

Minutes of Mount Aspiring College Board of Trustees Meeting held on Tuesday 9 April 2013 at 6.00 p.m.

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

Welcome

L Jolly welcomed everyone to the meeting, with a special welcome to T Gibson, P Tamati and J Watherston, who are all parents interested in standing for election to the Board.

Apologies

Received from B Pihama.

Special Topic: Distance Learning

Heather Watt was welcomed to the meeting to discuss the Distance Learning programme.

Heather reported that there are increased numbers of students undertaking distance learning through a variety of methods including Te Kura (the Correspondence School), video conferencing, Telford Polytechnic, Southland Institute of Technology, Trades Academy and Aviation. Growth was likely to continue as students opted for specialist subjects which the college is unable to offer as taught subjects.

Te Kura is used for mainstreamed special education students, or because a course is not able to be offered due to small numbers, or due to timetable clashes. Systems have been tightened up recently and students are tracked very closely with a personal timeline that Heather checks every two weeks to ensure they are on track. Heather also liaises with the tutors and puts them in contact with the student, rather than relying on the students to make contact. All students who completed their Te Kura courses in 2012 did well, including several Excellence and Merit endorsements.

Video-conference learning is an alternative to Te Kura and the face to face communication works better for some students. The new video conferencing gear purchased this year is a huge improvement with very good quality. VC classes are offered through Otagonet and because Mount Aspiring College is part of Otagonet our students get priority enrolment on courses. There are other eLearning clusters in other parts of New Zealand but students can only enroll on those classes if there are out-of-region places available. Students need a history of self-reliance to succeed with video-conferencing and our students have a good track record in this respect.

A scholarship mentoring programme, sponsored by the University of Otago, is also offered in terms three and four through video-conferencing. Although this is cost free

students pay a bond and must complete the course and sit the exam to have the bond refunded.

Telford courses in agriculture and horticulture are mostly funded through the STAR programme. Students also pay a contribution which helps them to commit and to complete the course.

Students enrolled in the Trades Academy spend Fridays at Otago Polytechnic Cromwell Campus and respond very well to the tertiary environment. This is totally funded including the cost of transport as part of the government's drive to increase the number of students achieving NCEA Level 2. The college is bulk funded for four-fifths of these students with the Polytechnic receiving one fifth of the funding, but in 2013 as a transition year the students are still counted in the roll for staffing. From 2014 the college will just receive the bulk funding but no staffing. This year students are enrolled in National Certificates in Agriculture, Automotive and Beauty Therapy. 2012 results were good with two students back at school, the Agriculture students all in jobs and the Automotive students in apprenticeships.

There are seven students doing Aviation this year through Classic Flights and Wanaka Helicopters. Theory sessions run on Wednesday afternoons with flying lessons at other times dependent on completing the theory components.

Heather finds the role of distance learning coordinator very rewarding as the students are very positive and well motivated. The role is quite time consuming as it involves meeting individual needs but it is now treated as equivalent to one class which helps.

Some potential issues to consider for the future:

- Once the secondary roll reaches 600 students will not be able to enroll in Te Kura. It is currently around 500.
- A study centre would be a great asset, and if this is being considered then the including of a VC room, small glassed rooms for assessments, computers and access to a phone would be a great help for distance learning.

Heather was thanked for her report and for the systems and support she has created which have made a huge difference with success rates and engagement for distance learning students. Heather left the meeting.

Special Topic: Sports Coordinator

Kellie Bailey was welcomed to the meeting to discuss the role of the sports coordinator. Kellie provided a statistical report showing participation rates of Mount Aspiring College students in sports compared to other schools in the region. It was noted that these statistics are based upon students who have been recorded in Student Manager as being involved in sports through a school or club team.

Discussion followed on why the Mount Aspiring College participation rate at 63% was in the lower end of the scale (which ranged from 51% to 90%).

Kellie noted that there are some students who participate in a lot of different sports, and some who participate in none. However the local region offers many opportunities for recreational activities such as waterskiing, skiing, etc, and there are many students involved in these and other physical activity such as dancing, but because these are not recorded in the student management system they are not

included in the statistics. In reality the involvement in sports or physical activity is probably much higher than 63% but there is no formal data to support this. It would be useful to do some research into recreational involvement. It would also be interesting to compare the number of different sports offered by each school.

A New Zealand Secondary School Sports Council DVD was viewed which highlighted the benefits of sport in school.

The sports coordinator's role is now split into Year 7/8 (10 hours per week) and Year 9/10 (20 hours a week). Kiwisport funding helps to fund the Year 7/8 position. The objectives of the role are to:

1. To increase the opportunities for students to participate in the sport of their choice.
2. To provide pathways to success in sport.
3. To build sporting links with the community.
4. To develop student leadership (eg. through coaching)
5. To acknowledge the success of our students in sport through the local media and through school.

The key tasks are to get information out to the students (and this can be quite challenging), and to coordinate and administer events, transport and accommodation.

Issues include:

1. Cost and availability of transport;
2. Shortage of time – there is always more than could be done, such as lunchtime activities.
3. Parental involvement is huge and it would be good to acknowledge volunteers with an end of year function.
4. Shortage of storage space for equipment and uniforms.
5. Communication with students and parents.
6. Teacher support – although some teachers are involved with sport it would be good to increase this number.
7. Gym time availability.
8. Sports uniform – the current tracksuits are now past their best but external funding for new tracksuits has not been forthcoming.

A school policy on sport could help to clarify what the school would like to achieve through sport and to manage parent's expectations in respect of the school's financial input into sports.

Kellie was thanked and left the meeting. It was agreed to agenda Sport as a special discussion topic for a future meeting.

General Business: Student Leadership

Eden Brown led a discussion on opportunities for student leadership. Eden's view was that current structures for student leadership are not as effective as they could be in providing a clear avenue for students interested in leadership positions. Some very constructive discussion has been held with the student executive and Eden outlined the proposals to date. The suggested structure included establishing positions for head boy and head girl supported by a committee structure with a focus

in specific areas such as sports, culture, learning, etc. The student executive would be formed from the committee leaders, head boy, head girl, and the board of trustees' student representative. The committees could provide a nursery for developing future leaders. This structure would operate alongside the whanau / house leadership structures.

Discussion followed and the following points were raised:

- Roles will attract natural leaders but other students may need encouragement and development.
- Higher expectation of roles would ensure continued involvement and performance of the student leader.
- The extent of student or staff input into the selection process – need to be good leaders not just popular students.
- Process of selecting leaders very rushed at the start of Year 13 and this could start at the end of Year 12.

The traditional role of student council has been to organize student events from Year 7 to Year 13. Increasingly the executive has been used as a sounding board by the principal and deputy principal. The aim of this suggested change is to provide more structure especially for those students who aim for top positions. At the moment these are just ideas and now need to drill down into how this would work.

It was agreed that the discussion was very constructive and valuable. It was suggested that it would be good to get input from younger students and also to find out how other schools structure their student leadership. Whatever final position is agreed should fit within the Mount Aspiring College culture and philosophy and also incorporate the structure of whanau and house leadership.

Eden also advised that he had recently invited two members of parliament, Jacqui Dean and Jami-Lee Ross, to visit the college and meet with the student executive. They gave a lot of background on how committees work in the parliamentary context and useful input into the discussion on student leadership.

Strategic Aim: SA2 Progress - To support innovative learning programmes

W Bosley advised that this was included in the Principal's Report.

Principal's Report

W Bosley spoke to his written report which was circulated prior to the meeting. He noted that he had made a change to the format and included more detailed headings under the Annual Goals section. The report then included comments under those goals where there was progress to report, otherwise there was no comment.

It was agreed that this worked well as exception reporting, but it might be helpful if the comments accumulated so a clearer picture of progress was given over the year. It was agreed to include discussion on the format of the Principal's Report in General Business at the next meeting.

It was also noted:

- A new level 2 English class was to be created in term 2 to ease the large class sizes.
- The curriculum reports were now available and would be published on InterMac for board members to access.
- All the contacts made by W Bosley in China have now been followed up. The Chinese work ethic is very strong but New Zealand has a lot to offer in terms of creativity, innovation and strategic thinking.

The hostel report was very positive with respect to the students but it was noted that there would be a need to look at maintenance over the next few years.

Special Topic: Board Elections

- Canterbury Education Services (Wayne Jamieson) is acting as our Returning Officer for the elections.
- Becoming a trustee will be profiled in the newsletter this week, and nomination forms will be mailed out during the school holidays.
- R Hemingway had attended a succession planning meeting run by NZSTA and felt that our current governance manual provided a useful toolkit for new board members, but the induction should provide a good background in how the school operated including a look around the school and meeting the staff.

Special Topic: Principal's Performance Agreement:

L Jolly advised that the 2012 principal's appraisal has now been signed off. It has been agreed that the 2013 appraisal will be conducted externally and the 2013 principal's performance agreement has been signed off on this basis. L Jolly will ensure this process is in place prior to stepping down from the board.

Self Review:

NAG 5 Health and Safety (report back)

N Whyte advised that the audit of health and safety procedures was now complete and there were some recommendations on updating procedures. Some (such as emergency procedures) should be prioritized. The main recommendation of the committee was the creation of a health and safety committee (which is a statutory requirement). No specific recommendations were made in respect of the membership and it was recommended that the Health and Safety in Employment Act was checked for any requirements. W Bosley to follow up.

NAG4 Finance and Property

It was agreed that this review should focus on finance procedures and H Dobbie, R Hemingway and D Schikker offered to be involved.

It was agreed that the self-review process and timeline be discussed under General Business at the first meeting of the new board following the elections.

General Business

Student Attrition:

Discussion to be deferred to next month's agenda.

Reports

Finance

The Finance Committee met prior to the Board meeting. M Barton reported that the 2013 budget has now been finalized with an overall surplus of \$59,881.

M Barton / R Hemingway moved that the 2013 budget be approved. Carried.

The Finance Committee also considered the February 2013 report which is on track for this time of year. The March report will be presented to the next board meeting.

An application to the Lion Foundation for funding of sports equipment was approved.

The 2012 draft annual report and accounts were also received by the Finance Committee but at this stage they were difficult to reconcile with the school's internal accounts and so a reconciliation would be requested from the accountants, Solutions and Services.

A \$5000 Novopay compensation payment has been received with the latest Operations Grant and it has been agreed that this will be used to provide extra help with payroll over the next few pay periods.

Correspondence

The correspondence schedule was included with the agenda. This included a report from Ian McNabb on his sabbatical to Europe in 2012.

Minutes of the previous meeting

L Jolly / R Hemingway moved that the minutes of the previous meeting held on 3 March 2013 were a true record. Carried.

Dates

Next Board meeting: **Tuesday 14 May, 6.00pm**
Social event: **Tuesday 7 May**

Next Meeting Agenda:

Learning Area: **The Arts: Music (presentation), Drama and Art**
Self Review: **NAG4 Finance (progress)**

Strategic Aim: SA3 To continue to nurture and recognize the special nature of NZ's bicultural heritage (progress).

Special Topics: Year 10 Mentoring
Arts Coordinator

Other: Summary Curriculum Report (AS)
General Business Student Attrition

Meeting closed at 8.45pm.

Signed as a true copy of the minutes:

Chairperson

Date

Action Plan

Include Sport as a future agenda item	Wayne
Include format of Principal's Report as a discussion item on the May agenda.	Wayne
Set up external principal's performance appraisal	Linda
Health and Safety audit follow up	Wayne