

# **MINUTES OF MOUNT ASPIRING COLLEGE BOARD OF TRUSTEES MEETING HELD ON TUESDAY 22 JULY 2014 AT 6.00 P.M.**

**Present:** Wayne Bosley, Eden Brown, Tracey Gibson, Richard Hemingway (Chair), Ian McNabb, Diana Schikker, Paul Tamati, John Watherston;

**In Attendance:** Maxine Bird, Lincoln Bruce

**Apologies:** Dean Sheppard

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## ***CURRICULUM REPORTS:***

### **The Sciences**

Lincoln Bruce and Ian McNabb presented on behalf of the Science department. They focussed on Year 7 & 8 Science which follows these steps.

- Nature of Science
- Understanding about Science
- Investigating in Science
- Communicating in Science
- Participating and contributing

Science lends itself well to integrating literacy, numeracy and social sciences. They have moved to looking at good non-fiction texts rather than write on workbooks.

While year 7 & 8 teachers have some autonomy about the way they teach Science, the department still needs to ensure that the course has some consistencies so that progress across the school can be reported on, and to prepare them for NCEA courses in senior years. Ian and Lincoln have written schemes of work to help with this.

Junior students at MAC enjoy the opportunity to work in labs. At Year 8 Kate Brown runs a science fair.

The department report highlighted good PD opportunities in 2013, and an active and collaborative Central Otago cluster group. Absence issues highlighted, are not as evident this year. Incentivising trialled, and proved successful.

Lincoln thanked for a great report. Lincoln left the meeting.

## ***SPECIAL TOPICS:***

### **SMS (Student Management System)**

Dean Sheppard's report detailing the processes in choosing a new SMS had been provided to Board members earlier.

Wayne explained that we were looking at a one stop shop that can be used at school or at home, and needed to be robust. It had come down to two contenders, Musac Edge and Kamar. Kamar was the recommendation of management.

Implementation would see two systems run until the end of this year, with things like prizegiving and junior reports to be done on Kamar this year, with everything on Kamar by the beginning of 2015. Kamar will import the current data from Musac. There will be a Kamar team, and key personnel will become the experts in their field.

Server and off site options were looked at for running Kamar. It was decided that an inhouse server was more appropriate, especially as a server replacement was imminent anyway. The finance committee had investigated the options, and got further pricing. Their recommendation was to accept the Decision 1 quote of \$32,350. A tentative amount of \$30,000 had been included in the budget.

**Resolved:** To endorse the decision to change SMS to Kamar

. Watherston/R. Hemingway  
Carried

**Resolved:** To endorse the recommendation to accept the Decision 1 server quote of \$32,350

. Watherston/R. Hemingway  
Carried

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

#### **NAG 2 & 2a Curriculum and National Standards**

Diana has collated information re the questionnaire, and evidence collecting. The committee will meet next week to finalise, for approval at the next meeting.

#### **NAG 3 Personnel**

John and Paul agreed to do the NAG 3 review.

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

#### **Communication**

Wayne had previously provided the Board with a brief on the Mailout planned to go out to Upper Clutha Community. It would be from a student perspective, and unlike other communications, would target the whole community, not just the school community. Currently planned as an annual mailout.

Richard shared the general outcomes from a recent primary school communication survey. The Board felt that the results from this survey were probably indicative of our own families, and would be useful for us. No one size fits all conclusion, showed that we need to continue to use a multi-faceted approach to communication.

The last MAC community survey was in December 2012, and had a low level of response. With further community consultation timetabled for 2015, it was agreed that we will develop detailed plans to ensure higher participation next time we do the community survey. We discussed various ideas including i) using sample groups, and making personal approaches. ii) developing questions to ask and ensuring we target areas of most relevance to the school community, and iii) using Team Up meetings as an ideal opportunity. The Board will discuss again in further depth prior to the end of the year.

## **REPORTS:**

### **Principal's Report**

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

### **Property**

Written report received by the Board prior to the meeting.

Wayne presented the School Support report on the tenders for the appointment of designers for the North Block. School Support's recommendation of Oakley Gray was endorsed by Wayne and Ronnie, because of price, MOE project experience and their locality.

**Resolved:** To appoint Oakley Gray to design the North Block project.

W. Bosley/R. Hemingway  
Carried

### **Hostel**

Written report received by the Board prior to the meeting.

### **International Learning Centre Report**

Written report received by the Board prior to the meeting.

### **Finance**

The minutes of the Finance meeting on 22 July were tabled and discussed.

Reduction in budgeted deficit to \$14,215.

School fee enquiry discussed. Agreed that we were comfortable with the fees charged, and noted that our school was consistent with most others schools. The college will monitor developments and respond appropriately to any MOE rulings

## **GENERAL BUSINESS:**

### **Production**

Congratulations from the Board on a fantastic Production.

### **NZSTA Training**

The Board were made aware of upcoming NZSTA training for Trustees.

## **MINUTES OF THE PREVIOUS MEETING**

Minutes of the previous meeting on 10 June 2014 were tabled at the meeting.

**RESOLVED:** That the minutes of the previous meeting held on 10 June 2014 were a true and accurate record

J. Watherston/D. Schikker  
Carried

## **CORRESPONDENCE**

The correspondence schedule was included with the agenda.

**RESOLVED:** To accept inwards correspondence

**DATES**

Next Board meeting: **Tuesday 12 August, 5.30pm**

Next Meeting Agenda:

Learning Area: English  
Self Review: NAG 2 final, NAG 3 progress  
Special Topics: PLD, Student Leadership  
Discussion Topics:  
General Business

Meeting closed at 8.40pm

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

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

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

Action Plan

Send NAG 3 template from last review to team	Maxine