

Minutes of Mount Aspiring College Board of Trustees Meeting held on 3 June 2008 at 6.00pm

Present: M Barton, W Bosley, D Cassaidy, A Davidson, L Jolly, T Perry,
G Ruddenklau (Chair), D Schikker

Apologies: A Penniket,

In Attendance: S Aitchison, D Bruns, H Hammond (Secretary), C Pujol

Apologies

L Jolly/M Barton moved that the apologies be accepted. Carried.

Languages Department

Sandra Aitchison and Caitlin Pujol were welcomed to the meeting to discuss their reports on the Languages Department as circulated with the agenda. Sandra advised that there will be no huge changes with the revised curriculum but there is now a link to the European framework for learning languages, which allows levels to be translated internationally.

M Barton asked how the correspondence learning works – how is support offered by the school? Sandra explained that students do know who to go to for help, but it is difficult for students to find a place to work and the logistics of students borrowing equipment is difficult to manage. Students' progress can be monitored through the intranet, where work in and out is logged. It is good to encourage the students to try new things but there are challenges in supporting them through correspondence. If the school can't provide a subject or if there is a timetable clash, then students are allowed to enrol in the Correspondence School. Senior students are timetabled for correspondence the same as for any other subject. However, W Bosley pointed out that there are now alternatives to correspondence such as Otagonet, and we are looking at how best we can support these students, but much depends on the facilities available.

L Jolly asked about the Year 7-9 tasters in different languages, and how students are encouraged to continue in Year 10. Currently Year 7 and 8 students experience 4 languages in six week blocks – French and Chinese in Year 7, Japanese and Spanish in Year 8. Japanese only is offered in Year 9, and there is a gap with Spanish, which is available again in Year 10. W Bosley explained that a call was made to choose one language only to offer in the senior school in order to provide a critical mass, and Spanish was chosen.

Caitlin explained that small classes provide both an advantage and disadvantage. Larger classes have a better dynamic and provide reasonable numbers for the following year. Year 10 Spanish is a big year as students have little background and it is very hard to get to Level 1 in two years. Students sometimes opt out at the end of Year 10 as they do have to work very hard. Time is spent on English grammar as well as the foreign language. There needs to be more of a link in the programmes from Year 7 through to Year 13 so that students can see the significance of what they are learning, understand how to learn the skill of learning a language. There is an issue in not having a Head of Department to pull all the strands together.

L Jolly said that it was good to see the progress that has been made, and there is a need to make sure that student interest does not fizzle out. There may be better ways of promoting options to potential Year 10 students.

Spanish is also being offered as a Community Education class and some college students have joined this class, run by Hilary Mather. There are great benefits for the students from working with adults, and they are gaining in confidence through this.

Sandra and Caitlin were thanked for their efforts and their time and left the meeting.

Goals and Annual Plan

Teaching with Technology

Denise Bruns was welcomed to the meeting. Denise is the new Specialist Classroom Teacher with a focus on teaching with technology. This is a two year position and is part of the senior staff team.

The aim of the role is to share what teachers are currently doing in the classroom with others and to take more advantage of new technology in teaching and learning. For example, cellphones and iPods could be used to download instructional videos and podcasts.

Denise demonstrated MACoodle which is a web-based learning management system that students can access from home or school. Each department has been set up with a section, and the Computer Department has started to set up their section with resources. There are many potential uses of this site such as blogs, assessments, resources, links, chatrooms, etc. The aim is to get close to the ways the students prefer to learn. It is a learning mechanism, not just a tool. Each department may come up with very different ideas and approaches. A number of students have looked at MACoodle and like the concept.

With respect to access from home, whilst MACoodle would work for homes with dial up, some access (eg videos) would be difficult without broadband. It would be helpful to know what type of internet access students have at home. In time it may be a requirement for students to have an iPod or a laptop as part of their stationery list.

Access can be restricted and activities can be monitored, for example, by setting up an inhouse "MACTube" would allow students to use this type of website without the risks of external sites such as YouTube. We would need to work through suitable protocols, but the emphasis at this stage is looking at what we could do, not what we can't do.

There are budget considerations as the computer rooms are currently fully booked for classes. It would be desirable as a starting point to have a data projector in every classroom. Teachers are now using their laptops effectively in the classroom and it does limit their use when there is no data projector.

Denise was thanked and left the meeting.

Special Topics

1. Prizegiving

The Audit Committee circulated with the agenda their recommendation that Prizegiving is split on the lines Year 7-9 and Years 10-13. Although there was no clear preference for the split from

parents the majority did want a change until such time as a large enough facility was available for a full school Prizegiving. Given the fact that a change is necessary it will be important to continue the positive feel of the current Prizegiving in both ceremonies. Senior staff had recommended the same split as this allows the Year 10's to join the senior prizegiving and see senior role models. We would need to put a lot of thought into how each ceremony is run particularly at Years 7-9 as this would be completely new, and potentially very exciting.

W Bosley to discuss with staff at a full staff meeting and refine the ideas from there. Would like to keep the senior prizegiving after the exams to finish off the year and include hostel parents, and whilst consecutive nights would be good for setting up the gym, we would need to think about parents who would be involved in both ceremonies. The final decisions would be left to senior management.

2. Friends of the School

There has been a very positive response to the Friends of the School concept and over 25 parents have volunteered to be involved. G Ruddenklau and H Hammond to organise the first meeting with an aim of bringing everyone together, identify what their expectations would be, what they would like to do, elect a committee and get a structure in place.

Principal's Report

W Bosley presented his written report.

- Around 8 applications have been received for the fixed-term Enterprise/ Economics/ Social Studies position to cover Annette Moynihan's maternity leave. Shortlisting is currently being done.
- There has been a good response to the administration position advertised in the office, but less so for the accounts position, which may be readvertised.
- D Cassaidy was thanked for his excellent organisation of the Routeburn tramp.
- Maurie's farewell is being planned. Student Council are looking at ideas for a student farewell in assembly, and staff are working on themes for a staff/board function. We need to think about how wide the invitations should be for a staff and board event. Maurie has stated that he does not want a community based public farewell. Any ideas to W Bosley.
- There may be a need to become more political about the funding of special needs students and this may be a role of the Upper Clutha schools cluster. As a body, special needs students are under-funded and resourcing is not currently meeting the needs of individual students, which then drains the general special needs funds.

Chairperson's Report

- Board Governance manuals were returned, these have not yet been updated but will be in the near future.
- "Board View" from the Education Gazette was circulated. This included in particular reference to two relevant websites relating to Schools Plus and Ka Hikitia. A visit is happening shortly from MoE representatives to talk about Ka Hikitia, T Perry will coordinate.

Student Report

A Davidson reported:

- The results of the survey of students on Prizegiving which showed that students were in favour of a change. The most common suggestion was to split Year 7-10 and Year 11-13. There were no new suggestions about the venue except that students were opposed to the idea of an outside ceremony.
- The Careers trip to Dunedin was very enjoyable and informative, students visited halls of residence and sat in on some tutorials, etc. A further 10/12 students are visiting Canterbury and Lincoln during the holidays.
- The production parts have been allocated and rehearsals are in full swing.
- Formal tickets are now on sale.
- The hostel tramp to Mt Brewster and the Routeburn tramps were very successful.
- The Enterprise students' presentations in Dunedin went well.
- Spirit Trophy trip, our students won, but has not been publicised.

Whanau

T Perry tabled a written report. The whanau group has met twice and reviewed progress on Te Hononga. They have recommended professional development for staff in Maori language and culture, and more bilingual signage. Kapahaka is to start in July with Jeremy van Riel.

Email is the preferred method of communication and a list is being compiled by the office.

The group wish to support the college and be involved but some feel unqualified to contribute.

It will be important for any strategies to be incorporated into the strategic plan and annual plans, not to be in a separate document such as Te Hononga. The whanau group can assist by bringing input into the strategic and annual plans as they are being developed. They can also provide feedback into the revised curriculum and kahikatea. It is important to have community support for the strategies introduced.

Finance

The finance report for April 2008 was discussed.

D Cassaidy/T Perry moved that the report be accepted including the approval of payments of \$250,573.00 for April 2008. Carried.

Audit Committee

Personnel Attestation (NAG 3)

The purpose of this document is to show that the minimum legal requirements for employment have been met. It was noted that casual workers need to have contracts in place, and a system will be set up to ensure this happens.

Health and Safety (NAG 5)

The same attestation formal can be used for Health and Safety, and should be done on an annual basis. The role of the Audit Committee is then to check periodically that the attestation is correct.

Curriculum (NAG 1)

W Bosley explained that the current situation is that our Quality Management System (QMS) document is “live” on InterMac, to meet NZQA requirements. This covers all policy and procedure documents and links them to the relevant NAGs. It would be helpful for Audit Committee members to look at this, make sure it makes sense and that all the linkages work, bearing in mind that some policies and procedures need to be updated or are currently being updated.

The current timeframe for reviewing Curriculum is to report back to the first Board meeting in Term 3, having checked that NAG1 is being implemented. The Audit Committee would prefer to look at the size of the job first before committing to a timeline. A meeting was scheduled to look at the QMS on line on Monday 16 June at 10.00am.

Principal’s Appraisal

G Ruddenklau moved that the meeting move into committee to review the Principal’s Appraisal report.

G Ruddenklau moved that the meeting move out of committee.

Next Meeting Agenda

The next meeting is scheduled for 24 June. A possible change of date was discussed if this clashes with the Ka Hikitia meeting, in which case the meeting will change to 23 June (*this change has since been confirmed*).

Agenda will include:

- Graphics/Design/Technology department report – Simon King
- Rutherford – Colleen Carr
- Special topic – Healthy Eating

Minutes of the Previous Meeting (15 April 2008)

A Davidson/W Bosley moved that the minutes are an accurate record of the previous meeting. Carried.

Matters Arising

ERO questionnaire not yet sent out – keep on action plan.

Correspondence

The correspondence schedule was circulated with the agenda. Board members were encouraged to check the correspondence file when visiting the office. The following item was pointed out:

- Cluster meeting on 12 June, Paul Burke from the Ministry of Education Property division would be attending, any Board members would be welcome to go along with Grant, Wayne and Ronnie.

In addition a letter has been received from Dot Macfie requesting leave without pay for Term 1, 2009, to travel overseas. She has outlined plans for covering her teaching load and other responsibilities, and W Bosley recommends supporting this.

Other Business

None

Dates of Next Meetings:

Audit Committee	10.00am, Monday 16 June
Next BoT meeting	6.00pm, Monday, 23 June (dinner at 5.30pm) – Note change
Ka Hikitia Presentation	Tuesday, 24 June (time and venue to be advised)

Meeting finished at 8.50pm.

Signed as a true copy of the minutes:

Chairperson

Date

Action Plan:

What	Who
Circulate ERO questionnaire	Grant
Friends of the School – first meeting to organise	Grant / Helen