

MINUTES OF MOUNT ASPIRING COLLEGE BOARD OF TRUSTEES MEETING HELD ON TUESDAY 15 NOVEMBER AT 6.00 P.M.

Present: Wayne Bosley, Shona Brown, Luke Faed, Tracey Gibson, Richard Hemingway (Chair), Paul Tamati, Martin Toomey;

In Attendance: Dean Sheppard, Maxine Bird (Secretary),

Apologies: Patrick Gainsford; Ed Nepia,

SPECIAL TOPICS:

Board Chair

Richard prior to the meeting had talked to all parent reps about someone taking on the role of Board Chair, as Richard needs to vacate the role for the new year. Martin Toomey is happy to stand for Chair from after the December 2016 meeting. Nominations to be held at December meeting when all members are present.

It was felt that it would be useful to co-opt Richard after the December 2016 meeting, so that he can be available as a consultant for historical reasons.

These will be items of business at the end of December meeting.

2017 Meeting Schedule

Wayne handed out the draft annual agenda, which had been circulated earlier. Two meetings per term have been scheduled, and will still be held on a Tuesday. The format of each meeting to be decided at the beginning of next year.

It was agreed that HOD curriculum presentations be timetabled separately, aimed to be afternoon workshops and completed after the March meeting and summative report from Vicki before the end of term 1. About half an hour allocated to each curriculum area. Learning areas will present together. There needs a summative view afterward by the Board of common themes.

SELF REVIEW:

NAG4 Finance and Property

All but done, sighted some final evidence with recommendations run past Maxine. Early next week will be in a completed form for finalisation at December meeting. Checks and balances have been around the policies and processes. The relevant policies and procedures are at the base of the audit document. Auditor recommendations are documented.

REPORTS:

Principal's Report

Wayne's written report was circulated prior to the meeting.

Staffing

We are fully teacher staffed and happy with the balance of experience and youth. There are three non teaching positions currently advertised. The Grounds person appointment this year did not the last, so now advertising a fulltime role which will be part of a general property team. Major work required on the grounds including looking at some replantings. Also work on the initial maintenance of the hostel grounds which will then be taken over by hostel staff and students.

2017 Draft Annual Goals

The 2017 Draft Annual Goals presented in a new format. Goals were developed from the current charter with some changes and deletions from last year's annual goals. The following points were noted:

- Student success general not academic.
- Academic targets in one place for all year levels.
- More succinct only four goals.

The Board were asked to feed back their thoughts via email, and Wayne would get further feedback from other staff.

Foundation

Discussion re the Foundation and where to from here, fundraising v. protecting and increasing our investment. The Foundation are meeting 29 November, and will be discussing investment options, but they cannot go ahead with anything until the NAG 4 review from the Board in the new year. The Board need to set the vision.

Blues Evening

The inaugural MAC Blues Evening went really well, increasing the acknowledgement of excellence, those winning awards were very proud of their achievement. The criteria will be on our website. Will look at what comes out of Prizegiving after this inaugural year.

Property Document

Wayne has started work with senior management on this document. Have shared with Board but will now open up for comment, to get back to Wayne asap. This is an opportunity for blue sky thinking. The Board expected a fuller first draft from Lorraine at this point.

Finance

Budget

Maxine reported on progress of the budget, which had improved from a \$70k cash deficit to \$1149 deficit. A final budget will be presented for approval at the December meeting.

ILC Fees

Current rates provided. ILC manager proposed increase to homestay fee in order to keep homestay families. The integrity of the programme relies on homestay families.

Homestay increase agreed. Tuition fees to remain the same.

Hostel Fees

Maxine to investigate other similar hostel fees looking at Cromwell, Dunstan and some high end Otago schools. Overall fee structure to be addressed, including the mix of admin fees, donations and hostel fees.

School Donation

Keep donation at \$100. Look at encouraging a higher percentage.

GENERAL BUSINESS:

Grant Applications

NZCT Futsal tournament and Football and Volleyball uniforms \$5000.

T. Gibson/M. Toomey
Carried

Sponsorship and Branding

Luke mooted the idea of sponsorship and branding to cut the price of equipment for the school, but also for students. The Board felt it was okay to go ahead with negotiations.

Last Board Meeting

Invite Diana, John and Bella to last meeting for after the business of the meeting. Arrange gifts.

MINUTES OF THE PREVIOUS MEETING

Minutes of the previous meeting on 20 September 2016 and 18 October 2016 were tabled at the meeting.

RESOLVED: That the minutes of the previous meeting held on 20 September and 18 October 2016 were a true and accurate record

R. Hemingway/M.Toomey
Carried

CORRESPONDENCE

The correspondence schedule was included with the agenda.

Richard and Wayne to reply to Sharyn. Uniform needs to be agendaed for discussion in early in 2017.

RESOLVED: To accept inwards correspondence

R. Heminway/T. Gibson
Carried

DATES

Next Board meeting: **Tuesday 6 December 2016, 5.30pm**

Next Meeting Agenda:

Learning Area:

Self Review:

Strategic Aim:

Special Topics: Budget

Discussion Topics:

General Business

Meeting closed at 9.10pm

Signed as a true copy of the minutes:

Chairperson

Date

Action Plan

Draft agenda for 2017	Wayne