

MINUTES OF MOUNT ASPIRING COLLEGE BOARD OF TRUSTEES MEETING HELD ON TUESDAY 19 FEBRUARY 2019 AT 6.00 P.M.

Present: Wayne Bosley, Shona Brown, Luke Faed, Ed Nepia, Paul Tamati, Bronson Toghill, Marty Toomey (Chair);

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

Apologies: Tracey Gibson

Wayne took the Board for a walk around the school to look at the new property developments

MINUTES OF THE PREVIOUS MEETING

Minutes of the previous meeting on 11 December 2018 had been circulated prior to the meeting.

RESOLVED: That the minutes of the previous meeting held on 11 December 2018 were a true and accurate record

W. Bosley/B. Toghill
Carried

Expressions of interest for Foundation Trustees to go in this week's newsletter

CORRESPONDENCE

The correspondence schedule was included with the agenda.

RESOLVED: To accept inwards and outwards correspondence

M. Toomey/L. Faed
Carried

HEALTH AND SAFETY:

The following policies were shared with Board members prior to the meeting.

Health and Safety Policy

RESOLVED: To adopt the Health and Safety Policy as tabled

E. Nepia/BToghill
Carried

Risk Management Policy. Make this a procedure.

RESOLVED: To adopt the Risk Management Procedure as tabled

W. Bosley/P. Tamati
Carried

Evacuation and Lockdown Procedures – Lockdown page missing, add back in. Check that people hiring our facilities have a process for being advised of the evacuation procedures. Add who the release sheets are handed to.

RESOLVED: To adopt the Evacuation and Lockdown Procedures with the adjustments above

M. Toomey/S. Brown
Carried

UNIFORM COMMITTEE UPDATE:

Shona and Paul presented the colour palette produced by Barbara Lee which was similar to the new colour the Committee had identified. The new colour option has a story, the other two options are based on historical information. It is important that we a clear history of this, assign this job to the new staff reps on the sub committee.

Need to now move on to survey our community. We will employ an independent graphic designer to produce an A1 or A2 sheet with accurate colours and a selection of uniform examples and the current uniform, which will be displayed in a high traffic area of the school. The display will be done on site, so that there is no confusion regarding colour. Also look at having the colour boards displayed at Wanaka A&P show for a straw poll but not to be used as data for our decision making. Employ a researcher to survey through survey monkey and maybe offer some small prizes.

Wish to talk to Nat Norman and Christina Perriam for their independent design expertise.

The Board agreed to employing independent expertise, but to keep costs under \$2000.

An email letter from Apparel Studios was tabled. Acknowledge advising that a decision regarding the timeline and transition plan will be set soon and that Apparel Studios will be advised of this before the end of this term.

Colour palette and survey highest priority. Research results to be ready for 26 March meeting, interim information will be sent to board members via email.

The mufti policy will not progress any further unless it is indicated in the uniform review. Bronson advised that if there is genuine feedback from students for change that a proposal should be brought to the Senior Leadership Team.

Sunsmart letter received. Acknowledge and advise that our Sunsmart policy requires us to be included as part of our considerations re our uniform review.

Dean to access sun shelter for athletics days and sunscreen will be actively taken around students on the days.

CURRICULUM REPORTING AND FEEDBACK PROCESS:

Board are happy to repeat the process as last year with a round the table discussion with all HOLAs. Consider a longer meeting or a second session to review the ideas that came from the first meeting. The Board need to be given plenty of time to read the annual reports fully. Consider meeting after reading to put together questions for the HOLAs prior to their meeting. Vicki will report to the 26 March meeting with her summative report and then this would follow with a separate meeting with HOLAs. .

Look at best practice for this board role, NZSTA guidance, compare with some other Board examples and talk with Mary Anne Baxter.

SELF REVIEW:

NAG6 Legislation

Contact other schools about whether they have currently done the legislation review.

NAG4 Finance

This is underway. Looking at a possible property focus this time.

REPORTS:

Principal's Report

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

Senior students circulating during breaks with sunscreen, great initiative from Bronson. Also finding that a lot of students are already sun smart with sunscreen well used, hats are less popular. Can look at incentivising through SOAR.

Wayne explained the vertical dean pastoral structure that is proposed for 2020 which would ensure a common to approach to pastoral issues, the challenge will be in catering for year 7 and year 13 year levels who have special requirement. The review in 2018 highlighted this as the right way forward, 2019 will be the year to strategise how to get consistency across all deans and houses. Assemblies will be in houses from 2020 as 2019 is the last year we will all fit in the gym as a whole school for assembly.

Open Day purpose is community engagement and will be either showcasing school as usual, or via student hosts.

Whanau meeting needs to be scheduled soon.

The school buses problematic again this year. MOE feedback regarding eligibility of Primary and Secondary aged students have added to delays in updating bus numbers. Primary school zoning next year will complicate things further.

2019 Annual Goals

- **Concentration on individual progress. We are now producing data for individuals, while also getting data on their holistic progress. Staff to concentrate on individual student improvements. Cohort progress will also be monitored as the individual data will automatically translate to cohort data.**

Acknowledgement a small part, more that students having a greater understanding of how they're going.

- Outside of academic excellence we do acknowledge at awards ceremonies, SIC excellence, SOAR etc.
- How do we measure holistic involvement, are they taking up opportunities, if not why not.
- Important not to just store data, but use the data in a meaningful way. Teachers will be getting data for a class of students right from the beginning of the year and going on from that we can provide strategies for teachers. The new MOE initiative SISI will be looking at common information between schools via their SMS which will improve transition information for our Year 7s.
- We do get trend data about where students go when they leave us, but no further than that. The focus on an all round student, includes their preparedness to be able to transition into the next step.

The process for bringing the annual goals review to the Board was discussed. Draft annual goals are within the strategic goals/charter which are in a 3 year cycle. Should we check in Term 3 of the previous year that the strategic aims remain the same. Agreed with a new Board to be elected this year that a Board work plan backed by a purpose statement would be useful. Seek advice from NZSTA.

The Board agreed to ratify the annual goals for 2019 as presented by Wayne.

At this point the Board moved that the public be excluded from the Board meeting to discuss a student discipline. This resolution is made in reliance on Section 48(1)() of the LGOIM Act 1987.

W. Bosley/T. Gibson
Carried

At this point the Board resolved to move out of committee

W. Bosley/T. Gibson
Carried

Finance

Maxine had shared proposals for the school fee donation, hostel fees and international fees.

RESOLVED: To approve an increase in the school donation to \$110 per student for 2019

P. Tamati/L. Faed
Carried

RESOLVED: To approve an increase in the hostel boarding fee to \$14,780 for 2020

M. Toomey/L. Faed
Carried

RESOLVED: To approve an increase of 2% to the international tuition fees, increase of admin fee to \$800 and homestay fee per week to \$325, from July 2020.

E. Nepia/L. Faed
Carried

At this point the Board moved that the public be excluded from the Board meeting to discuss the Principal's interim appraisal. This resolution is made in reliance on Section 48(1)(i) of the LGOIM Act 1987.

M. Toomey/P. Tamati
Carried

At this point the Board resolved to move out of committee

M. Toomey/ P. Tamati
Carried

GENERAL BUSINESS:

Tomorrow's School Survey:

From NZSTA. This is very long so deferred to a different meeting. We can choose to just answer some of the questions. Also look at the survey from MOE.

Board Elections:

It had earlier been agreed to go into a mid term election cycle at the upcoming election with three full term and two eighteen month parent representatives

Returning officer appointment needs to be appointed by 1 May, this was deferred to the next meeting.

The nationally recommended election date is 7 June 2019, which would mean the next mid-term election would be in December, not ideal but agreed to this date.

RESOLVED: To opt for mid-term elections starting from 2019, with three full term parent representatives and two for an eighteen month term

M. Toomey/E. Nepia
Carried

RESOLVED: To set the Board election date as 7 June 2019

M. Toomey/E. Nepia
Carried

Board Meeting Dates:

The Board were presented with meeting dates for the year.

Nepal World Challenge Trip:

World Challenge is a Global organisation, our trip will be working under their Health and Safety umbrella. It is important that the Board look at this and decide whether there is anything we wish to challenge and feed these back to Wayne.

The plan includes 22 students and two teachers, Jane Watson-Taylor and Dan Cullen.

Reflection on meeting:

Most important: Looking critically on how we function as a board and the Principal appraisal.

Least important: NAG reviews

Are we working effectively as a team: Good discussions

Did you feel able to participate fully: Yes

What would make meetings more enjoyable/effective: Start with what are we doing here?
The key is a Board work plan.

DATES

Next Board meeting: **Tuesday 26 March 2019, 5.30pm**

Meeting closed at 9.45pm

Signed as a true copy of the minutes:

_____	_____
Chairperson	Date

Action Plan

Foundation Trustees EOI in newsletter	Maxine/Marty
Sunscreen survey	Maxine/Wayne
Email parents and M10 about sun shelter for athletics	Dean
Approach Skin Alive for sponsorship	Maxine
NAG 6 legislation, check other Boards who may have done recently	Maxine