

MINUTES OF MOUNT ASPIRING COLLEGE BOARD OF TRUSTEES MEETING HELD ON TUESDAY 28 JULY 2015 AT 6.00 P.M.

Present: Wayne Bosley, Johnn Brebner, Tracey Gibson, Richard Hemingway (Chair), Diana Schikker, Paul Tamati,

In Attendance: Maxine Bird (Secretary), Dean Sheppard, Vicki Ashton, Murray Allen

Apologies: John Watherston;

CURRICULUM PRESENTATION:

Visual Art

Murray Allen HOD of Visual Art showed us around the art classrooms/facilities and displays of student work. Murray profiled junior art, see attached handout. The changes implemented for junior art from 2011, were now showing very positive results for our seniors in NCEA and in the uptake of art, notably in painting.

SPECIAL TOPICS:

ERO

Tabled Statistical, Pre-Review Information and the Board Assurance Statement and Checklist, required by the ERO team prior to their arriving.

Wayne also tabled an email from the ERO team, Liz Welch, Jeanette Ruri, Russell Wallace, detailing the process for their visit. They had requested that we indicate suitable times for meetings with the Board. It was agreed that the initial meeting with the Board on the Monday be set for 6pm. Wayne provided a response sheet that they will work off, and they will do some activities around these with the Board. Daily progress meetings will be held each day with the Board Chair. The initial response meeting with the Board on Thursday to be set for 5pm. This is intended for all Board members and is reporting back on their initial findings. The Board are invited to Powhiri at 1.30pm on Monday, after which our head students will take the ERO team on a tour of school.

Statistical Information -The Board felt that House/Whanau spirit and Y7-10 included in Outdoor Education should be added as special features for the Statistical information form.

Pre-review information - Have worked with staff, strategic team and different groups to put together the information for this form. Board input required for their section. Get back to Maxine or Richard with any suggestions or any other recommended amendments.

Board assurance statement and checklist – Board has read previously. Agreed to finalise as a meeting with a meeting with Wayne, Richard and Maxine.

Parent trustees to meet after Board assurance statement is completed to go through Board response sheet. Meet Tuesday 11 August at 5pm.

Wayne thanked Vicki and Dean for taking on the opportunity to come to Board meetings while he was on sabbatical last term.

Vicki left

SELF REVIEW:

NAG5 Health and Safety

Paul's Health and Safety review was circulated to the Board prior to the meeting, along with recommendations. The follow policies and procedures had been circulated with recommended changes:

Animal Welfare Procedures

Concerns and Complaints Procedures

Guardianship and Custody Procedures

Medical Care Procedures

Privacy of Information Procedures

Pastoral Care Procedures

Privacy of Information

Safe Physical Environment Procedures

Drug and Alcohol Free Procedures

The Following policies and procedures were reviewed and no changes required:

Child Abuse and Neglect Reporting Procedures

Harassment (Dealing with) procedures

Smokefree policy

Sunsafe procedures

Resolved: To approve the policies and procedures as above

P Tamati/J. Brebner
Carried

The Behaviour management procedures; Cybersafety procedures; Emergency procedures; EOTC procedures, Healthy Food and Nutrition procedures, Search and Confiscation Procedure, Sexual Harrasment (dealing with) procedures and Transport Policies Procedures, are currently being worked on as per recommendations of the review.

NAG1

Report back from Diana and Tracey. Work in progress. Should be finalised for August meeting.

Performance Management Procedure

This procedure was reviewed by Dean and tabled.

Resolved: To adopt the policy as tabled

J Brebner/D. Schikker
Carried

DISCUSSION TOPICS:

Upper Clutha Futures Schooling

Second consultation survey sent out, details emailed to parents, on website and on facebook. Students will be encouraged to complete via Johnny at assembly and at Year level meetings. Johnny has also distributed it to other student leaders. The questions around Y7-13 provision were discussed.

REPORTS:

Principal's Report

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

SNUP -The School has been offered an 80% subsidy for the upgrade of its cabling, wireless and switches. This infrastructure has a life span of around 8-10 years, any upgrades from here will be on the school either from our own funds or 5YA. The IT strategy team will be asked to give us projections going forward of capital requirements in the future. The Finance committee have looked over the proposal and recommend that we go ahead with the upgrade, of which our contribution will be between \$45k and \$52k. An extra \$4300 is recommended to do the Hostel at the same time, this is the full cost, as it is not available for the MOE SNUP subsidy. Investigate whether this should be paid by the Foundation. Timing to start is reasonably soon, once the documentation has been signed..

Resolved: To approve the contribution to the MOE SNUP

R. Hemingway/P. Tamati
Carried

Property

Written report received by the Board prior to the meeting.

Temporary accommodation during the North Block construction process, should be able to come out of 5YA, once we have clarification regarding leaky building funding.

Roll growth classrooms design has started.

Hostel

Written report received by the Board prior to the meeting.

International Learning Centre Report

Written report received by the Board prior to the meeting.

Minor changes to policies and procedures endorsed.

Finance

The minutes of today's finance committee meeting were tabled and discussed.

The Finance and Asset Protection Policy is an overarching policy, with all procedures indexed therein. The Finance committee has reviewed the policy and procedures which Maxine has circulated to the Board for approval. It was asked that the review and approval of the procedures only, be delegated to the Finance Committee.

Resolved: To adopt the Finance and Asset Protection Policy and delegate the indexed procedures review to the Finance Committee.

R. Hemingway/T Gibson
Carried

The delegation of the 3 school credit card and the current limits were explained. The current limits are Principal -\$2000, ILC Manager \$2000, EO (School credit card) \$2000, and these limits were deemed appropriate.

Resolved: To apply the delegations for credit card limits as stated

T. Gibson/P. Tamati
Carried

MINUTES OF THE PREVIOUS MEETING

Minutes of the previous meeting on 26 May 2015 had been circulated prior to the meeting.

RESOLVED: That the minutes of the previous meeting held on 26 May 2015 were a true and accurate record

J. Brebner/D. Schikker
Carried

Minutes of the previous meeting on 23 June 2015 had been circulated prior to the meeting.

RESOLVED: That the minutes of the previous meeting held on 23 June 2015 were a true and accurate record

J. Brebner/T. Gibson
Carried

CORRESPONDENCE

The correspondence schedule was included with the agenda.

Room 15 asked for permission to plant a tree to commemorate 100 years since WW1. The Board agreed to the proposal. Richard to reply.

Richard suggested that police vetting be carried out for all Board members as is being done for volunteers who go on overnight trips with camps. This was agreed to.

Respond to Darroch, the MOE's property managers letting them know that the caretaker's house is tenanted by our current caretaker.

RESOLVED: To accept inwards correspondence and endorse outwards correspondence.

T. Gibson/P. Tamati
Carried

At this point the Board moved that the public be excluded from the Board meeting to confirm previous minutes. This resolution is made in reliance on Section 48(1)(a) of the LGOIM Act 1987.

T. Gibson/J. Brebner
Carried

At this point the Board resolved to move out of committee

J. Brebner/P. Tamati
Carried

GENERAL BUSINESS:

Governance Manual

Maxine provided replacement pages for all Board members for the manual, for the update to the audit review process.

Student Election:

The BOT Student Election is run every September, it is now time to appoint a returning officer and select an election date, which can be any time in September. It was decided to make the election date a week earlier than the usual 2nd to last Friday of Term 3, as this worked round tournament and assessment weeks.

Maxine Bird nominated as Returning officer for 2015 student elections.

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T. Gibson/J. Brebner
Carried

BOT Student election date set as 11 September 2015

T. Gibson/J. Brebner
Carried

DATES

Next Board meeting: **Tuesday 25 August 2015, 5.30pm**

Next Meeting Agenda:

Learning Area: Mathematics

Self Review: NAG1

Strategic Aim:

Special Topics:

Discussion Topics:

General Business

Meeting closed at 9.20pm

Signed as a true copy of the minutes:

Chairperson

Date

Action Plan

Policies on website or not?	EO