

MINUTES OF MOUNT ASPIRING COLLEGE BOARD OF TRUSTEES MEETING HELD ON TUESDAY 16 MAY 2017 AT 6.00 P.M.

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

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

Apologies: Wayne Bosley

CURRICULUM REPORTS:

Curriculum Meeting Summary

Notes were provided of the meetings held with HODs and answers to queries.

The Board found the process very insightful and enjoyed the questioning process. They felt it was important for them to get a view of Teaching and Learning from the Departments, because that should always be their core focus.

There was a variation in reports so some improvement in the templates would be good, and some follow ups on red flag items. It was felt that some questions may have been better directed at senior management.

The new HOLA (Heads of Learning Areas) system that is being put in place this year, will give more of an oversight, with HOLAs covering the 8 learning areas, instead of reporting on 16 departments like we currently do. This does not mean that curriculum areas will not be represented as they will contribute to the report for their respective learning area. HOLAs will make things much more efficient, ensure administration is to our standard and promote a more strategic and collaborative approach between learning areas. This will be particularly helpful when looking at new buildings.

H&S – the issues re soldering in Room 5 had been solved to a point, but need to follow up on ventilation.

The Board felt it was important to feedback to the HODs and discuss some key points that came out of the discussions:

- **Male achievement levels**, even though nationally this is a problem, how can we be the leader in turning this around.
- **Professional Development**, difficulties accessing PD
- **Staff work load management**, is it significant, consistent, or across the board? If so what can be done?
- **Maximising performance in External exams** students thinking strategically re NCEA credits.
- **Space solutions** music and gym. New campus plan but are there any meantime smart solutions.
- **Are some of targets/standards too high?**

Tracey to meet with HODs at their next meeting.

SELF REVIEW:

NAG5 Health and Safety

Ed, Luke and Patrick advised on progress and thanked Paul for explaining the last review.

- As the PCBU, Health and Safety needs to be agendaed for all Board meetings. Currently included in Principal's report.
- An analysis of the biggest risks from Senior management would be useful.
- Very good digital incidents report but follow up actions need to be documented, and also needs another flag Y/N to go to SM.
- Health and Safety committee struggling to meet regularly. Reform the committee so that committee are passionate about H&S and are able to meet monthly prior to Board meetings.
- Need to improve links between policy, procedures and actions.
- Board role in this is to show we value H&S, so that it is seen as everyone's responsibility, that it comes from the top and it is seen as important.

Must ensure that H&S not all about physical but also mental. Programmes in school covering this are included in PE and Health, Lifeskills in Y11 and sticks and stones. Channels for sorting bullying in school very good. As a region we have a large number of referrals, which is not necessarily a bad thing. Cyber bullying how do we pick it up? Include process in behavioural management plan. Agreed that mental health issues be discussed at the next meeting including a report from Senior Management on mental health and how we are working with students.

DISCUSSION TOPICS:

Uniform Review

Paul has made contact with Wakatipu HS, Principal as they have recently been through the process. Paul and Patrick to meet with him to talk about processes. Patrick to lead student voice. All public communication regarding uniform goes through Marty. At this stage will it will be advising that we are still setting the process. Shona to contact Geraldine HS as a school that has recently been through the process.

Community Engagement

Awaiting budget for rebuild for context for community engagement.

Submission to QLDC re pool land purchase was received well, QLDC to provide a letter for MOE so that the land can be part of the master planning process.

Finance/Fundraising Profile

As above. Friends of MAC and Foundation keen to get some direction.

Professional Development

NZSTA conference in July being held in Dunedin. Early bird registration closes on 31 May.

The Board sets aside sabbatical funds of \$8000 each year for staff personal development projects, this is in addition to the requirement for teaching staff and expectation for other staff

to undertake professional development, and document it. Our geographical isolation and a policy to centralise PD is making it increasingly difficult to access good training.

REPORTS:

Principal's Report

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

Portal access is tracked, spikes every two weeks when the fortnightly grades are published. And would be around 400-500 hits every fortnight. Live reporting gives more flexibility with different reporting policies within departments.

Smoke detectors v. heat detectors, alarm set off in HQ ceiling because of burnt toast. Clarify that it is appropriate to have only heat detectors in this area.

Te Ao Maori PDS sessions presented to all staff from our SCT Jo Waide and Tania Brett.

GENERAL BUSINESS:

Grant Applications:

Maxine detailed grant applications for:

- NZCT for winter tournament travel costs \$4,000
- First Sovereign for winter tournament accommodation costs \$15,000

We are currently investigating options for grant applications for van replacements as per budget and kapahaka uniforms as per strategic plan, these will be discussed at the finance committee meeting next week.

Resolved: To support an application to the NZCT for winter sports tournament travel expenses of \$4,000.

T. Gibson/P.Gainsford
Carried

Resolved: To support an application to the First Sovereign for winter sports tournament accommodation expenses of \$15,000.

T. Gibson/P.Gainsford
Carried

SAILING CREDITS

Ed noted that NZQA credits are now available in sailing and would be keen to see it offered to the school. NZ yachting group can offer the standards to be done at Wanaka. Currently being investigated by the Outdoor Pursuits department. Snow sports credits also being looked at.

GOOGLE MAIL

People missing these emails, so Dean to set up message my way alert system.

MINUTES OF THE PREVIOUS MEETING

Minutes of the previous meeting on 28 March 2017 had been circulated prior to the meeting.

RESOLVED: That the minutes of the previous meeting held on 28 March 2017 were a true and accurate record

P. Tamati/E. Nepia
Carried

CORRESPONDENCE

The correspondence schedule was included with the agenda.

DATES

Next Board meeting: **Tuesday 20 June 2017, 5.30pm**

Next Meeting Agenda:

Learning Area:

Self Review:

Strategic Aim:

Special Topics:

Discussion Topics: Mental Health

General Business

Meeting closed at 9.10pm

Signed as a true copy of the minutes:

Chairperson

Date

Action Plan

Message my way alert set up	Dean
Soldering solution	Ronnie
Netball lighting	Ronnie
Heat detector in HQ ceiling	Ronnie
Board representative to meet HODs	Tracey
Agenda H&S	Maxine
Re form H&S committee	
Professional Development Budgets	Maxine
Meet with Wakatipu HS re uniform process	Paul and Patrick
Contact Geraldine HS about uniform process	Shona
Analysis of major H&S risks	SMT
Mental health programmes in school	SMT