

MINUTES OF MOUNT ASPIRING COLLEGE BOARD OF TRUSTEES MEETING HELD ON TUESDAY 3 JULY 2018 AT 6.00 P.M.

Present: Wayne Bosley, Shona Brown, Luke Faed, Joe Strawson, Paul Tamati, Marty Toomey (Chair);

In Attendance: Maxine Bird (Secretary), Dean Sheppard, Mary Ann Baxter

Apologies: Ed Nepia, Tracey Gibson

Principal Appraisal

The Board welcomed Mary Ann Baxter who has been contracted to do the Principal appraisal.

Mary Ann provided her CV and outlined her background to the Board. She also explained that the process ensures that the various standards the Principal has to adhere to are being monitored and being met. This is done over a 15 month period, with an interim report in November and a final report in 2019 and covers the Board requirements for both 2018 and 2019. Mary Ann will be in the school at least once a term and will contact and support Wayne in between these times. After the interim report, the Board will be asked what they would like to see, which could include surveys of any of staff, students, senior team etc. Mary Ann sees her role as not just about appraisal, but also being a critical friend committed to supporting colleagues to continue to grow, this aspect of her role is for the Principal's benefit and will not be reported back to the Board unless issues are identified.

The Board outlined that the clear challenge for the Principal is the rapid growth of the school over the next five years. Mary Ann suggested there should be no more than 3 goals in addition to a personal wellbeing goal.

Mary Ann was asked to review whether our current governance policy around Principal Appraisal needed to be changed to reflect our current process.

MINUTES OF THE PREVIOUS MEETING

Minutes of previous meetings on 27 March 2018 and 15 May 2018 had been circulated prior to the meeting.

RESOLVED: That the minutes of the previous meetings held on 15 May 2018 were a true and accurate record

W. Bosley/S. Brown
Carried

RESOLVED: That the minutes of the previous meetings held on 27 March 2018 were a true and accurate record

M. Toomey/L. Faed
Carried

Matters arising:

Wedding Venue Request

Sharon Arlidge has answered the queries regarding her request for the use of the school for a family wedding and these were emailed to the Board. The Board were satisfied that the event is well planned, controlled and respectful of the school environment, but felt it was important to make clear that this is a trial and therefore no precedent set. Agreed to allow, a contract will be drawn up including the agreed points discussed and the rental cost.

Medical Care Procedure

EOTC rules say that we “Must have access to a first aider” as opposed to “... access to first aid”. We do have a number of first aiders on staff. Luke to do some statistics on how this might restrict access to EOTC. This would require an update of the Medical Care Procedure and the EOTC policy.

Policy Reviews

Should we consult with our community before or after reviews? Wayne will work through with Mary Ann regarding good practice.

CORRESPONDENCE

The correspondence schedule was included with the agenda.

RESOLVED: To accept inwards correspondence

M. Toomey/P. Tamati
Carried

DISCUSSION TOPICS:

Uniform Committee Update

Shona and Joe updated the Board on progress.

The focus group discussions were very insightful and helped to inform the survey which has gone out and due to close at the end of the week. A good number of students, staff and parents have completed to date. Students are completing during whanau and staff have been asked not to talk to or influence students before completing.

Stakeholders talked to are our current supplier Apparel Studios, the PE department and Qtopia (Diversity).

We have a uniform email address with minimal correspondence at this point. Wayne and Shona are meeting with the Wanaka app people tomorrow.

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

W. Bosley/M. Toomey
Carried

At this point the Board resolved to move out of committee

M. Toomey/S. Brown
Carried

NCEA Review

Wayne tabled information about the National NCEA review. Wayne, Dean, Vicki, Joe and Cameron went to Queenstown discussion workshop, and Wayne to a national discussion in Wellington. Senior staff and students have been involved in discussions at school. The review gives us an opportunity to address how NCEA in its current format affects our staff and students with things such as workload.

The Government has tasked every school with getting the information out to the school community and wider community including employers. We will have a booth with computers at both our Interviews and Option evenings, for parents to be able to complete a 3 minute survey. We may also have an open forum at the options evening as Vicki explains NCEA to parents on that night. Wayne will continue, via our newsletter, to encourage parents to go to the website and participate in the survey.

The Government has divided the review into six big opportunities, which has been misleading about how wide the scope is, which is that NCEA stays, the review is about how to enhance. It is important that the Board make a submission to get our perspective across.

Consider using the interview and option meetings in August for also detailing the property plans and uniform review progress. Advertise in newsletters prior.

SELF REVIEW:

Policy Update

The new Attendance Management Policy had been shared with the Board. Deferred.

NAG6 Legislation

We have the offer of assistance from Ann Bixley at NZSTA and other documentation from the previous audit and subsequent information from NZSTA. Marty to look at last review, and consider coopting a parent to help.

REPORTS:

Principal's Report

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

The academic reporting review considerations are about staff workload and the content of reports for parents and students, what is useful and what is not.

There are a number of reviews being undertaken which relate to growth. The SMT have been given four key questions to apply to each of these reviews and therefore there will be a merged aspect to all the reviews. Recommendations will come back to the Board.

The timing is important in trying to be proactive about growth with a large intake of Year 7 projected for next year. The data team are looking at how we can share information between us and feeder schools to make the transition smoother. Nationally the new SISI programme will help with data sharing but this is still at least a year away.

Shona to look at drafting a communication matrix for the website, as we have a lot to communicate in regard to current reviews.

Finance

The minutes of the previous meetings dated 21 May and 25 June were circulated prior to the meeting.

The Board were all given a copy of the Audited Annual Report and the Audit management letter.

Resolved: To adopt the 2017 Annual Report (as per email 25 May 2018)

M. Toomey/T. Gibson
Carried

GENERAL BUSINESS:

Student Board Representative Election

Proposed election date 10 September 2018. This is two weeks earlier than last year, but avoids any issues with students away for assessment week or sports tournaments on crucial dates of the election and allows enough time for students to campaign. The new student rep will attend their first meeting in October.

Joe spoke about the election campaign process and whether videos were the most appropriate. It was felt that the students have made good choices in the past and therefore there was no need to change the process.

Maxine Bird nominated as Returning officer for 2018 student elections.

M Toomey/W. Bosley
Carried

BOT Student election date set as 10 September 2018

M Toomey/W. Bosley
Carried

Grant Applications:

Maxine detailed grant applications for:

- QLDC Sport NZ Rural travel fund for A Netball and Girls Football Saturday travel costs \$3,500
- The Southern Trust for winter tournament accommodation costs \$10,000

A general request for grant application ideas was sent out to staff for extra curricular support. Some response but for a later date.

Need to consider another application to the Lion Foundation once we have the final payment for the Kapahaka uniform completed for audit purposes.

Resolved: To support an application to the QLDC for Saturday sports travel expenses of \$3,500.

M. Toomey/J. Strawson
Carried

Resolved: To support an application to the Southern Trust for winter sports tournament accommodation expenses of \$10,000.

M. Toomey/J. Strawson
Carried

DATES

Next Board meeting: **Tuesday 7 August, 5.30pm**

Meeting closed at 9.10pm

Signed as a true copy of the minutes:

Chairperson _____
Date

Action Plan

Draft a contract for Sharon Arlidge wedding	Wayne/ Maxine
First aider stats	Luke
Board communication framework/matrix	Shona
Hit rate for newsletter	Maxine