

MINUTES OF MOUNT ASPIRING COLLEGE BOARD OF TRUSTEES MEETING HELD ON TUESDAY 26 MAY 2015 AT 6.00 P.M.

Present: Johnny Brebner, Tracey Gibson, Richard Hemingway (Chair), Ian McNabb, Diana Schikker, Dean Sheppard (Acting Principal), Paul Tamati, John Watherston;

In Attendance: Maxine Bird (Secretary), Denise Bruns, Simon King, Alistair Hose, Dave Cassaidy, Cameron Flude, Lincoln Bruce, John Turnbull

Apologies: Wayne Bosley, Tracey Gibson (late), Paul Tamati (late)

CURRICULUM REPORTS:

Technology, Physical Education, Mathematics, Science, Geography

Curriculum reports for these learning areas were circulated to Board members. Board questions were then forwarded to HODs for discussion at tonight's meeting. With restrictions on time, HODs were asked to target the questions they felt most important.

Computing –Denise Bruns

Adjusting to changes in option structure. No junior classes effects flow on. Would like to see some more consistency in marking for junior options.

Changes in teaching staff, requiring upskilling. New staff member Craig Jefferies a very good addition this year.

A lot of work done on recruiting female students to the subject, as universities are crying out for them. We are now about 50/50, and our female students are often our top students.

There is a need to work on report writing at the excellence level getting it working right from junior level. Digital citizenship, computer literacy and typing skills don't currently have a place in the curriculum, but feel this would be worthwhile.

Discussed fees for computing and electronics.

Tracey Gibson arrived. Denise Bruns left.

Design Technology –Simon King

Adjusting to change in options structure at junior level, this year a 6 week option introduced. Often have to work at upskilling non specialist staff.

New 3D printer being donated by Ricoh.

Interest in Spatial and Product Design from senior students from year to year. There is a fall off in numbers from L1 to L2, because there is another design class at L2 Visual Art Design. .

The key to excellence grades is to keep in touch with marking systems nationwide.

Students are charged for the take home value of the materials they use. Some discussion around the use of STAR funds to fund Unit standard assessment costs.

Simon King left

Home Economics –Deb McMillan

Apology unable to attend.

Alistair Hose and Dave Cassaidy joined the meeting

Physical Education –Alistair Hose

The biggest issue facing the PE department is facilities. 2000 students through PE in a week, and sometimes 5 classes in the gym at one time, a real need for a second gymnasium, would like to see this prioritised in any future schooling plans.

Have found the department funding for PD excellent and manages well working with OP.

PE numbers are good at Level 1 but drop off at Levels 2 and 3 as often it doesn't fit with their career paths.

Junior curriculum changes have created a modern environment, with learning intentions chosen by students. Reflections from staff positive and we are actively reacting to student feedback.

Outdoor Pursuits – Dave Cassaidy

Sometimes difficult to retain skilled tutors.

Numbers down this year for the first time. Lots more options out there. We need to make sure that we add value and make it as valuable as we can for the students.

Capital replacement account and Hostel hireage fee for equipment suggested by Dave.

Health and Safety incidents and near misses agendaed at weekly departmental meetings. Suggested a google doc for all staff to share incidents and near misses, and also trips. Would streamline the whole process. OP don't use the national incidence database as noone doing national collation of data.

PMS improved as only 4 RTCs per year instead of 12. Observation of OP tutors not done outside of the department. Tutors work with teachers, could be built into PMS.

A reduction in assessments available has meant that students cannot afford to drop the ball on any of them, keeps students more focussed.

Paul Tamati arrived. Alistair and Dave left.

Cameron Flude joined the meeting

Mathematics –Cameron Flude

Big change over of staff particularly Y8-10, maths upskilling required. There have been positive steps in recent times to get specialist maths teachers.

Would like to see some budget allocation coming to remedial maths, which could possibly give an opportunity to target 10-15 at each year level, which would make a real difference.

Have not managed to get PD coming to MAC, but this year sending a few away on conferences.

Curriculum trends:

- an increase across Level 1 and 2 algebra;
- New internal course introduced at L3 for less able
- Girls doing better than boys,
- Locals performed better than hostellers,
- Male female trend in Y10, not specific to Y10 and across subjects. Lowest achievers tend to be boys, but then they are also the highest achievers.

A lot of changes in term 1 with fortnightly and online reporting, while very busy, the Maths department are happy with changes.

Dean complemented Cameron as a new HOD dealing with a challenging year.

Cameron left.

Science –Lincoln Bruce

Refer written answers

Fortnightly reporting and how grades should be determined were discussed. Vicki and Dean are attending all departments for feedback on reporting fortnightly and online, in association with workload. Looking at building in some flexibility in each department.

Lincoln Bruce left the meeting. John Turnbull joined the meeting

Geography –John Turnbull

Absenteeism not specific to Geography.

Have a L2 Geography class in 2015 after not having one in 2014, 9 students, this compares to History this year with a class of 24.

PD quite hard to organise with smaller subjects like Geography, currently doing some work with Cromwell. BPWs offered in Dunedin last year for 2 hours! From now on held in Christchurch. Will bring to us if can get 16 teachers together but even harder to do that when a smaller department. Do have a central Otago cluster but haven't met for 2 years.

John left the meeting.

The Board had produced a list of discussion points, with some particular themes coming out of the curriculum reports. Dean and Richard will review these for discussion at the next meeting, to draw out themes. Some items cross the line into management, but most have a student achievement focus, and will form the basis for future reviews.

Dean and Vicki let HODs know at their meeting that the Board appreciated the opportunity to talk to you and get your feedback. Morning tea to go ahead on 2 July, Board to attend if possible.

SELF REVIEW:

NAG5 Health and Safety

Ian advised that they were looking at a revamp rather than a review. Ian gave out a handout with a suggested format for policies, procedures and reviews..

The Board will follow up at the next meeting.

Legislative changes need to be advised by the Principal to the Executive Officer so that they are kept in one folder and can be found easily at the time of review.

Ian and Paul to carry on with evidence testing the policies and procedures.

NAG1 Curriculum Delivery/Student Achievement

A chunk of that review has been bitten off with curriculum reporting over the last two meetings. Follow up next month with discussion. Richard, Dean and Diana to work on this.

DISCUSSION TOPICS:

Upper Clutha Future Schools

Meetings held. Questions on survey monkey from Gabrielle Wall. Dean wil send a link to parents and staff.

REPORTS:

Principal's Report

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

Arts coordinator candidates being interviewed tomorrow.

At this point the Board moved that the public be excluded from the Board meeting to discuss a staff issue and a student discipline issue. This resolution is made in reliance on Section 48(1)(a) of the LGOIM Act 1987.

J Watherston/P Tamati
Carried

At this point the Board resolved to move out of committee

J. Brebner/D. Schikker
Carried

Property

Written report received by the Board prior to the meeting.

Some discussion on non compliance of water use, and leaky rooves at the hostel.

Hostel

Written report received by the Board prior to the meeting.

Finance

Minutes tabled.

Cash deficit adjusted to \$66k. Increased deficit, largely due to roll number related teaching allowances. There is a cost to providing broad subject choice. Is it timely to remind people of donations and look at fundraising options. Plenty of cash in books to cover this, but not prudent on an ongoing basis.

The Board were keen to look at fundraising options and could see benefits other than financial of doing this. Discussion topic next month.

International Learning Centre Report

Written report received by the Board prior to the meeting.

Police vetting delays may mean we have to turn away students as we don't have homestay families cleared in time, although the process will be streamlined as far as possible.

GENERAL BUSINESS:

Digital Roll Returns:

Schools are now able to send their roll information in electronically. Tim, who does our roll return can see no problems with doing it this way, we still have to keep a hard copy on file at the school. But this does require a board resolution to approve this.

Resolved: To approve the submission of roll returns to the MOE electronically

J. Brebner /T. Gibson
Carried

Grant Applications

Maxine presented grant application proposals for sports travel, uniform, Model United Nations travel and a defibrillator. Jacky, our sports coordinator, had got quotes for the travel, accommodation and entry fee details of both summer and winter sports and triathlon uniforms. Total travel expenses were \$43,279, this included travel and accommodation costs. It was decided to put together costs for all sports not just winter tournament after advice from the Lion Foundation earlier in the year regarding one application per year.

In addition Maxine had got a quote for a defibrillator for the school of \$3043. Central Lakes Trust will fund half of this amount if we can come up with the other half, which will be added to the Lion Foundation grant application.

Johnny had put forward travel and entry fee costs for 4 students to attend the NZ Model United Nations in the first week of the holidays.

The arts and cultural teachers were given an opportunity to put in to be included in this application, the one upcoming trip had access to other funding.

Suggested grant applications amounts would be Lion Foundation \$25,000 for all of the above; NZCT \$5000 and First Sovereign \$5000 each for winter tournament and uniform costs only; and Central Lakes Trust for half the cost of the defibrillator \$1522..

Resolved: To support an application to the Lion Foundation for sports accommodation and travel expenses, entry fees, triathlon uniforms, Model United Nations travel and entry fees and half the cost of a defibrillator of \$25,000.

J Watherston/J. Brebner
Carried

Resolved: To support an application to the NZCT for winter sports tournament accommodation and travel expenses, entry fees and triathlon uniforms, of \$5,000.

J Watherston/J. Brebner
Carried

Resolved: To support an application to the First Sovereign for winter sports tournament accommodation and travel expenses, entry fees and triathlon uniforms, of \$5,000.

J Watherston/J. Brebner
Carried

Resolved: To support an application to the Central Lakes Trust, for half the cost of a defibrillator of \$1,522.

J Watherston/J. Brebner
Carried

MINUTES OF THE PREVIOUS MEETING

Minutes of the previous meeting on 28 April 2015 were tabled at the meeting.

RESOLVED: That the minutes of the previous meeting held on 28 April 2015 were a true and accurate record

D. Schikker/T. Gibson
Carried

CORRESPONDENCE

The correspondence schedule was included with the agenda.

RESOLVED: To accept inwards correspondence

D. Schikker/J. Watherston
Carried

DATES

Next Board meeting: **Tuesday 23 June 2015, 5.30pm**

Next Meeting Agenda:

Learning Area:

Self Review:

Strategic Aim:

Special Topics:

Discussion Topics: Fundraising

General Business

Meeting closed at 10pm

Signed as a true copy of the minutes:

Chairperson

Date

Action Plan

Morning tea organised for 2 July BOT to attend if possible. Maxine to send a reminder to Board.	Dean
Future schools link to parents and staff	Dean
Email ERO dimensions document –Dimension 4 specifically	Maxine