

# MINUTES OF MOUNT ASPIRING COLLEGE BOARD OF TRUSTEES MEETING HELD ON TUESDAY 26 MARCH 2015 AT 6.00 P.M.

**Present:** Wayne Bosley, Johnny Brebner, Richard Hemingway (Chair), Ian McNabb, Diana Schikker, Paul Tamati, John Watherston;

**In Attendance:** Dean Sheppard

**Apologies:** Tracey Gibson,

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## CURRICULUM REPORTS

Vicki Ashton presented her summative report of the HOD curriculum reports.

Vicki looks at overall curriculum reports and any junior information to compile her curriculum summary. Each year level and their associated trends were explained.

Level 3 results and UE results fell below those from other decile 8-10 schools for the first time. Staff have been consulted and asked to analyse and reflect upon these results. This was particularly disappointing as this was a cohort that had performed very well in NCEA up until end of 2014. Student at risk meetings maybe not as effective in 2014. Nationally UE is harder to achieve, and results had been underwhelming across the country. There were a small number who did not achieve UE who had intended to go to University.

Following on from these results there has been a lot of discussion amongst staff, this year's Year 13 students and the new Year 13 Dean. Fortnightly reports and specific information on the portal among other things will help to get the right messages across to students about their choices.

Maori achievement was good at L1 & L2, but not so good at L3 last year. Class sizes relatively small so any failings magnified.

24% of students that entered scholarship, received a scholarship, our goal was 25 % which matches national results at decile 8-10.

We do very well in National Standards. Boys over represented in the 'below' or 'well below' statistics. Writing is the area where we need to improve. We do need to work on this as NCEA exams require more and more writing ability. By end of Yr 9 students should be consistently achieving at 5B and by end of Yr10 students should be at 5P. Targets are set at 90 percent.

### Action points

- Closer monitoring of L3 students.to start early Term 3
- Monitor absences more closely
- Support them to make better decisions
- Support Maori students in their quest to achieve
- Investigate why boys achievement is lower

The Learning area feedback will go over the next two meetings. Board to get questions to Maxine to collate the week prior to the meeting, so that HODs can prepare. Each learning area will get a 20 minute slot, which will be in a question and answer format.

## ***SPECIAL TOPICS:*** **ERO 2015**

ERO are coming 17 August.

Vicki has started looking at QMS doc, this looks at policy on things like Moderations and NCEA documentation and reporting.

Our role as a BOT will be to ensure that all documents are updated and prepared for the ERO visit.

ERO Team/committee will include Vicki, Lincoln Bruce and Clare Scurr. Lincoln will focus on the Science department initially and then ensure the Science model works for other departments. Clare will do the same for year 7 & 8.

There will be an MNA check in place during Term 3 also, Vicki involved here as Principals Nominee.

Richard asked whether there are any changes to the previous ERO process which we need to understand heading in the review.

## ***SELF REVIEW:***

### **NAG 5 Health and Safety Progress**

Paul and Ian reported back on progress to date.

Previous document has 24 policies and procedures that form the back bone to MACs health and safety policy. NAG has 3 bullet points, The review team believe the 24 procedures within the current doc cover these 3 bullet points. There are some recommendations listed on the previous audit which the review team will follow up on and investigate whether they should be included in the next update. John suggested that STA should be contacted before continuing. The review team will look for any updated legislation as well.

### **Review of NAG3 recommendations**

Wayne tabled new draft of Personnel Policy – Appointments and Exits Procedures; and draft of Code of Conduct.

- Agreed that recommendations be followed up no later than 3 meetings after the completion of the review
- Teacher register to be kept by EO, included in Personnel Policy under Appointments and Exits Procedures
- Wayne to schedule termly health and safety meetings
- Police vetting register for contractors and volunteers to be kept by EO, included in Personnel Policy under Appointments and Exits Procedures
- Extra wording regarding EEO in the Personnel Policy under Appointments and Exits Procedures. It was decided not to include a separate policy for this.

- The formal code of conduct was queried. It was felt that this was not required, as we have other documents in place to cover this off. Not adopted.

## ***DISCUSSION TOPICS:***

### **Upper Clutha Futures Schooling**

Linda Tame, facilitator, visited last week. Wayne spent an hour or so with her, showed her around the school. and asked some basic questions about MAC, such as how we would like to see MAC in the future. Wayne indicated that we are very happy with our Yr 7-13 format. She left us with the question “what we would like learning at MAC to be like in 15 years time?” Her job is to collect as much info and provide a ‘blueprint’ for the Ministry of Education. The deadline for report is currently July, but this currently is not looking achievable, as things are already behind.

It was decided that, as a BOT we should have a brainstorm session on this. Richard suggests a SWOT analysis of education in the Upper Clutha region. Meeting set for Tuesday May 5 to at Wayne’s house.

## ***REPORTS:***

### **Principal’s Report**

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

Draft HOD report timetable agreed to. Board have received the April curriculum reports.

Principal’s sabbatical. Proposal for cover for Wayne in Term 2 was discussed amongst the Board. Proposal as distributed to the Board was agreed to.

Wellness audit went very well, but more of box ticking exercise. We were asked to place a ‘smokefree’ sign near the main entrance. MAC has approached wellness in a community based approach and this is working well. MAC is employing a social worker to help Karyn Munro with some issues that we a being faced with on a more regular basis.

A busy first term fitting everything into nine weeks. Team Up conferences have been a success. Fortnightly reports have begun and although there have been a few tweaks this is going very well.

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

W. Bosley/R. Hemingway  
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 Language Centre**

Written report received by the Board prior to the meeting.

### **Finance**

Finance meeting minutes for February and March presented to the Board prior to the meeting.

Maxine present the annual report showing a slight deficit but excellent working capital. After taking advice we have found that the Auditor General's instruction to include The Foundation accounts in the consolidated accounts of the school, has come about from a recent change in legislation. The Foundation's ongoing surplus situation, required to repay the loans, enhances MACs financial position.

The Lion Foundation have indicated that they had plenty of money to grant in Wanaka district. They only allow one bite of the cherry each year so we need to get an application together that encompasses a wide number of activities and their funding.

Maxine provided an update after attending a session on school fees. We will continue to monitor how we charge out fees to parents.

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

Minutes of the previous meeting on 10 February 2015 had been circulated prior to the meeting.

**RESOLVED:** That the minutes of the previous meeting held on 10 February 2015 were a true and accurate record

D. Schikker/J. Watherson  
Carried

### ***CORRESPONDENCE***

The correspondence schedule was included with the agenda.

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

R. Hemingway/J. Watherston  
Carried

### ***DATES***

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

Next Meeting Agenda:

Learning Area:

Self Review: NAG 5 Health and Safety

Strategic Aim:

Special Topics:

Discussion Topics:

General Business

Meeting closed at 8.35pm

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

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

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

Action Plan
