

Minutes of Mount Aspiring College Board of Trustees Meeting held on Tuesday 12 February 2013 at 6.00 p.m.

Present: M Barton, W Bosley, E Brown, H Dobbie, R Hemingway, L Jolly
(chair), D Schikker, N Whyte
In Attendance: H Hammond (Secretary), T Gibson
Apologies: B Pihama, G Thornton

Welcome

L Jolly welcomed everyone to the meeting, in particular Tracy Gibson.

Apologies

Received from B Pihama and Greg Thornton.

Election of Officers and Delegations

Election of Officers:

L Jolly stepped down as the Chairperson. W Bosley called for nominations for the position of Chairperson.

H Dobbie / R Hemingway nominated L Jolly as Chairperson. There being no further nominations, L Jolly was appointed Board Chairperson.

L Jolly resumed the Chair and called for nominations for Deputy Chairperson.

W Bosley / D Schikker nominated Mike Barton as Deputy Chairperson. There being no further nominations, M Barton was appointed Board Deputy Chairperson.

Delegations:

L Jolly moved that the current delegations as outlined on Page 16 of the Governance Manual, be retained until after the election of the new Board of Trustees. Carried.

Delegations to be included on the agenda for the June meeting.

Board Agenda for 2013

Curriculum Presentations:

A new format for Curriculum Reports has been developed by a group of board and staff members, and a copy of this was included with the agenda. The aim is for heads of department to be required to submit only one formal curriculum report per year which will fulfill the requirements for both management and board reporting.

Discussion was held on how the curriculum presentations to the board should run and how the heads of department should received feedback on their reports.

It was agreed that:

- The reports will be submitted in week six of term one to management.
- The reports will be available online at the same time for board of trustees members.
- Analysis will be carried out by senior management and a summary report available for the Board at the May meeting.
- The curriculum presentations to the Board will be rescheduled so that they were timed after the curriculum reports had been received. As a result some special topics (such as Foundation, Rutherford, ILC) would be brought forward.
- A Sports Coordinator report and Year 10 Mentoring report will be added to the cycle.
- A new departmental reporting cycle based on a grouped approach will be developed for the future.

Meeting Dates for 2013:

Meetings will continue to be on Tuesdays commencing at 6.00pm, dates to be as follows:

- 5 March
- 9 April
- 14 May
- 11 June
- 9 July
- 13 August
- 10 September
- 22 October
- 19 November
- 10 December

Self Review: NAG5 Health & Safety

The Audit Committee is on track to present the Health & Safety audit at the March meeting.

Strategic Aim:

Draft Annual Goals:

W Bosley presented the draft annual goals and advised that these were still under development as community feedback is currently being sought. As the college is mid-way through a three year cycle there is a lot of continuity from the previous year.

An analysis of the 2012 annual goals was included with the Principal's Report and W Bosley reported that it was very satisfying that most of the goals have been achieved, both in terms of academic results and progress in other areas. The format used for

the annual goals worked well for reporting and will now also be used for the 2013 strategic goals. The 2013 Charter was due to the Ministry of Education on 1 March and W Bosley will circulate it to the Board for feedback prior to this date.

Draft Budget:

- The budget is currently at a break-even point. This has been helped by a concession from the Ministry of Education allowing staffing to be claimed for Trades Academy students in 2013 as well as bulk funding. This would not continue through to 2014.
- It was agreed that approval of the budget would be deferred to a later meeting as there would be more clarity once the 1 March roll was confirmed.
- It was noted that it was a good time in the next two to three months to apply for Lion Foundation funding, particularly for capital projects.

Community Survey:

- 18 responses have been received to date and further advertising is being done in the newsletter and at the new parent picnic.
- In future could use Team Up conferences and have a computer lab set up with a quick survey and more detailed questions could be followed up with a focus group.
- It could still be incorporated into this year's Team Up conferences although feedback was that the survey was reasonably time-consuming.

Other Business: BoT Election Timeline

- The timeline for the elections was included with the agenda.
- An NZSTA meeting on succession planning is to be held in Cromwell on 20 March, R Hemingway to attend.
- The June meeting will be the first meeting for the new board.

Reports

Principal

A written report was sent out prior to the meeting.

- The start of year roll was up slightly on the anticipated numbers for 2013 although it is still settling down. The college appears to be back to the usual growth pattern of 25/30 students per year (which was disrupted for a couple of years following the Christchurch earthquakes).
- Five scholarship results were attained by four students including an outstanding pass in Biology. The other results were Statistics, Graphics (x 2) and Photography.
- The 2012 targets for NCEA results were mainly met, however there is still a discrepancy between the external results gained and the expectation based on internal results. It has been identified that in many cases the high achieving students have gained all the results they need before the externals, and therefore the issue to be examined is the decisions they make immediately before the externals. This will be the subject of a review in 2013

to look at what would motivate these students to continue to put effort in to the externals.

- PB4L (Positive Behaviour For Learning) is a new schoolwide initiative which aims to look at behavior both in and out of the classroom. Katrina Johnstone has taken on the role of team leader for this project and the team consists of a mixture of staff, board members, a police representative, a student, and an RTLB teacher. The college is in a cluster with other local and Dunedin schools, and there are other PB4L projects aimed at different groups such as parents and younger children.
- W Bosley apologized that he would miss the March meeting due to a marketing trip to China and Hong Kong to follow up on connections made last year.
- The job description for the Executive Officer's position was discussed and it was agreed that a catch-all clause of "any other duties as directed by the Principal" should be added. The appointments committee would be made up of the Principal, Deputy Principal and Board Chairperson.

Minutes of the previous meeting

M Barton / W Bosley moved that the minutes of the previous meeting held on 4 December 2012 were a true record. Carried.

Business Arising:

- H Dobbie had circulated a draft letter to the Foundation with a suggestion of how the Foundation could be involved in different future scenarios. Members were asked to feedback comments to H Dobbie by Monday before the letter is forwarded to the Foundation board.
- E Brown thanked the board for the opportunity to attend the Spirit of Adventure student trustee training voyage. This had been very worthwhile. Eden has been visiting year level meetings to let himself be known to students and gain feedback from them, and will continue with this through the year.

Correspondence

The correspondence schedule was tabled.

Dates

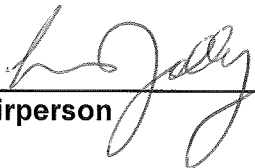
Next Board meeting: **Tuesday 5 March, 6.00pm**

Next Meeting Agenda:

Self Review:	NAG5 Health & Safety (report) NAG4 Finance / Property (commence)
Strategic Aim:	SA1 To foster and develop community partnerships (progress).
Special Topics:	ILC, Rutherford
Other:	Principal's Performance Agreement

Meeting closed at 7.40 p.m.

Signed as a true copy of the minutes:



Chairperson

5/3/13

Date

Action Plan

Include Delegations on June agenda	EO
Redo BoT Agenda & Self-Review timetable	BY
Circulate 2013 Charter before sending to MoE	BY
Feedback to H Dobbie about letter to Foundation	All