

# MINUTES OF MOUNT ASPIRING COLLEGE BOARD OF TRUSTEES MEETING HELD ON TUESDAY 15 MAY 2018 AT 6.00 P.M.

**Present:** Wayne Bosley, Shona Brown, Tracey Gibson (Acting Chair), Luke Faed, Joe Strawson Paul Tamati,

**In Attendance:** Maxine Bird (Secretary), Gavin Vize

**Apologies:** Marty Toomey, Ed Nepia, Dean Sheppard,

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

Minutes of the previous meeting on 27 March 2018 had been circulated prior to the meeting. Review the level of detail on Curriculum reporting. Email a revised version and get approval via email.

## ***CORRESPONDENCE***

The correspondence schedule was included with the agenda.

Sharon Arlidge request for son's wedding at the school – Discussed alcohol concession. Wayne to follow up with Sharon in regard to the size, expectation of the use of buildings, health and safety, clean up etc. Then Wayne will send an email with information to the Board to recommend whether to accept or decline the request.

MAC Team Green letter – Wayne talked to students about the boiler in the new plans. Reply thanking them for their ideas and their ongoing work for the school.

Paid Union Meeting 6 June, school will remain open, with non union member staff cover.

**RESOLVED:** To approve destruction of student enrolment records from 1998-2010.

L. Faed/T. Gibson  
Carried

**RESOLVED:** To accept inwards correspondence

S. Brown/P. Tamati  
Carried

## ***UNIFORM COMMITTEE UPDATE:***

The committee have chosen to use focus groups of 10-30 students and 10-30 parents to refine their questions for the next survey. The focus group will have open ended questions which will be able to be refined down to targeted questions for the survey. Their objective is to get guidance on formality of the uniform: difference between summer and winter; and differences for juniors v. seniors. The focus groups will try to target a cross section of people, including those that may not usually participate in school activities. For students consider using whanau groups as these have a cross section of ages.

The sub committee are meeting at least weekly now and there is a uniform email address for anyone who wants to input or query. Wayne will remind parents in the next newsletter of the ongoing review. Once there is a clear direction a timeline will be set and advertised.

Discussed the optional winter uniform option. It was considered important to retain the status quo until the uniform review was completed. Wayne will clarify in this week's newsletter also stating that any uniform change would be phased in.

### ***PRINCIPAL APPRAISAL:***

Marty had previously shared the CV of Maryanne Baxter with the Board. Maryanne is an educational consultant who has experience with appraisals of Principals, resides in Alexandra and is available for Wayne's review. Other Principals who have been appraised by her found that she set excellent challenges. A fifteen month contract was recommended, with an interim report in December of this year, carrying through to Term 1 2019. The review will target Wayne's growth and strategic aims of the board.

Shona queried the current policy particularly the frequency of Principal appraisals, currently in the Board's Governance manual. Follow up with NZSTA about the policy and best practice for this. Appraisals ensure that the Principal is meeting his obligations and promotes further personal growth.

The Board agreed to contract Maryanne Baxter for the Principal's appraisal.

### ***SELF REVIEW:***

#### **NAG6 Legislation**

Maxine advised that Ann Bixley from NZSTA had offered assistance with this review. The main changes were in the Education Act which have been highlighted by NZSTA. Maxine has this report.

Anne also indicated that they are updating the Board review system, which is not based around the NAGs but more aligned to the ERO internal evaluation process, and are looking for schools to come on board for the trial.

Wayne and Maxine to follow up with NZSTA about being a trial school.

### ***REPORTS:***

#### **Principal's Report**

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

The HOLA group are currently discussing sustainable option structures for Years 7 – 9. They are challenging ideas around Learning Areas time allocation and timetable changes for delivery of the curriculum. Next step is surveying students to see what they want.

The HOLA group discussed Y11-13 assessment overload. There will also be a student based review on this. There is currently a national review of NCEA which is driven by requirements of universities. Schools are not restricted to NCEA assessment and don't have to offer NCEA at level 1. It's a good time to review the whole process, but needs to be communicated well to parents.

New kapahaka uniform should all be delivered soon and we will have a special unveiling at our whanau community meeting.

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Terms of reference for the Support Programme review still to be provided by the Board. One option is to consider Maryanne Baxter also taking on that role.

## **Health and Safety Polices**

Updated Health and Safety policies and procedures were provided to the Board prior to the meeting.

Animal Welfare Procedures.

**RESOLVED:** To adopt the Animal Welfare procedures as tabled

S. Brown/P. Tamati  
Carried

Smoke Free Policy.

**RESOLVED:** To adopt the above Smoke Free policy as tabled

J. Strawson/L. Faed  
Carried

Medical Care Procedure – Check EOTC requirements for First Aiders, also add a line “to be read in conjunction with EOTC policy”. Bring back next meeting.

Attendance Management Policy –Tabled, to be discussed at next meeting.

Shona questioned what good practice is in regard to consulting with community about policies and communicating changes. Should we have the full policy folder on our website? Wayne to ask Maryanne for advice on this.

Maxine and Wayne are working with Ed on new Risk Management and Worker Engagement procedures and the development of a Risk Register. These have been drafted and taken to the Health and Safety committee for comment.

## **Finance**

The minutes of the previous meeting dated 1 May 2018 were circulated prior to the meeting.

The auditors have advised that their recommendations would be back to the school by 16 May, so everything should be finalised on time for the 31 May deadline to MOE.

## ***GENERAL BUSINESS:***

### **Production:**

Board congratulated the school on the Production and asked Wayne to pass on a personal thanks to Emily and Mat.

## ***DATES***

Next Board meeting: **Tuesday 26 June 2018, 5.30pm**

Meeting closed at 8.05pm

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

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**Chairperson**

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**Date**

Action Plan

Sharon Arlidge follow up	Wayne
Letter to Team Green	Maxine
Advise parents of uniform review email in newsletter	Wayne
Clarify winter uniform as status quo in newsletter	Wayne/Shona
NZSTA good practice/policy re Principal's appraisal	Wayne/Maxine
Contact Ann Bixley from NZSTA re school trial for change in BOT reviews	Wayne/Maxine
Whanau community meeting	Wayne/Paul
Check EOTC policy for first aiders to add link to Medical Procedures	Maxine/Luke
Seek advice from Maryanne Baxter on policy consultation with community and whether to put full policy folder on website	Wayne
Thank Emily and Mat for the Production	Wayne