

# MINUTES OF MOUNT ASPIRING COLLEGE BOARD OF TRUSTEES MEETING HELD ON TUESDAY 11 FEBRUARY 2014 AT 6.00 P.M.

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

**In Attendance:** Maxine Bird (Secretary), Dean Sheppard, [curriculum presenters]

**Apologies:** Eden Brown, Wayne Bosley (early leave 8pm)

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## ELECTION OF OFFICERS

### *ELECTION OF OFFICERS:*

R Hemingway stepped down as the Chairperson. D Schikker called for nominations for the position of Chairperson.

*J Watherston/T Gibston nominated Richard Hemingway as Chairperson. There being no further nominations, Richard Hemingway was appointed Board Chairperson.*

R Hemingway resumed the Chair and called for nominations for Deputy Chairperson.

*R Hemingway/P Tamati nominated Diana Schikker as Deputy Chairperson. There being no further nominations, Diana Schikker was appointed Board Deputy Chairperson.*

### *SPECIAL TOPICS:*

#### Annual Goals

Wayne provided the annual goals for 2013. There had been previous drafts discussed. The general goals are the same but with some more detail

Wayne explained the Year 12 mentoring group, its success last year, and how MAC was looking to develop this into a pre scholarship mentoring programme for Y13.

Community communication was discussed, with the goal to produce two community handouts to the community, during the year, which would keep the whole community more in touch with the happenings and successes at MAC. The possibility of a billboard at the front of school

was also discussed. Current communications included the weekly newsletter, the portal with links to the website, facebook and local media outlets (newspaper and radio).

## Budget 2014

Maxine discussed the improved situation with roll numbers up on MOE projected figures. We had moved to a \$17k operating deficit, but a more detailed look at expenses would follow. The Finance committee to meet in the next week or two to finalise budget before the next board meeting.

## SELF REVIEW:

### NAG6 Legislation

1 piece of new legislation to follow up and then can be completed.

## *NAG 2/2A PLANNING AND REPORTING*

ERO document useful in helping to frame up the questions that need to be asked. Check for an updated version.

NAG 2a to be brought in with this when originally scheduled for September. So move NAG 3 to start in September.

Circulate NAG2 and last review. Team to be decided next meeting.

## DISCUSSION TOPICS:

### *DISCUSSION TOPICS FOR 2014*

Work has commenced on these topics which started with the strategic goals review, capturing staff PD and student leadership. The Board reviewed the list of discussion topics established at the August meeting. Richard and Wayne will work out a timetable for these to be discussed over the next six month's meetings, including those raised with the BOT or staff by the parent community.

### *SPORTS FACILITIES SURVEY*

The Board attempted to answer the sports facilities survey regarding the Wanaka sport facility, which closes 28 February. The survey questions made it difficult to answer as a group. Wayne is meeting with a representative tomorrow regarding the sports facility, and he will follow up that meeting with Board and student representation. As a school we need to be able to give the committee an idea of roll projections and therefore the needs of our community going into the future.

### *PROPERTY DEVELOPMENTS AND HEALTH AND SAFETY*

The Principal had been asked to comment on the possible effect on students' safety in regard to increased traffic from new subdivisions currently being planned, particularly the Northlake developments. The Board felt that we should be considering the effect the projected growth in Wanaka would have on the school, not only for safety, but for planning.

## **REPORTS:**

### **Principal's Report**

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

Great start to year. The biggest change being the student leaders, which has had a huge impact on the school.

Preliminary NCEA results really pleasing, and with 8 scholarships just announced. Year 11 results really pleasing, as 36 students were identified as being at risk of not getting Level 1, of those 28 got the required number of credits for Level 1, endorsing the extra work of staff. Level 2 results were really good. Now looking at how we develop that into Level 3.

Wayne made his apologies and left at this point.

### **Finance**

#### ***GRANT APPLICATION***

A grant application to Lion Foundation for Futsal and Rowing was presented for approval. It was noted that criteria had changed for the Lion Foundation and they preferred to get only one application from each organisation a year. It was felt that while it was too late to turn down this application, but we should review how applications are made for the remainder of the year, and have a whole school approach. Maxine to provide a covering letter to the Lion Foundation asking for a summer and winter sport allocation to be considered.

**Resolved:** To approve grant application to the Lion Foundation for \$5000

R Hemingway/P Tamati  
Carried

#### ***ILC FEES***

Maxine put to the Board a proposal to increase the International Student fees for the 2015 year. These needed to be decided now, as agents require to put in their marketing brochures. Proposed an increase in annual tuition fee from \$13500 to \$14200. Also proposed an increase in administration fees: Homestay admin to \$250 and Administration fee \$500, per student regardless of the length of stay. All other fees, including 1, 2 and 3 term options, to remain the same.

**Resolved:** To approve the increase in the ILC 2015 fees as proposed

J Watherston/P Tamati  
Carried

#### ***STUDENT FEE DONATION***

The Board were asked to consider the 2014 school fee donation, this was currently \$95 per student per annum. Keep First Aid contribution at \$5

**Resolved:** To increase the student fee donation for 2014 to \$100 per student

D Schikker/R Hemingway  
Carried

#### ***AUDIT***

The new Board were made aware of the Terms of Engagement of our current auditors, as per their letter of 17 October 2012.

**Resolved:** That the Board agreed to the terms of engagement of PWC as the school auditors for the three years to 31 December 2014 as per their letter of 17 October 2012

R Hemingway/T Gibson  
Carried

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

Minutes of the previous meetings on 19 November and 12 December 2013 were circulated prior to the meeting.

2013 Hostel students regarding dishwashers. Ask Duncan to email.

**RESOLVED:** That the minutes of the previous meeting held on 19 November 2013 were a true and accurate record

R. Hemingway/J. Watherston  
Carried

**RESOLVED:** That the minutes of the previous meeting held on 12 December 2013 were a true and accurate record

R. Hemingway/J. Watherston  
Carried

### ***CORRESPONDENCE***

The correspondence schedule was tabled.

**RESOLVED:** To accept inwards correspondence

P. Tamati/R. Hemingway  
Carried

### ***DATES***

Next Board meeting: **Tuesday 4 March 2014, 5.30pm**

Next Meeting Agenda:

Learning Area:

Self Review: Nag 6 progress /Nag 2

Strategic Aim:

Special Topics: ILC

Discussion Topics:

General Business

Meeting closed at 8.45pm

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

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

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

Action Plan

Nag 2 ERO update	Wayne
Nag 2 last review	Maxine