

MINUTES OF MOUNT ASPIRING COLLEGE BOARD OF TRUSTEES MEETING HELD ON TUESDAY 30 OCTOBER 2018 AT 6.00 P.M.

Present: Wayne Bosley, Shona Brown, Tracey Gibson, Luke Faed, Ed Nepia, Joe Strawson, Paul Tamati, Bronson Toghil, Marty Toomey (Chair);

In Attendance: Maxine Bird (Secretary), Dean Sheppard

Apologies:

PROPERTY

Margaret Waller from MOE and Matthew and Laura from Athfield Architects went through the Designed Plan.

Work will be happening over this summer prior to the start of stage 1 in the middle of 2019. This includes:

- New Canteen
- Underground infrastructure including IT on path beside South Block
- Moving of IT server and staff
- Conversion of Room 37 to a science lab
- Move Room 30 to behind Room 15 and 16
- Install 6 portacoms on the field next to current 4 portacoms

Margaret explained that a lease to occupy the pool land was not going to be in place in time to place the 6 new portacoms on the pool land.

The Architects confirmed that sustainability had been catered for in the plans, including the ability to add solar panels at a later point.

UNIFORM REVIEW

Argyle have provided some examples of uniform styles but unable to progress further until school colours are decided. Currently two sets of colours operating in the school. Is black and gold the colours of the school or the Upper Clutha region? Is there some meaning to the current school colours? Wayne will ask Ed Waddington to research any historical information about the school and region colours.

The Board decided that the decision regarding colours needed to be community led. The uniform committee are to organise some options of uniforms made up in the two colour palettes in time for the awards ceremony and get feedback from the community then. The Board to meet prior to this.

No decision on mufti yet.

Will be creating photographs of how the uniform is to be worn correctly.

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Joe presented a draft mufti policy intended for 2019, which was shown to focus groups this week. The policy defined the rules more and apart from some minor points, the students were reasonably happy with the policy. There has been no decision whether mufti will continue in the new uniform, but if the new uniform is going to be more formal it was felt that any mufti policy should also reflect that. It was agreed the uniform committee should enlist Liz Breslin's help with wording the policy.

Shoes were also an area that the committee would like to run some focus groups on, and to devise a strategy about sun safe processes, in particular about wearing the hats. They will enlist the help of the student services committee regarding an approach to this.

There are currently many different sports team designs and in view of the pending decision around colours, the committee would like to see a freeze on new designs of sports uniforms. There was some concern that new uniform needs ordering now, so this would need to be discussed with the sports coordinator.

New teacher representatives required because of leave. Given the difficulty in accessing some members over the summer period, the Board agreed to reduce the quorum to four.

FAREWELL

Joe was thanked for a job well done as student representative, farewelled and wished good luck.

Bronson Toghill formally welcomed as new student representative.

MINUTES OF THE PREVIOUS MEETING

Minutes of the previous meeting on 11 September 2018 had been circulated prior to the meeting.

RESOLVED: That the minutes of the previous meeting held on 11 September 2018 were a true and accurate record

M. Toomey/E. Nepia
Carried

CORRESPONDENCE

The correspondence schedule was included with the agenda.

Wayne is responding to Ruth Heath re NPDL which is a form of inquiry with an emphasis on global thinking.

Paid union meeting 7 November. Seniors on exam leave, the junior school will be staffed by non-union members.

Discussed Team Green letter regarding solar panels. Reply to suggesting that they integrate their thoughts around the new building and environs and assure that the new building design is taking a sustainable approach.

Returning officer needs to be decided by the beginning of next year, this decision is for the Board to make and can be an individual as training is provided by NZSTA.

Agreed to renew the NZSTA subscription for 2019.

RESOLVED: To accept inwards correspondence and outwards

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HEALTH AND SAFETY:

The following Health and Safety Policies had been circulated prior to the meeting.

Health and Safety Policy

Some minor changes noted. Adjust and bring back for next meeting. Emotional risk is mentioned in the purpose, but it was felt that more detail in the policy should be considered at a future review.

Risk Management Procedure

Some changes. Adjust and bring back for next meeting.

Evacuation and Lockdown Procedures

Take out Heather Watt and replace with role. Adjust and bring back to next meeting

Ed suggested that once these policies are all signed off and working, the Board should look at an external audit early next year. Check other schools for recommendations.

SELF REVIEW:

NAG6 Legislation

Deferred.

NAG4 Finance

The finance policies and procedures have been distributed to MAC financial staff to review and comment. Marty and Tracey will then review the previous audit and the policies.

Finance

The minutes of the previous meeting dated 24 September and 30 October were circulated prior to the meeting.

We are appealing the provisional roll figure provided by the MOE.

Hostel scholarship ideas discussed but deferred until investment decisions made by Foundation.

The Budget for next year is focussing on supporting human resources in this disruptive building stage.

REPORTS:

Principal's Report

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

We had really good fields for our teacher vacancies and have made excellent appointments.

RTLB have just provided the review of our support and Rutherford programmes, Wayne will report on this at a later meeting.

A successful Blues awards evening was held at the Golf Club.

Mihi McLachlan and Flynn Rosie were presented scholarships at the Mahi Pounamu awards, and were supported by our kapa haka.

A parent questionnaire regarding our reporting has been sent out, responses will be shared with the Board at our next full meeting.

We had a very pleasing 79 responses for our senior leadership opportunities.

At this point the Board moved that the public be excluded from the Board meeting to discuss a student and staff misconduct. 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

W. Bosley/M. Toomey
Carried

GENERAL BUSINESS:

Board elections

Shona suggested it was time to review the Governance Manual, in view of the growing roll and the Board election next year.

Mid term elections were also discussed. It was felt this would be a good option to ensure continuity for the board.

Follow up with NZSTA.

Grant Applications:

Maxine advised that there would be a summer sport and World Challenge grant application, but that not all figures were in. Will contact the Board members via email once completed, for approval.

DATES

Next Board meeting: **Tuesday 11 December, 5.30pm**

Meeting closed at 9.25pm

Signed as a true copy of the minutes:

Chairperson

Date

Action Plan

Contact NZSTA governance regarding an overview on our processes and our manual	Maxine
Look into mid term elections	Maxine
Skills matrix for ongoing trustees, so that we get the right skills	Marty
Letter to Ruth Heath	Wayne
Letter to Team Green	Marty/Maxine
Ask Ed Waddington to research any history regarding the school colours.	Wayne
Check Health and Safety audits of other schools	Maxine