

# MINUTES OF MOUNT ASPIRING COLLEGE BOARD OF TRUSTEES MEETING HELD ON TUESDAY 12 SEPTEMBER 2017 AT 6.00 P.M.

**Present:** Wayne Bosley, Shona Brown, Patrick Gainsford, Tracey Gibson, Ed Nepia, Euan Simpson, Paul Tamati, Marty Toomey (Chair);

**In Attendance:** Maxine Bird (Secretary), Dean Sheppard

**Apologies:** Wayne Bosley (late 6.20pm)

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## ***MINUTES OF THE PREVIOUS MEETING***

Minutes of the previous meeting on 15 August 2017 had been circulated prior to the meeting.

**Matters Arising:** Maxine got confirmation from NZSTA that only one student rep allowed on Board

**RESOLVED:** That the minutes of the previous meeting held on 15 August 2017 were a true and accurate record

M. Toomey/E. Nepia  
Carried

## ***CORRESPONDENCE***

The correspondence schedule was included with the agenda.

## **HEALTH AND SAFETY:**

As tabled and discussed as part of the Principal's report.

## ***SELF REVIEW:***

### **NAG5 Health and Safety**

The Health and Safety review had been circulated to Board members

The review report and recommendations were discussed. Recommended a few more procedures, there are good systems in place, but room for improvement. The recommendations to be phased in, with Management given the freedom to prioritise.

Maxine to set up a Team Policy Google Doc, to be shared with staff and Board. Also H&S overarching policy and others as stated to be published on our website.

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Marty suggested that management could employ extra help to implement recommendations, but it was felt that the tasks were not too onerous, and would be delegated to the appropriate staff, who would also seek expert help. Following the review an external audit was recommended to be done in between one and two years. ERO every four years is also an audit of our policies.

It was noted that the school will be an ongoing building site for the next five years. Ronnie is the safety link between the contractors and us, and this practice is well versed from recent building projects.

Bullying definition to include cyber, emotional, physical or anything else. But felt that it was important to define things but being too specific can restrict policy.

Principal takes responsibility for making sure the recommendations are done in a timely manner. Two ways of measuring how we are doing are the monthly meeting agenda for Health and Safety and the checklist tool from the MOE website for Boards.

Noted that this review was a lot of work, should we consider outside expertise next time, or is that taking away the requirement for the Board to be more responsible? ERO are a form of audit every 4 years and we use lawyers when needed .

The review committee were thanked for their work.

**Resolved:** to accept the Health and Safety Review

W. Bosley/P. Gainsford  
Carried

The Health and Safety policy was tabled with a number of amendments suggested:

Consistency of people stated. Add H&S officer elected/appointed. Committee needs a Board rep. Make point no 15 no. 1.

**Resolved:** to adopt the Health and Safety Policy subject to amendments.

P. Gainsford/T. Gibson  
Carried

## **Uniform Review**

Approached by 3 girls, (2 x Y7s and 1 x Y10) representing junior and senior levels. Patrick felt happy with these people and gave them the terms of reference. The Board accepted these three. Patrick to seek out a male. The new student rep will be involved regardless.

Expressions of interest have been sought from staff and three names forwarded to uniform committee.

Expressions of interest to be sought from parents through the newsletter tomorrow and the following week via an email to parents. Expressions of interest to be received by 28 Sep via a google form with appointments decided at the 24 October Board meeting.

Terms of reference amended and set.

Shona Brown appointed as chairperson of the uniform sub-committee.

## **REPORTS:**

### **Principal's Report**

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

How do we know if our students/staff are feeling safe? Discuss measures for tracking this at the next meeting. Needs to be easy to implement and ask the right questions.

The Hostel has a full contingent of 18 boys and 12 girls. The gender split is the first question of the selection committee, based on the quality and number of applicants and a number of other things.

Initial feedback from the "Shifting Boys from Disengagement to High Learning Performance" workshop is very positive.

Marty to attend the Primary School consultation next Thursday.

### **Property Progress**

Wayne went through the latest concept property plans for the future and more hard and fast plans for the 3 new classrooms for beginning 2018, including a covered breakout space in the existing science quad area.

Discussed current traffic flows, parking and pedestrian access.

### **Finance**

The minutes of the previous meeting dated 21 August were circulated prior to the meeting.

## **GENERAL BUSINESS:**

### **Grant Applications:**

Lion Foundation Grant application request for \$90,000 for van and kapahaka uniform

**Resolved:** To support an application to the to the Lion Foundation for a van and kapahaka uniform for \$90,000

W. Bosley/M. Toomey  
Carried

### **Aims Games**

Are we made aware of this? Middle school age group.

### **Procedure around Sports Teams Participation**

Definite distinction between first teams and other teams. Believe it is fair, and think that coaches should have a considerable say. Parents have to agree to the procedures.

### **Junior Awards Ceremonies**

Split this year to cope with numbers, both on same day. Marty unable to attend these, will need someone to stand in as acting Chairperson.

**DATES**

Next Board meeting: **Tuesday 24 October 2017, 5.30pm**

Meeting closed at 8.50pm

**Signed as a true copy of the minutes:**

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**Chairperson** **Date**

Action Plan

EOIs to parents for Uniform sub-committee	Wayne/Marty
Uniform sub-committee google application form	Wayne
Amend August minutes	Maxine
Amend Health and Safety policy and send to BOT. Once adopted put on website.	Maxine
Set up Board policies on Team Drive	Maxine