

MINUTES OF MOUNT ASPIRING COLLEGE BOARD OF TRUSTEES MEETING HELD ON TUESDAY 10 FEBRUARY AT 6.00 P.M.

Present: Wayne Bosley, Johnny Brebner, Tracey Gibson, Richard Hemingway (Chair), Ian McNabb, Diana Schikker, Paul Tamati, John Watherston;

In Attendance: Maxine Bird (Secretary), Dean Sheppard

Apologies:

ELECTION OF OFFICERS

Election of Officers:

R Hemingway stepped down as the Chairperson. W. Bosley called for nominations for the position of Chairperson.

J Watherston/T. Gibson nominated Richard Hemingway as Chairperson. There being no further nominations, Richard Hemingway was appointed Board Chairperson.

R Hemingway resumed the Chair and called for nominations for Deputy Chairperson.

R Hemingway/P Tamati nominated Diana Schikker as Deputy Chairperson. There being no further nominations, Diana Schikker was appointed Board Deputy Chairperson.

SPECIAL TOPICS:

Principal's Appraisal Process

Richard proposed doing an external appraisal again this year, guidelines dictate an external appraisal every second year, with the Board Chair conducting the intervening ones. Richard suggested that there would be added value in conducting the appraisal externally again in 2015, provided a suitable appraiser can be identified. Board and Wayne agreed to the external process. Mike Corkery who completed Wayne's appraisal last year, was not available this year. But the MOE are putting together a group of people that they want to upskill in the Principal appraisal process. Wayne will follow up on this.

ERO 2015 Latest Expectations

ERO expected in term 3 or 4, ERO have been advised that Wayne will be away in Term 2. No confirmation at this stage.

Previous ERO report had been circulated. Curriculum reporting to Board, particularly around year 9 and 10 benchmarking noted. Reporting has changed since then and is changing again this year. The Board are seeing more detail in reports regarding benchmarking Y9 and 10 results. Board to refamiliarise themselves with the reports. Grouping the reports over two months will improve the understanding of the bigger perspective.

Johnny asked whether ERO co-curricular activities are reviewed. Not really its about checking that the Board are doing their job properly, triangulating, but part of whole school culture.

Last time the Hostel was identified as a special feature and schools were able to nominate a focus. ERO don't offer us the option of the focus anymore, they do give us an idea on what they will be looking at, and it is useful to talk to other schools who have been recently reviewed.

It was agreed to agenda ERO items for review at subsequent meetings. Prove the recommendations from the audit committees

SELF REVIEW:

Timetable to be set

Governance manuals to be updated. Hand in to Maxine.

Self Review

2015

NAG 5 Health and Safety –Paul Tamati, Ian McNabb report back on 26 May. Report back via email for feedback.

NAG 1 Reporting – begins from May meeting onwards. Focus on where we're going not where we've been.

Separate review only required where review is not covered as part of routine NAG self review.

DISCUSSION TOPICS:

2015 Meeting Process

Annual Agenda and Timetable

Dates fine as drafted.

Meetings to be run with a curriculum summative report from Vicki Ashton at the March meeting, with April, May and June meetings to cover off the curriculum annual reports. Reports need to be consistent, with the template reviewed by Wayne and Vicki. Reports to be read in advance and questions to be forwarded to Maxine a week before to forward to HODs. Feedback to HODs about issues or requests in their reports. 3 learning areas at each meeting, but each learning area to be met separately with a 5 min period after each learning area report for internal board discussion. Presentations later in the year will be a focus on a topic in the current year which has not already been covered. Those presentations will be dominated by curriculum.

Special topics will be allocated dates based on previous years' rotations. If the Board have anything they wish to focus on to let Wayne/Maxine know. Paul was keen to see the Wellness audit included in a special topic. This could come under Pastoral/Deans systems.

MOE Visit Re Schooling in Wanaka

Wayne and Richard (Board Chair) have met again with other school representatives and MOE regarding the accommodation for schooling in the area in order to cope with the projected growth. This reference group will act as a filter for material, while being open to blue sky ideas, they will be able to advise whether workable. The plan is for the proposal to provide options for the next 10-15 years.

The MOE are aware that in the past they have run the process, this time around they will be part of but not run the process, although all final decisions will be made by the Minister. An independent facilitator will be appointed this week, probably Linda Tame, and she will set up a framework for consultation so that the information received back will have some consistency. She will coordinate the consultation and report back to the MOE.

There is a local group "Shaping our Future" who will run the community information evenings. Our role is to take part in the community processes and contribute to the reference group.

Consultation begins in March. In April the facilitator will report back on the options and refine, and in May these refined options will be brought back to the community for final consultation. In June the facilitator will present these options to the Minister.

Our Board role is to look at our role. If we think our current situation is perfect for Secondary schooling in the area, then we need to prove it. But we need to be open to options that are quite different. The Board are to seek information from our school community, including students, parents and staff.

Allocate this as a special topic in next month's meeting.

REPORTS:

Principal's Report

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

Agreed format of Principal's report good.

743 local students on the roll. Senior level down, will have an effect on our budget.

New staff fantastic. 1 staff member still to arrive 23 March, Craig Jefferies.

Jane Hamilton has not been replaced like with like. Her Management Units have been placed into goals, curriculum, reporting and our SMS for this year. Vicki Ashton continues as an Assistant Principal. Year 8 interviews will continue, one of the management team will pick up.

No community mailout feedback. Next time keen to profile a number of ex MAC students, where are they now? Staff focus section to the mailout?

NCEA results analysis for 2014 circulated for Board to take home and digest.

UE results low for us and nationally. The difference between L3 NCEA and University Entrance changes last year were explained. Strategies are in place for current students, trying to get them to make smart decisions – "go to people who know, not each other". Needs to be a better understanding by parents about NCEA and University Entrance. Change of format to our Team Up conferences this year. Parents will be meeting with the whanau teacher, opportunity for them to give them information about what their student needs to get out of this year, how to use the parent portal, setting goals. 2nd Team up conference later in year. Fortnightly reporting could have an impact.

Property

Written report received by the Board prior to the meeting.

Hostel

Written report tabled at the meeting.

Finance

School Fee Donation

The Board were asked to consider the 2015 school fee donation, this was currently \$100 per student per annum. Analyse if any families paying part of the fee.

Resolved: To keep the student fee donation for 2015 to \$100 per student

T. Gibson/J. Brebner
Carried

Hostel Fee Review

The Board were asked to consider the 2016 hostel fees. The boarding fee is currently \$13200, donation \$600, OP programme \$2500. The OP fee was increased last year, but the boarding fee had not increased since 2013. Look at CPI increases.

Resolved: To increase the hostel boarding fee by two years CPI to the nearest \$100.

W. Bosley/J. Watherston
Carried

ILC Fees

Maxine asked for an endorsement an increase in 2016 ILC homestay fees to \$260pw. Tuition fees to remain the same. This had been discussed prior by the finance committee and on the recommendation of the ILC manager. This was communicated to our German agents on their deadline of 6 February.

Resolved: To approve the increase in the ILC 2016 homestay fees to \$260 per week

T. Gibson/J. Brebner
Carried

GENERAL BUSINESS:

Upper Clutha Junior Sports Academy

Applications for 20 positions, 49 applications. Exciting.

Fundraising

The Entertainment Book was discussed. The Board were comfortable with the concept, but it needs to be given to a group like Team Green to administer, not become office administered. It also needs to have a project that the Board feel comfortable with endorsing, like solar panels.

MINUTES OF THE PREVIOUS MEETING

Minutes of the previous meeting on 9 December 2014 had been circulated prior to the meeting.

RESOLVED: That the minutes of the previous meeting held on 9 December 2014 were a true and accurate record

R. Hemingway/D. Schikker
Carried

CORRESPONDENCE

The correspondence schedule was included with the agenda.

QLDC request for submissions re change to speed limit around school. Board to write a letter supporting the change.

Auditor General has reviewed the Foundation and have deemed that its finances should be consolidated as part of the school annual report. Maxine is following up with the auditor about the implications of this and Tracey to do the same with her contacts.

RESOLVED: To accept inwards correspondence and approve outwards correspondence

R. Hemingway/J. Watherston
Carried

DATES

Next Board meeting: **Tuesday 17 March 2015, 5.30pm**

Next Meeting Agenda:

Learning Area: Summative Curriculum Report

Self Review: NAG 5 Health and Safety

Strategic Aim:

Special Topics: ERO, Schooling Futures

Discussion Topics:

General Business

Meeting closed at 8.30pm

Signed as a true copy of the minutes:

Chairperson

Date

Action Plan

Set Hostel Fee	Maxine
Letter to QLDC	Richard/Maxine
Special Topics agenda	Wayne/Richard/Maxine