

# **MINUTES OF MOUNT ASPIRING COLLEGE BOARD OF TRUSTEES MEETING HELD ON TUESDAY 9 SEPTEMBER 2014 AT 6.00 P.M.**

**Present:** Wayne Bosley, Eden Brown, Tracey Gibson, Richard Hemingway (Chair), Ian McNabb, Diana Schikker, Paul Tamati,

**In Attendance:** Maxine Bird (Secretary), Dean Sheppard, Caitlin Harvey

**Apologies:** John Watherston

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## ***CURRICULUM REPORTS:***

### **Learning Languages**

Caitlin Harvey presented the Spanish trip itinerary, 18 students mainly year 11 with 2 from year 12 are leaving for Spain at the end of next week for 3 weeks. Only 3 from the Y11 class are not going. The individual cost per student has ended up at about \$5200, with the student fundraising \$36k. Two teachers will accompany the students, Caitlin Harvey and Simon Nyhof.

The itinerary includes stopovers in Dubai there and back, 5 days Barcelona, one day in Monserrat, time in Pamploma, San Sebastian, Bilbao and Sevilla. They will be billeted for some of the time.

Families will not be contacted on a daily basis, but each student will be required to update the official Facebook page on a rostered basis. Wayne will have all the contact details.

The Board acknowledged the amount of work involved in organising the trip including the fundraising. Caitlin felt that the language learning was of less significance than the cultural experience.

The Board questioned the numbers of students taking Spanish. While Level 3 will be quite small, a large contingent of Y11 have indicated they will carry on into Level 2, could be up to 30. Having more senior students has meant that Caitlin has had to upskill herself, this year she did a 400 level paper. She also has a language assistant in for an hour each week, she is a native speaking Argentinian woman, and has been very beneficial for the students. Caitlin would like to see this carry on into 2015.

## ***SPECIAL TOPICS:***

### **Sports Coordinator**

Taryn Balle and Jess Zeestratten presented to the Board as the school sports coordinators, Jess covering the year 7 & 8s. Jess has been in the role 2 years, with Taryn starting at the beginning of this year, both roles are part time. Their brief is to increase sport participation in

the school, which is not just competitive team sports, but also activity in the playground. They liaise with the new sports committee and also the sports clubs in the community.

They used the daily notices, the newsletter, parent email and the sports hub facebook page to communicate to students. A sports hub website is being developed, and is due to go live soon. This medium will be a good way of distributing enrolment forms etc.

Sports range from the traditional, to snow etc. This year they would like to make sure there is a greater range of sports available to students to give options. Next year they plan to focus on what works well and do it well. They are always guided by the current student body. Once they have them participating it is a matter of guiding them on their journey whether it be competing at a national level or just encouraging participation. Increased netball numbers is encouraging, but then we have new smaller sports like our 6 target shooters. Running numbers this year, both cross country and athletics, have been very good and this is the first year we have had a girl's soccer team at tournament.

Regionally we were below the average for participation for 2013, and are keen to see if their efforts this year will have changed these figures. The numbers are only for those in a team who compete and practice. The general observation was that we have a lot of individual sport participation and fit healthy looking students, it would be interesting to see if an internal survey gave us some different statistics.

The Sports coordinators felt it would be good for the teaching staff to increase participation, not necessarily as coaches, but simply working alongside sports. Students in the Community, Duke of Ed and the Sports committee are really helpful. Cost, communication, limited hours and recruitment of coaches and managers were all barriers to increasing participation.

They would like to see a sports jacket that can be worn as a team jacket but also can be worn at school with some spares kept at school, so all teams look consistent when they go away.

### ***SELF REVIEW:***

#### **NAG3 Personnel – Progress**

Paul advised work in progress. Instructions left for Wayne and Maxine for the audit. Should be finalised for next meeting.

### ***REPORTS:***

#### **Principal's Report**

Wayne's written report which was circulated prior to the meeting and included a report from Jilly O'Brien re Gifted and Talented Students, and our NCEA Achievement Profile from MOE.

NCEA profile of our school very positive, but always room to move. Intake statistics and what doing when leaving were both interesting. Tertiary pathway may not necessarily be straight out of school. Debt is now a real consideration.

The draft of the community mailout was tabled. Lots of words, but our primary target is those who are not school families. Written from a student perspective. Will be out to the community by the end of the term. Board to email thoughts about what could be added. Aim to get to every household in the Upper Clutha.

Wayne met with Richard and Ange about Kahu Youth today. The mentoring scheme is about mentoring junior students by adults who are not their teachers. Kahu Youth are the brokers, and establish who would be a good match. Involved primarily with Y10s. Happy about the quality of the relationships, which have been improving all the time. Our students are either

referred by deans, teachers or the guidance counsellor, or they self refer. It does not need to be a negative referral. The gender balance tends to be more male at present. Kahu Youth love having such a role in the college. MAC and the Presbyterian Church fund the programme 50/50.

## **Property**

Written report received by the Board prior to the meeting.

Roll growth funding very exciting that the MOE have taken a proactive stance, offering 6 new classrooms, in lieu of predicted roll growth. Planning for roll growth classrooms has been done well in advance, with a clear picture of where classrooms would be sited. Now that we have some solid advice that we will be able to go ahead, Wayne and Ronnie have been consulting with stakeholders to fine tune our thoughts on how these classrooms will look and function. Solar power to be considered.

## **Hostel**

Written report received by the Board prior to the meeting.

The 2015 hostellers have been selected, with a great calibre of students. This year there are 18 boys and 12 girls. All applicants have been advised.

## **International Learning Centre Report**

Written report received by the Board prior to the meeting.

## **Finance Report**

Minutes of the last meeting were received by the Board prior to the meeting.

NZSTA had attended a recent EO regional meeting, and they are providing free advice on Hostel staff contracts.

Also discussed at the EO regional meeting were school fees, and the recent Ombudsman's opinion. The consensus was not to change anything.

Maxine advised that despite repeated prompting, our audit was still not signed off. It has now come to light, that PWC Dunedin have not completed any school audits. It is our statutory obligation to have these completed and sent to the MOE by 31 May each year. PWC have used Novopay as a reason, but are now stating that their audit processes were under review. We have been promised them no later than next week. The school's requirement is to get the accounts sent to the auditors by 31 March, which was achieved.

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

Minutes of the previous meeting on 12 August 2014 had been circulated prior to the meeting.

**RESOLVED:** That the minutes of the previous meeting held on 12 August 2014 were a true and accurate record

E. Brown/D. Schikker  
Carried

## ***CORRESPONDENCE***

The correspondence schedule was included with the agenda.

Maxine asked for Board approval for her to be the online administrator at IRD.

**RESOLVED:** To appoint Maxine Bird as online administrator with the IRD.

Tracey Gibson/Eden Brown

Carried

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

Tracey Gibson/Eden Brown

Carried

## ***GENERAL BUSINESS:***

### **Kamar**

Dean showed us Kamar. Personal and timetable data from our current student management system has been imported into Kamar, and all staff have access to the new system. All staff have had a quick training session, with some specialist staff getting more detailed training. Kamar is a one stop shop unlike the current SMS Musac. Kamar can be used at home just as they do at school. Relief can be set from home.

### **Student Election:**

We have had four nominations for student rep on the Board. Voting papers will be distributed tomorrow and Thursday, voting closes next Friday 19 September. The new Trustee and Eden will attend the October meeting. Eden will host the assembly presentations from the nominees. Eden will do a formal induction process with the new rep.

### **NZSTA Training**

Charter review training in Cromwell tomorrow. Richard attending.

### ***DATES***

Next Board meeting: **Tuesday 21 October, 5.30pm**

Next Meeting Agenda:

Learning Area: Maths

Self Review: Nag 3

Strategic Aim:

Special Topics: Draft Goals 2015

Discussion Topics:

General Business

Meeting closed at 8.45pm

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

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**Chairperson**

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

Action Plan
