

# **MINUTES OF MOUNT ASPIRING COLLEGE BOARD OF TRUSTEES MEETING HELD ON TUESDAY 20 OCTOBER 2015 AT 6.00 P.M.**

**Present:** Wayne Bosley, Luke Faed., Tracey Gibson, Richard Hemingway (Chair), Diana Schikker, Paul Tamati,

**In Attendance:** Maxine Bird (Secretary), Dean Sheppard, Gena Bagley

**Apologies:** Bella Berry, John Watherston;

---

## ***CURRICULUM REPORTS:***

### **English**

Gena Bagley, HOD of English, presented on the focus of Inquiry Learning in the English Department. This year each English Teacher is tasked to track 5 students from each of their classes. This highlighted where the student started, what progress they had made and what processes were used along the way to get them there. Tracking logs were shared at Department meetings.

### **Welcome**

Welcome to Luke who has been elected as Staff representative on the Board.

## ***SPECIAL TOPICS:***

### **Goal Review**

The Board had an opportunity to look at feedback from the staff at their last meeting, regarding our current strategic aims, plus some current focuses: fortnightly reporting; work load stress; what qualities are most important to be a successful MAC learner; how can we improve our meeting cycle. These were presented in large sheets with staff commenting via "sticky notes". Also included was feedback from the Staff ERO meeting. The Board were given time to read these and also add their own sticky notes.

From here we will analyse the feedback, picking up on common themes. It was made clear to staff that while we are moving into a consultative period to set our strategic direction for 2017 on, the current strategic aims are set up to 2017 with annual goals aligning to these.

## ***SELF REVIEW:***

### **NAG1 Draft**

Draft review tabled by Diana and Tracey with possible recommendations. Highlights the need to consult with our Maori community and the need to review our Career education.

Gena's report was timely proof that processes in theory were happening in reality. Board to read and get back to Diana or Tracey by Wednesday next week via email.

### ***DISCUSSION TOPICS:***

#### **Community Consultation Survey**

Diana and Dean presented draft parent and student surveys. General themes addressed. Dean will share with all the Board to see if there are any important themes missing.

A comprehensive staff survey was done earlier in the year. In addition we could look at doing past student and future parent surveys. Need to also get feedback from the tertiary institutes, but may be more appropriate to target these with a phone call. It is important that we approach our Maori community face to face, agreed a meeting with families a week before the online survey went out would be ideal. The online survey would only be one way of getting feedback from our community.

Draft survey to be sent out to Plan to finalise parent survey at 17 November meeting, to go live on 18 November with about 2 weeks to get information in. Student survey in time for next Wednesday to target senior students before they leave. No in depth analysis at this stage, other than that that is automatically generated from the computer.

Draft surveys to be sent to out to all, feedback asap.

### ***REPORTS:***

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

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

Great result on the MNA audit.

Maths readvertised with a change of focus, more general, all current applications stand. Interviews ongoing for English jobs and remaining Yr 7&8 teacher vacancies.

We need to get together our community of schools so that we can be in line for IES funding. Could be collaborative on such things as pastoral, BYOD. There is a trustee chairpersons group that Richard will get involved with.

#### **Property**

Written report received by the Board prior to the meeting.

Incident / Health and Safety online forms implemented.

Decision to start North Block after exams, 1 Dec. If we don't have the temporary classrooms on by that stage, we will make the juniors fit in the classrooms we have left. Temp classrooms will go on the field on temporary foundations. They will stay on the campus until after the 6 classroom roll growth block is finished.

#### **International Learning Centre Report**

Written report received by the Board prior to the meeting.

In general terms the proposal for Study Wanaka was supported by the Board, but they didn't believe that we should be funding the personnel. Would recommend Tracey Hames as the person to other community groups involved.

MAC would be supportive of local primary schools taking on international students and would help with expertise. At that age they have to come with their parents. Would really open up the Japanese market.

#### **Finance**

Minutes tabled. Two extra budget meetings scheduled before the December Board meeting.

## **Prizegiving**

Invitation to be seated as a Board or be seated with parents, Maxine will ask closer to the dates.

## **WiFi talk**

3 November in Queenstown. Agreed we should have a presence there. Send a staff member from the IT Strategy team.

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

Minutes of the previous meeting on 8 September and 22 September had been circulated prior to the meeting.

**RESOLVED:** That the minutes of the previous meeting held on 8 September were a true and accurate record

R. Hemingway/D. Schikker  
Carried

**RESOLVED:** That the minutes of the previous meeting held on 22 September were a true and accurate record

R. Hemingway/D. Schikker  
Carried

## ***CORRESPONDENCE***

The correspondence schedule was included with the agenda.

**RESOLVED:** To accept inwards correspondence and endorse outwards correspondence

R. Hemingway/D. Schikker  
Carried

## ***GENERAL BUSINESS:***

### **Returning officer Parent and Staff Election**

Maxine had received a quote from CES for acting as returning officer for our Parent and Staff elections next year. It was agreed to appoint them as the returning officer.

**RESOLEVED:** To appoint CES as returning officer for Parent and Staff voting elections in 2016.

R. Hemingway/T. Gibson  
Carried

## ***DATES***

Next Board meeting: **Tuesday 17 November, 5.30pm**

Next Meeting Agenda:

Learning Area: Maori

Self Review: NAG1

Strategic Aim:

Special Topics: Budget draft

Discussion Topics:

General Business

Meeting closed at 8.30pm

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

\_\_\_\_\_  
**Chairperson**

\_\_\_\_\_  
**Date**

Action Plan
