McNulty 	Matt / Krissy	Carried
Code of Conduct	<ul style="list-style-type: none"> • Moved that the Code of Conduct that was circulated by DeeJay to members be accepted and passed as the board's standing Code of Conduct document (this document will need to be signed by all members of the Establishment Board). 	Matt / Jo	Carried
Timeframe Overview	<ul style="list-style-type: none"> • The Establishment Board have not yet received the timeline as discussed in the previous meeting from Cherie or Peter regarding when things like NZQA accreditation needs to be completed and other such high-level requirements for the new school. • This needs to be followed up and presented to the board as soon as possible as the board needs to have a full overview of requirements. 		
<u>Correspondence</u>			
1. Inwards	<ul style="list-style-type: none"> • Referee reports for Deputy Principal applicants received and forwarded to the Establishment Board members by Peter 		
2. Outwards	<ul style="list-style-type: none"> • To Ed services regarding IRD filing. 		
<ul style="list-style-type: none"> • Note on Correspondence 	Correspondence that is sent to any member of the Establishment Board that is to do with any function of the Establishment Board needs to be tabled and entered into the minutes.		
<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"> No report to the board 		
3. Governance Manager	<ul style="list-style-type: none"> No report to the board 		
Meeting Agenda Points:			
<u>Shortlisting for DP Roles</u>	<ul style="list-style-type: none"> Motion for ESB to be moved into Committee for discussion on applicants to protect the personal privacy of applicants. – Publicly excluded business Matt - I move that Kevin and Thilo be permitted to remain at this meeting after the public has been excluded, because of their knowledge of the applicants and future positions within the school. This knowledge will be of assistance in relation to the matter to be discussed and is relevant to the matter because assistance with the appointment criteria is required. 	Matt Matt / Dave	Carried
	<ul style="list-style-type: none"> Board moved out of Committee by Matt – Presiding Member 	Matt	
	<ul style="list-style-type: none"> Date for interviews is set for Friday 2nd December at Hamilton South Baptist Church. The venue will be booked by Matt at a cost of \$125 for the day. Interviews / Day to be arranged for the following timeframe: <ul style="list-style-type: none"> 9am 1st interview 1030am 2nd interview 12pm lunch break 1230pm 3rd interview 2pm 4th interview Thilo to liaise with Peter regarding notifying applicants the board wish to interview and set times for these applicants' interviews. Thilo to work through a Presentation topic, Set Questions and Scenario questions Full Establishment Board to conduct or be involved in the Interview process and Day, some members may act as observers rather than being required to actively participate in questioning if they wish. 		
	<ul style="list-style-type: none"> Krissy has offered to act as Welcomer / Host 		
	<ul style="list-style-type: none"> Motion tabled for Matt to hire the Hamilton South Baptist Church office area on behalf of the Establishment Board for the Deputy Principal initial interview process and that 	Dave / Jo	Carried

	the cost of \$125/day (or less) be allowed and allocated for this purpose.		
	<ul style="list-style-type: none"> • Motion Tabled for Krissy to arrange lunch to be delivered from a local supplier for the Establishment Board on the day of the Deputy Principals Interviews. No set budget assigned but Krissy to use her best judgement in the price of the lunch supplied to the Board members. 	Matt / Jo	Carried
<u>Property Report</u>	<ul style="list-style-type: none"> • Thilo and Dave walked around the Melville High School site. Working through the requirements for the school going forward and how we utilize the spaces. • Thilo meet with Alana from MOE property, to how to move forward. Seeking to get the best learning environment for our Tamariki. • Planning and MoE need to move forward. Architect etc needs to be sorted in order to make movements to lead in the right and how that will assist in the direction of the school going forward. • Dave to Arrange visitation for the Establishment Board, so any member who wishes to and is available can have a full walk around Inside and Outside of both existing schools. • The Board has requested from the Ministry of Education through their representative Kevin Johnson that the Property assessment that has been carried out by the Ministry or its contractors be made available to the Establishment Board so that the Establishment Board can have an overview on what the Ministry of Education is thinking regarding buildings being fit for purpose going forward. • The Establishment Board request from the Ministry of Education through their representative Kevin Johnson that any further property meetings have a member from the Establishment Board present so that accurate reporting to the Establishment Board can be carried out. 		
<u>Uniform Update</u>	<ul style="list-style-type: none"> • At the final stages of uniform decisions and looking at the presentation to the Establishment Board by the end of the year. The presentation is expected by Krissy to be able to cover uniform options and preferred supplier for 2024. This will be 		

	presented to the Establishment Board members for the board's consideration.		
<u>Iwi Report</u>	<ul style="list-style-type: none"> • Ratau and Anthony are waiting for the King to look over their respective Iwi proposals. The King is away for 3 weeks and then he will consider and make his decision. This proposal includes the cultural narrative which will help direct the name of the new school. • Ratau and Anthony explained the Iwi process and protocols to the board, which for most was new and gave the members a greater understanding on how this process works. • The feedback and discussion was greatly appreciated and received by the Establishment Board members. 		
<u>Reimbursement</u>	<ul style="list-style-type: none"> • Motion by Matt that Thilo's cost to travel to Hawera on behalf of the Establishment Board should be reimbursed to her. • The Establishment Board feels Peter should be reimbursed for his expenses, but also feel that he should be reimbursed by the Ministry not the Establishment Board. 	Matt / Ratau	Carried
<u>General Business:</u>			
<u>Formal Co-option</u>	<ul style="list-style-type: none"> • Matt moves that Thilo Govender be formally co-opted on to the Establishment Board and be given the standing full rights as a member of the Establishment Board until such time she takes the accredited position as Principal of the school. 	Matt / Dave	Carried
<u>Board Finances</u>	<ul style="list-style-type: none"> • Jackie has offered to oversee the finances of the Establishment Board moving forward, which has been accepted by the Establishment Board members. 		

<p><u>Governance Facilitator / Change Manager Roles</u></p>	<ul style="list-style-type: none"> • The Board has requested from the Ministry of Education a greater understanding of what the role of the Governance Facilitator and Change Manager roles actually are. What hours have been assigned to each of these roles and how they are used to support the Establishment Board vs acting on behalf of the Ministry of Education. • The Establishment Board would like some clarity regarding the job description of the Governance Facilitator and what their role and responsibilities are. • The Establishment Board also requests clearer guidelines on reimbursement that should be processed by the Establishment Board towards expenses incurred by Peter. What should be covered by the Board vs what should be reimbursed by the Ministry of Education. 		
<p><u>Discussion regarding Final meeting of 2022</u></p>	<ul style="list-style-type: none"> • Meeting on 15th December to include a dinner for the Establishment Board members, Krissy and Thilo, to arrange a venue for this that would be suitable. Members have suggested looking into the Novotel as a possibility. Thilo and Krissy to report back to the board at the next meeting regarding a venue. • Invitation to join the Establishment Board for the dinner to be extended to Kevin and Peter 		

<p>Meeting Closed: 7:10pm</p>	<p>Anthony closed the meeting with Karakia.</p>
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Date of Next Meeting: 1st December at St Stephens Church Offices.

