

# **MINUTES OF MOUNT ASPIRING COLLEGE BOARD OF TRUSTEES MEETING HELD ON TUESDAY 20 FEBRUARY 2018 AT 6.00 P.M.**

**Present:** Wayne Bosley, Shona Brown, Luke Faed, Ed Nepia, Joe Strawson  
Paul Tamati, Marty Toomey (Chair);

**In Attendance:** Maxine Bird (Secretary), Dean Sheppard, [curriculum presenters]

**Apologies:** Tracey Gibson, Luke Faed (late), Dean Sheppard (late)

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

Minutes of the previous meeting on 5 December 2017 had been circulated prior to the meeting. Change of wording on Uniform Review paragraph and add Andrew Howard's role.

### *Matters arising*

Awards ceremony fantastic. Only one feedback about timing of the earlier junior awards ceremony.

Met with Andrew Howard regarding cycleway and made him aware of our issues.

**RESOLVED:** That the minutes of the previous meeting held on 5 December 2017 were a true and accurate record

M. Toomey/W. Bosley  
Carried

## ***CORRESPONDENCE***

The correspondence schedule was included with the agenda.

Thank you letter to Euan for stepping in as staff rep.

**RESOLVED:** To accept inwards correspondence

M. Toomey/W. Bosley  
Carried

## ***HEALTH AND SAFETY:***

Health and Safety policies tabled and reviewed:

*EOTC*

*Healthy Food and Nutrition*

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*Privacy of Information*

- Procedure no. 5, take out "As a general rule"
- Procedure no. 11, add " via the school enrolment form"
- Procedure no. 5(2), change "... to limit the impact of the breach"

*Health and Safety Policy*

- Add new "Health Food and Nutrition Policy to the index

**RESOLVED:** To adopt the above policies and procedures as tabled with additional adjustments as stated

M. Toomey/E. Nepia  
Carried

*SunSAFE Procedure*

A number of amendments as marked. This procedure to be amended and brought back to the March meeting for adoption.

Student leaders to investigate options of where to put sunscreen around the school.

Ensure we do what we can for the Athletics Day. Ed providing a large shade tent, and we will approach community for more.

***UNIFORM COMMITTEE UPDATE:***

The committee recommended another survey and to pitch this from the students at assembly, via notices and assemblies. It was agreed to put aside long Whanau on Friday for students and staff to complete the survey. To get more parents responding highlight in the next newsletter, Shona will provide some wording, the Wanaka app and a front page article of the Wanaka Sun if deemed necessary.

***CURRICULUM REPORTING:***

HOLAs are currently writing learning area annual reports and have been asked how they would like to present/discuss with the Board. The preference was for an around the table discussion with all HOLAs talking about the common issues that have fallen out of the summation of all reports. Vicki Ashton will write the summative report with input from the HOLAs to highlight the current issues or trends. The Board will still receive all the written learning area reports to read. There has to be value in writing the reports for HOLAs and the Board. The Board need to have this forum to get information from a range of people. With the new HOLAs framework of only 8 staff, this full round the table forum is feasible.

The Board will meet prior to this forum to decide points they would like to discuss including seeing what progress was made on some of the trends or issues from last year. Real action has happened from feedback on the reports in 2017. The Board were looking for high quality, consistent reports based on template questions and useful analysis.

It was felt that the whole Board should be there and so it was decided to dedicate the March meeting to Curriculum reports, starting at 5pm.

## **REPORTS:**

### **Principal's Report**

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

#### *Health and Safety*

Health and Safety meeting held yesterday.

#### *Bus overcrowding*

Due to roll growth in all 3 schools, the buses are overcrowded, to the point where students were not being picked up in the morning. MOE has asked us to provide statistics again, which we did with urgency as did the other 2 schools, providing no. of students eligible for bus routes. The MOE have now begun a formal cluster review. MAC have offered to provide school vans in the meantime, until they increase buses on the routes. There may be a number of older students that will not be eligible when they were when in Year 8 due to different criteria at an older age.

Bike racks have been moved to separate the cyclists from car traffic.

2017 incidents will be analysed and trends will be looked at at the next health and safety meeting.

Wayne explained the Crisis plan. This is updated annually so that communication lines/personnel are always as up to date as possible. An efficient method of getting communication out, and how. This can be seen on the Board Policies Team drive.

#### *Property*

Athfield Architects have been appointed for the campus plans, and are going to start talking with students, staff and board, to plan for building starting in October. We are hopeful of combining stage 2 and 3 to become an inclusive stage 2. Wayne contacted QLDC again regarding the pool site and the school being part of discussions, so that we can plan from the beginning to include this land.

We have started the year with just over 1000 students, which is a bigger jump than we anticipated. But we definitely fit into our buildings, and we are fully staffed. The Board were taken on a tour of the new building extensions on the Science and North Blocks, prior to the meeting starting.

#### *Other items*

In 2018 we will be internally reviewing OP and the Pastoral Framework and there will be an external review of support programmes. Wayne to put forward some names and bios of people able to do the external review, these will be independent people who are appropriately qualified to do the job. Wayne would normally go to the Otago Principal's Ass. For names. The reviewer would start with terms of reference and would need to have an understanding of the growth we're going through.

National Standards will no longer be required to be reported on. Staff will continue to monitor progress with standards nationally.

Paul and Wayne to hold a hui this term.

We started the year with a wellness focus, with a collaborative whole school approach. As part of this wellness focus, the school is offering an external counselling service for staff in order to leave our school counsellors free to concentrate on our students. This has been included in the budget.

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)(a) of the LGOIM Act 1987.

W. Bosley/M. Toomey  
Carried

At this point the Board resolved to move out of committee

W. Bosley/M. Toomey  
Carried

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

#### **NAG6 Legislation**

Board members felt that we should consider having this review done externally. Wayne to follow up with NZSTA to see if there is anyone who can help us with this?

#### **Finance**

No meeting held this year yet.

All Board members have entered their details on the Conflicts of Interest register which is accessible in the Board Team drive, and reminded to access and update if any changes in the meantime.

### ***GENERAL BUSINESS:***

#### **Meeting Calendar:**

As last year two board meetings a term, with the only change taking out the third meeting in Term 4, the November meeting will be replaced with a fuller December meeting. Need to be mindful that there are a lot of things to cover this year. Should we evaluate each meeting?

#### **US School Tragedy**

Do kids talk about this at MAC? Can our student body support their student body in any way?

### ***DATES***

Next Board meeting: **Tuesday 27 March 2018, 5.00pm**

Meeting closed at 8.55pm

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

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**Chairperson**

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**Date**

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## Action Plan

Thank you letter to Euan	Maxine
Find out if new policies/procedures need to have consultation	Maxine
Put Board policies on website	Maxine
Student committee survey regarding sunscreen stations	Joe/Wayne
Update Sunsafe procedure	Maxine
Sign Health and Safety policies	Marty
Announce uniform survey at assembly	Joe
Promote uniform survey in newsletter	Shona/Wayne
NAG6 review follow up with NZSTA re external reviewer	Wayne/Maxine