

MINUTES OF MOUNT ASPIRING COLLEGE BOARD OF TRUSTEES MEETING HELD ON TUESDAY 23 JUNE 2015 AT 6.00 P.M.

Present: Johnny Brebner, Tracey Gibson, Richard Hemingway (Chair), Dean Sheppard (Acting Principal), Paul Tamati, John Watherston;

In Attendance: Maxine Bird (Secretary), Vicki Ashton, Karen Rochford

Apologies: Diana Schikker, Wayne Bosley,

CURRICULUM REPORTS: **Business/Economics/Commerce**

Karen Rochford profiled the 3 day BP Business Challenge. This is a 3 day challenge involving our Year 11 students. The challenge involves lots of cross curricular work and engages the community, with local business people as judges. They learn resilience, and how to work as a team, often with others that they haven't worked with before. Always blown away by the results and seeing kids come up with amazing ideas.

This is the first year for the compulsory Year 9 Financial Literacy, 6 week module. The rationale behind it is to give student core basis skills that are already not covered in curriculum, like budgeting, flatting, credit cards, impulse buying and managing debt. This generation are living in a digital era so are learning about money earlier with things like online shopping. The sorted website is a useful resource in teaching this module, as well as the MOE Financial Capability resource. The course is developing and changing based on student feedback. There is also scope to weave one of these concepts into Integrated studies in Social Sciences or Maths

WELCOME

Richard advised that Ian had tendered his resignation as Staff rep on the Board.

SPECIAL TOPICS: **Curriculum Annual Reporting Discussion**

Richard has come up with half a dozen themes for further discussion and feedback, out of all the questions raised from the new curriculum reporting process. A timeline will be scheduled about how the issues are being addressed by management, and reporting back to the Board, over future meetings. The issues are management issues, but it is important for the Board to understand what is being done. The themes are:

- External exams - disparity of results with internals; SNA's; preparation for exams
- Male v Female results

- Absences
- Options; specialist teachers; Yr 9/10 prep for NCEA; class size
- Revenue & budgeting (departmental); resourcing by subject / dep't (incl course charges)

Dean stated that term 1 was a hard term with lots of change. Vicki and Dean have been going round department meetings and getting feedback particularly re reporting, which is still evolving. The new SMS had a good consultative process. Ultimately the changes will save workload.

The portal is now being used by parents, with Kamar doing more development of the portal by the end of this year. Good feedback re fortnightly reporting, and live information, which helps parents back up their students' education. There are about 150 hits on the portal straight away after fortnightly reports go out, with about 30 a day after that. Would like to see increased to 300 or 400 by next year. The mid year reports will be on the portal, and hard copies will only be printed on request, so this will reinforce the use of the portal.

SELF REVIEW:

NAG5 Health and Safety

Paul tabled some adjustments for health and safety recommendations, policies. Has used template for these to fall out of. The base data will be given to Maxine for adding to the audit file. Two policies to follow up on at next meeting.

NAG1 Curriculum Delivery

Tracey advised that with the two previous meetings and reports from HODs they felt they could answer the questions from the template. Will present recommendations at the next meeting.

General Self Review Discussion

Diana's review of the past reviews was handed out with a recommendation on a template going forward, with some flexibility for each NAG in regard to testing, depending on the number of objectives. The committee will be given access to the previous review. Headings for the template table will be:

- Objective to be reviewed (from NAG as per MOE);
- Observations/Discussion;
- Evidence Details;
- Verified by;
- Recommendations (to be taken to the Board and followed up)

It was agreed this recommendation should go into the governance manual.

DISCUSSION TOPICS:

Upper Clutha Future Schooling

Dean handed out Gabrielle Wall's report to the MOE on the first stage of consultation. There were 270 respondents to the online survey, 109 from MAC.

After discussion the Board felt this required a response to ensure that those community members participating in the process understood the overall capacity of the MAC site, prior to the second consultation stage. All Boards are invited to a meeting next Tuesday from 6-7pm at Holy Family.

Our new building projects have been signed off by the MOE, but funding is still to be allocated. These classrooms would bring our built classroom capacity up to about 870, with significant further roll growth capacity available on site.

Fundraising

Cash operating deficit forecast of \$77k for the 2015 year. We are in a sound financial position with good working capital, but we are operating on more funds than are coming in.

Fundraising was then discussed broadly, including the respective roles of Friends of MAC and the MAC Foundation. It was agreed that it was the right time to start to consider fundraising initiatives of various types.

The school body has got some extraordinary people in our community who may have some good ideas, we need to be able to utilise some of those people. The Board will include something in the newsletter about putting together a fundraising committee, but will talk to Friends of MAC and the MAC Foundation first.

REPORTS:

Principal's Report

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

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

R. Hemingway/J. Watherston
Carried

At this point the Board resolved to move out of committee

R. Hemingway/J. Brebner
Carried

Property

Written report received by the Board prior to the meeting.

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.

Nepalese scholarship discussed. Board endorsed a scholarship for the tuition fee, as long as the homestay and other fees are covered or sponsored.

Finance

Minutes of today's minutes were tabled.

Resolve: to adopt the audited financial report

Tracey/Richard

GENERAL BUSINESS

Vulnerable Children's Act

New changes to the act require staff working with directly with children to be police vetted and cleared before appointment to an unsupervised.

Wifi Schools Report

Referring to past correspondence from community member. Advice from Tim Harper was sought. Defer consideration until next meeting, after Board have read through Tim's advice.

ERO Board Assurance Statement

Vicki had previously distributed information, from off the website as homework. It was agreed to put aside time at the next meeting to work on this questionnaire. The Board were encouraged to read up on the dimensions.

Vicki also talked to Board about feedback from the Dunstan review. Vicki feels that our current processes for meeting with HODs re their curriculum reports, self review process and well informed nature of meetings, put us in good stead.

Staff Trustee Election

As Ian's resignation from his position was received after the May meeting, the appointment of a returning officer and an election date was done via email on 8 June 2015

Resolved: To appoint Maxine Bird as returning officer for the staff bi election

R. Hemingway/T. Gibson
Carried

Resolved: To set the election date for the Board Staff Representative election as 3 July 2015.

R. Hemingway/T. Gibson
Carried

Maxine advised that no staff nominations were received by the closing date of 19 June 2015. Vacancy left unfilled, another election should be offered in term 3.

CORRESPONDENCE

The correspondence schedule was included with the agenda.

RESOLVED: To accept inwards correspondence

T. Gibson/J. Watherston
Carried

Dean was thanked for his role as acting Principal for the last term, and Vicki for her contribution to the meetings.

DATES

Next Board meeting: **Tuesday 28 July 2015, 5.30pm**

Next Meeting Agenda:

Learning Area:

Self Review: NAG 1 Curriculum delivery

Strategic Aim:

Special Topics: ERO questionnaire

Discussion Topics:

General Business

Meeting closed at 9.40pm

Signed as a true copy of the minutes:

Chairperson

Date

Action Plan
