

MINUTES OF MOUNT ASPIRING COLLEGE BOARD OF TRUSTEES MEETING HELD ON TUESDAY 28 APRIL 2015 AT 6.00 P.M.

Present: Jonny Brebner, Tracey Gibson, Richard Hemingway (Chair), Ian McNabb, Diana Schikker, Dean Sheppard (Acting Principal), Paul Tamati, John Watherston;

In Attendance: Maxine Bird (Secretary), Gena Bagley, Annabel Wilson, Mat Doyle, Emily McRae, Murray Allen, Dawn Bosley, Karen Rochford, Caitlin Harvey, Jeromy van Riel

Apologies: Wayne Bosley,

WELCOME

Welcome to Dean as acting Principal, while Wayne is on sabbatical in Term 2.

CURRICULUM REPORTS:

English, Arts, Social Sciences, Languages

Curriculum reports for these learning areas were circulated to Board members. Board questions were then forwarded to HODs for discussion at tonight's meeting. With restrictions on time, HODs were asked to target the questions they felt most important.

English – Gena Bagley

External moderation in 2013/2014, went through appeals process, which highlighted the variances in grading from different personnel. NZQA offers guidance via Best Practice workshops and exemplars online.

Pressures with Y9 integrated programme, as non-specialist English teachers teaching the subject. A lot of work for Kris Logan who runs this programme to ensure the technical aspects of English teaching are maintained.

Trends in results, Level 1 trending up, Level 2 internals on a par, Level 3 far superior in both internals and externals.

Effect of class sizes at senior levels does not seem to effect NCEA results. This is because teachers are working very hard to achieve this.

Media Studies – Annabel Wilson

Annabel presented a power point. Media Studies is currently only offered at L3, and as such made it very difficult to achieve at scholarship level. She proposed a graduated change to offering at L2, L1 and eventually Year 10.

Gena and Annabel left

Art – Murray Allen

Large and mixed year classes make it difficult to get students in this subject into merit and excellence grades. Often students change into the subject at the beginning of the year having not indicated this in the previous year. Highlighted a need to be a little more stringent on these changes. Concerns that if refused entry at Level 1 that this will affect the numbers in L2 and 3.

When students come with little in the way of prerequisites they are counselled as to the work required and how to attempt the course to help them achieve..

Music – Mat Doyle

Professional development has been done via formal and informal methods. This year Mat will be attending both YAMI and ORRF courses, so PD skewed towards 2015 rather than 2014.

Out of class activities such as Rockquest are important as some assessments require an audience, but there are also ways that this can be done in school.

To get Merit and Excellence endorsements requires the language of music to be learnt from a young age, usually via instrument lessons. Keen to see more opportunity to sample music earlier. It was felt the half year option at Y10 did not set Music students up well for NCEA.

Drama/Performance – Emily McRae

Highlighted that Performance was a “space needy” subject, ideally at MAC requiring more space, and the ability for smaller separate areas for performance without disturbing others.

No mixed year level classes this year.

Performance seen here as crucial, but was aware that other schools, because of the time required, were dropping this.

Murray, Mat and Emily left

Social Studies – Dawn Bosley

Topic selection is usually by teachers, but what comes out of that is student choice.

In the Year 9 Integrated Programme, all teachers teaching Social Studies are Social Studies teachers. They work together at the beginning of the programme to come up with key topics/units. This now needs a new brainstorming session, very valuable. PAT results show good gains for 2015.

Computer access sometimes a problem, with block booking of suite. Preference is a pod of 8 or 9 computers in the classroom.

History – Dawn Bosley

Some students did make a choice to answer only 2 of the 3 questions in the external exams. This is not necessarily a bad decision, History has a lot of writing, and it is sometimes better to make the call to answer two well.

Class numbers in History are up on last year.

Commerce/Economics – Karen Rochford

NCEA decisions, doing a lot more planning with students and deans identifying those students struggling.

The introduction of the Y9 Financial Literacy taster in 2015 which teaches financial life skills. will change the Y10 programme, which was a one stop shop, teaching life skills and then moving on to a more NCEA based course. We will now be able to concentrate on the NCEA curriculum, which should in turn improve NCEA results in the future.

Plan to visit Wellington in 2016, Reserve Bank, Parliament, Trade Me. Gives the course relevance and shows students career pathways and possibilities.

Dawn and Karen left

Languages – Caitlin Harvey, Jeromy van Riel

Initiatives for greater use of te reo in school needs to come from the top down. Need to see more visual reminders around the school. Te reo included in SOAR concept. House Haka this year, every second year tends to lose a bit of momentum. Quite hard in the Wanaka culture, but no excuse.

We now have a whole school haka, this year we took our Y9s on camp to a marae. We now have blessings where appropriate. It has to be a whole community culture, helps that Jeromy also teaches adult students.

Hard to get students into Maori, where Spanish numbers growing.

Other languages not explored, felt it was better to do what we are doing well. Its not so significant what language is taught, but the skills of learning a language. Spanish has some hours with a language assistant who is a native Spanish speaker, which has been very beneficial to the students.

Caitlin and Jeromy left

The Board discussed some of the items that came out of the curriculum reports

Maori Performing Arts now a compulsory 6 week module at Y9.

Students often do not see a career pathway with Maori, but there are plenty and this needs to be made more known, maybe an assembly slot for subjects to outline what subject options can lead to. It would be useful to get this message across to parents also.

Definite feeling that staff are feeling under pressure with work load. The first term of this year has seen a lot of change with Kamar, live reporting and fortnightly reporting. These need to be given a chance to imbed. What is being done now with live reporting will save work at mid and end of year reporting. Fortnightly reporting will be a useful tool for our deans, whanau and classroom teachers, and great feedback for parents. We are getting fantastic teacher and parent feedback.

Class size issue not atypical for schools, when providing a number of options for students. Subject pressures are varied, with marking load, outside activities, mixed classes etc. Where possible pressure is alleviated with relief, but resources are limited. Acknowledged that in giving students choices, increased the burden on staff, so need to be mindful of the impact on staff. The Board felt they wanted to acknowledge the work teachers were doing, and will discuss how best to do so.

Board were given curriculum reports for the next meeting. They should get their questions in to Maxine by 18 May so that these can be collated for HODs. HODs will be asked to choose five to answer.

SPECIAL TOPICS:

Continuous Improvement / ERO

Vicki advised that she was reviewing our Quality Management System. This contains links to various documents, policies, procedures etc.

Vicki, Dean, Lincoln Bruce and Clare Scurr are working on a checklist for teachers.

ERO request documentation prior to their visit. The actual visit to the school is about spending time in class.

Clarification needed on ERO pencilled in date of 17 August. Is this the pre meeting or final date?

SELF REVIEW:

NAG5 Health and Safety

Ian advised that he had set up a template to work with that could hopefully be used for all reviews. NAG5 has 3 bullet points, we have 23 policies and procedures and 3 more required to cover these bullet points. Ian and Paul have split these policies and procedures in half and will be evidence testing these with appropriate staff.

DISCUSSION TOPICS:

Upper Clutha Futures Schooling

Dean advised that Linda Tame has had to stand down as facilitator, her replacement is Gabrielle Wall. They believe that the timeframe for getting back to the MOE, will not need to change because of the change of facilitator.

Board brainstorming meeting to be held on 4 May in the Board room.

REPORTS:

Principal's Report

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

Dean showed the Board the PMS booklet, which includes registered teacher criteria, observations and teacher goals. Four RTCs are done a year for 3 years. Important thing for appraisal is to reflect on their practice.

Dean met with schools in our community to look at setting up a community of schools which would include MAC and its feeder Primary Schools, for the IES (Investing in Education Success) programme. Board members queried the community of schools not including upper Clutha secondary schools. The Board were given information prior to the meeting about this and it was discussed further. It was felt there were real advantages to being a part of this and Dean had also discussed with Wayne and had his endorsement. The Board endorsed the progression of setting up the Community of Schools.

Property

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

A meeting was not held this month, but reports were sent out to the committee. Actual roll numbers were not as projected in our budget which has had a detrimental effect on our deficit. Fortunately term 2 has seen a roll increase of around 11 students, so we will put in a roll review which will bring this position back to a new projected cash deficit of around \$50k. This is still larger than hoped, so we will be investigating ways of reducing this further.

MINUTES OF THE PREVIOUS MEETING

Maxine tabled minutes of the previous meeting on 26 March 2015 at the meeting, which were discussed and agreed.

RESOLVED: That the minutes of the previous meeting held on 26 March 2015 were a true and accurate record

D. Schikker/J. Watherston
Carried

CORRESPONDENCE

The correspondence schedule was included with the agenda.

RESOLVED: To accept inwards correspondence

D. Schikker/J. Watherston
Carried

GENERAL BUSINESS:

PD Trustee Workshops:

These had been circulated to Board members to consider

DELEGATIONS

The Board received a list of delegations to be updated. See attached to minutes delegations updated.

RESOLVED: To approve the delegations as listed

D. Schikker/ T. Gibson
Carried

CYBER LIABILITY INSURANCE

Maxine advised that our insurance brokers AON were offering a cyber liability insurance, as their advice was this was a growing risk. Maxine to go back to Tim Harper for advice and report back to the finance committee.

DATES

Next Board meeting: **Tuesday 26 May 2015, 5.30pm**

Next Meeting Agenda:

Learning Area: Science, Technology, PE, Maths

Self Review: Nag 5

Strategic Aim:

Special Topics:

Discussion Topics:

General Business

Meeting closed at 9.30pm

Signed as a true copy of the minutes:

Chairperson

Date

Action Plan

Advice from Tim Harper re Cyber Liability Ins	Maxine
Arrange BOT morning tea	Dean