

MINUTES OF MOUNT ASPIRING COLLEGE BOARD OF TRUSTEES MEETING HELD ON TUESDAY 24 OCTOBER 2017 AT 6.00 P.M.

Present: Wayne Bosley, Shona Brown, Patrick Gainsford, Tracey Gibson, Ed Nepia, Marty Toomey (Chair);

In Attendance: Maxine Bird (Secretary), Dean Sheppard

Apologies: Euan Simpson, Paul Tamati,

WELCOME:

New student representative Joe Strawson

MINUTES OF THE PREVIOUS MEETING

Minutes of the previous meeting on 12 September 2017 had been circulated prior to the meeting. Corrections noted.

RESOLVED: That the minutes of the previous meeting held on 12 September 2017 were a true and accurate record

T. Gibson/M. Toomey
Carried

Matters Arising:

Lion Foundation \$70,000 grant received. Finance committee to decide split between Kapahaka uniform and a new van.

CORRESPONDENCE

The correspondence schedule was included with the agenda.

RESOLVED: To accept inwards correspondence

T. Gibson/M. Toomey
Carried

HEALTH AND SAFETY:

New Build

Final tenders due now. Depending on successful tenderer we will work with their health and safety plan, with the added complication of work not disturbing the exams. Early work will be based at the Science block. We expect the science block classrooms and breakout space will be ready for term 1 2018, but because of exams the North Block will be later. Ronnie will be

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the health and safety liaison with the contractors as has been with other builds. Strategies for the North Block build were very successful, so will base our model on that, and are confident that that will make our campus as safe as possible.

End of Year Activity Week Year 9 & 10

Various expeditions at a number of South Island locations, Luke Faed will be responsible for making sure the risk management plans are in place and appropriate.

Health and Safety Procedures

The following procedures were shared with the Board for approval.

Chemical Storage and Handling Procedure had been circulated earlier.

Resolved: To adopt Chemical Storage and Handling procedure as tabled

E. Nepia/M. Toomey
Carried

Concerns and Complaints Procedure had been circulated earlier.

Resolved: To adopt the Concerns and Complaints procedure as tabled

M.Toomey/E. Nepia
Carried

Search and Confiscation Procedure had been circulated earlier. Change from very broad suspicion to reasonable suspicion.

Resolved: To adopt Concerns and Complaints procedure subject to changes as above.

S. Brown/E. Nepia
Carried

Drug and Alcohol Free Procedure has been circulated earlier. Change parent volunteers to parents and volunteers in no. 4. Management were asked to research no. 5 to see whether restrictions should be just restricted to outdoor pursuits.

Resolved: To adopt Drug and Alcohol Free procedure subject to changes as above.

T. Gibson/J. Strawson
Carried

SELF REVIEW:

NAG6 Legislation

Maxine to upload last review to Board team drive so that Board could see what was involved.

DISCUSSION TOPICS:

How to measure student/staff wellbeing

Ongoing, further discussion deferred to November meeting.

Uniform Sub-committee

Hannah Faed and Keri McLachlan were appointed as parent reps on the uniform sub-committee. Maxine to advise.

Alex Watson and Simon Nyhof were appointed as staff reps on the uniform sub-committee. Michelle Suddaby to be brought in for her skills when needed. Wayne to advise.

Patrick advised that one student had removed their name from being nominated for the sub-committee, leaving one Year 7 and one Year 10, Jemma Brake and Kate Goodsell. Joe will also be a part of the committee as student rep. Joe and Patrick to advise students.

Board reps, Shona Brown (Chair) and Paul Tamati.

Agreed that they will need to bring in various expertise when required.

Resolved: to adopt the uniform sub-committee as above.

M.Toomey/T. Gibson
Carried

Property Progress

Refer to Principal's report 1. Investment Board Announcement. Wayne was asked to go back and ask if it can be made public and for them to share the master plan, as staff and community need to see progress.

Write to QLDC to formally request information on process on how they will decommission the pool land from after 30 June 2018.

Wayne ran through concept plans.

Hostel Selection Criteria

Refer to No.4 in Principal's report. Wayne explained the application and selection process. Between an interview, their own research, confidential reference, medical certificate and selection panel, the Board felt that it was a robust process. Agreed that the process and criteria needed to be communicated in the application information process summary.

Should we consider a scholarship?

REPORTS:

Principal's Report

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

Because of our increasing roll and pressure on the gym, the awards ceremonies have now been split into three. The Senior awards ceremony will be on 24 Nov at 7pm, both Junior Award ceremonies will be on 30 November, with Year 7&8 at 1.00pm and Year 9&10 at 5.30pm. We are in the process of reviewing the Year 7&8 format.

An invitation was issued to all members of the Board to all three ceremonies, if you wish to have preferential seating, see Maxine. Crèche to be organised again. Senior students to be involved in award ceremonies. There was a review of the prizes this year with some awards moved to the Blues awards evening. Also reviewed the number of academic awards which

will now be based on number of students in a subject. The Head boy and girl will do a mini valedictorian speech on handover.

11 MAC students received \$2500 scholarships from CLT today.

Mana Pounamu awards to Anna Edwards and Mia Treadwell-Burke.

Very strong applications for student leadership roles.

Internal scholarship interviews, Ed to be Board rep on these.

Welfare of our students in financial need. What can we do? Are students excluding themselves from extra-curricular activities? Are we providing more opportunities to the same people? Do we look at some exchanges involving the B&C teams. Some data analysis being done which will be shared with the Board.

The Board to have input into the 2018 annual plan. This is finalised at last board meeting of year. Decided that the focus of the November meeting be on annual goals, this would also be the focus of the Principal's report. Wayne will provide a variance report to the 2017 goals before the November meeting.

Finance

The minutes of the previous meeting dated 25 September 2015 were circulated prior to the meeting.

Review of School fee donation. Currently \$100 per child.

Resolved: To set the school fee donation per student for 2018 at \$100.

M. Toomey/T. Gibson
Carried

Defer ILC and hostel fee reviews to finance meeting to be held tomorrow.

Conflicts of Interest register to be put on Team Drive. Maxine to bring extra laptop to the November meeting.

GENERAL BUSINESS:

Leaving Students:

Deans talk to students leaving to go to other schools about where they are going and why. We used to interview all Year 8 students but this is no longer done. Year 8 boarding school leavers tend to be for sports or family tradition. Information is collected when we are collecting intentions of students around August each year. The next biggest leaver numbers are Year 12 for tertiary and jobs. Good to have data collection to see if trends, ask what's going well what's not going well.

Farewell to Outgoing Student Representative

Patrick thanked for his work, and for his wholehearted involvement on committees, and wished the best for his future.

DATES

Next Board meeting: **Tuesday 21 November 2017, 5.30pm**

Meeting closed at 9.10pm

Signed as a true copy of the minutes:

Chairperson

Date

Action Plan

Board H&S procedures amended and signed	Maxine/Marty
Upload NAG6 last review to BOT team drive	Maxine
Advise Parent reps on Uniform committee	Maxine
Advise Staff reps on Uniform committee	Wayne
Compose a contact list of Uniform committee for Shona	Maxine
Publish Uniform committee in newsletter	Shona
Conflicts of Interest register updated	Maxine and all BoT