

MINUTES OF MOUNT ASPIRING COLLEGE BOARD OF TRUSTEES MEETING HELD ON TUESDAY 14 FEBRUARY 2017 AT 6.00 P.M.

Present: Wayne Bosley, Shona Brown, Patrick Gainsford, Tracey Gibson, Ed Nepia, Paul Tamati, Martin Toomey (Chair); Luke Faed

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

Apologies:

Setting the Scene for 2017

There was discussion on how the Board wanted to operate in 2017. It was agreed that the focus would be on governance, allowing management to manage, without interference. Paramount was providing a safe environment for staff and students to operate within. The Board were encouraged to question, challenge and probe in a constructive manner. Given the issues in front of the Board the importance of staying strategic and focussed was reiterated

The aim for Board meetings is to be precise with good information provided prior to the meeting, so solutions can be achieved efficiently.

Also discussed was how to heighten the profile of the Board as parent, staff and student representatives. It was agreed that the Board should have a presence or photos at parent interviews, a profile on the website and regular Board updates in communications to parents. The Board needed to be clear about the processes for dealing with concerns or complaints from the community, staff or students, for which there is a procedure, so that the community don't bypass management. The Principal and Chair meet weekly, so any feedback should be highlighted to them so that background information can be researched before the topic is discussed at a full board meeting. A parent forum and a student suggestion box were also discussed as ways of increasing communication with the community.

Fundraising/ Financial Review

The Chair provided a draft process for the financial review which followed a recommendation that came from a 2016 review of NAG4 as a starting point for discussion. It was agreed that it was important for our whole community to know where we are at and our vision for the future and that this would open up opportunities for new people to get involved. A big picture profile will be valuable going forward. The document clearly states in scope and out of scope, and identifies skills for a subcommittee which could change as the process progresses.

Potentially the Board could co-opt someone to fundraise on the College's behalf and this could be a paid position. Marty and Shona happy to be on the sub committee with Ed keen to be involved at a later stage. Wayne and Dean would be involved from the school management perspective. The Foundation and Friends of MAC would be asked for a representative on the Financial Review committee. The subcommittee will look at best practice in other schools while also investigating new concepts relevant to MAC. It's bigger

than fundraising, it is how we will handle our growth, our profile, a vision for the future, targeted to the parents.

Dean to organise for Board members to be set up with school gmails to facilitate google doc sharing.

Policy and Procedure Updates

Child Protection Procedure

Following recent changes to the Vulnerable Childrens Act, Karyn Munro has reviewed our procedures in order to adhere to the new act, and especially specific groups, such as Special Needs or International Students and ensuring the right pathways of notifying. Protections for staff give them the confidence to come forward.

Staff were advised of the processes at Staff Only Day by Karyn Munro and all staff were sent a google form that required them to read the health and safety manual which also included these processes, all are required to respond that they have read.

This procedure sits under the Health and Safety policy. This will be an overarching policy and is currently in draft, but this one had to be attended to now in order to comply with the legislation. Board reassured that confidential information is kept secure. It is a requirement that this procedure is put on our website, and the Board felt that we should move to put all of our policies on the website.

Resolved: to adopt the Child Protection procedure and include on school website

M. Toomey/E. Nepia
Carried

Leave Request Procedure

Previously this was a Leave Without Pay procedure, but has now been changed to include all leave requests. A new google form has been created to clarify to staff the information required to approve a leave request.

Resolved: to adopt the Leave Request Procedure

M.Toomey/T. Gibson
Carried

International Language Centre Marketing

The Board received a report detailing the ILC marketing plan, which includes overseas travel. The importance of visiting our overseas markets was explained by the Principal. Our marketing plan has in the last few years had a change in strategy, going from attending agent conferences to a more personal one of visiting our agents and schools, and this has been a much more successful strategy. The Principal goes every second year especially when exploring new markets. Occasionally in the past, two staff have gone on these trips, and it was agreed that where there is a genuine business case for two people to go, then that should happen.

The ILC and the hostel are our main fundraisers. These areas help fund extra things not currently able to be sustained with just MOE funding. Having a range of international students in the school is also important for our local students.

In the short term we see International Students maintaining and maybe growing a little.

Uniform

A member of our community has queried the gender equity of the winter uniform, where the boys were not required to change uniform in the winter, but the girls were. The Board agreed that a full uniform review should be undertaken, as there had been a number of requests regarding uniform changes in addition to it being a popular topic in the last BOT community survey. The Board will determine and publicise the process and timeline within the next two months. Apparel Studios our current uniform supplier will also be notified and will be included in the consultative process. NZSTA may have a timeline/process for a review of uniform or at least provide us with school contacts that have been through this process recently. Student voice is very important in this. Year 7 to 13 is the scope, but the review doesn't necessarily mean change.

The Board to communicate an update to the community which will include a full review of the uniform.

Tracey left

SELF REVIEW:

NAG6 Legislation and NAG5 Health and Safety

These two NAGS are due for review in the current year.

It was agreed that it was important in light of recent changes to the Health and Safety at Work Act (2015) and its importance, that this NAG should be the first for the year. Ed, Luke and Patrick to look at this review and ask for extra expertise if felt required. Maxine provided the previous review as a starting point. Paul offered to work through the last review of Health and Safety as he had been on that review committee.

NAG6 will be reviewed in the second half of year.

REPORTS:

Principal's Report

Wayne's written report which was circulated prior to the meeting. The report format is now changed based on feedback from last year, reporting back on the strategic goals as well as the required NAGs.

Board to have a morning tea to meet the staff, which would include student leaders. Agreed to follow this with a community meet and greet at a later date.

Teacher registration audit tabled for Board.

A summary of NCEA results showing continued positive trends are very pleasing. Decile 8-10 Coed schools provide an appropriate comparison for MAC, but our own progress is the most important measure. Management look at gaps in achievement and curriculum reports will further break this down. There will be an academic assembly tomorrow celebrating the student results which will be followed up in our newsletter to parents.

Vicki Ashton will do a summative report which will be followed by curriculum reports which will be distributed to the Board and followed up by meetings with the HODs. These meetings will be timetabled separately to the normal Board meetings.

Finance

Hostel fee review.

The Board agreed to keep the overall hostel fee the same for 2018, but asked that the donation be the same as for all students with the difference split between the enrolment fee, boarding fee and outdoor pursuits fee, the split of this was left to management.

GENERAL BUSINESS:

NZSTA Annual Conference:

In Dunedin this year in July, Board members asked to consider attending.

Year 9 Camps

Outdoor experience and marae visits planned for 2017.

MINUTES OF THE PREVIOUS MEETING

Minutes of the previous meeting on 6 December 2016 had been circulated prior to the meeting.

RESOLVED: That the minutes of the previous meeting held on 6 December 2016 were a true and accurate record

P. Gainsford/M. Toomey
Carried

CORRESPONDENCE

The correspondence schedule was included with the agenda.

RESOLVED: To accept inwards correspondence

P. Gainsford/M. Toomey
Carried

DATES

Next Board meeting: **Tuesday 28 March 2017, 5.30pm**

Next Meeting Agenda:

Learning Area: Summative Curriculum report

Self Review: NAG5

Strategic Aim:

Special Topics:

Discussion Topics:

General Business

Meeting closed at 9.25pm

Signed as a true copy of the minutes:

Chairperson

Date

Action Plan

Google school email accounts set up for Board	Dean Sheppard
Child Protection Procedure put on website	Maxine Bird
Reply to girls winter uniform email	Marty Toomey
Talk to NZSTA about uniform process	Maxine Bird
Advise Apparel Studios of intention to undertake a full uniform review	Maxine Bird
Advise community of key areas of work the Board are undertaking in 2017	Marty Toomey
Arrange a date for BOT morning tea and organise food	Wayne Bosley