

Minutes of Mount Aspiring College Board of Trustees Meeting held on 15 April 2008 at 6.00pm

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

Apologies: T Perry

In Attendance: V Ashton, H Hammond (Secretary)

Apologies

D Schikker/A Penniket moved that the apologies be accepted. Carried.

Economics Department

Vicki Ashton was welcomed to the meeting to discuss the report on the Economics Department as circulated with the agenda. Vicki is happy with the current status of the department and the results achieved.

The place of economics in the junior school will need to be reviewed with the release of the new curriculum, which includes two strands of economics as part of the social sciences curriculum. Economics is currently an option for students at Year 10, but will become part of the main curriculum in the future, and there is an argument for it to be taught by economics experts rather than social studies teachers. Currently numbers in Year 11 fluctuate a lot, and there may be a perception that it is a hard subject. More students may be attracted to economics if they all take it in Year 10.

Economics and financial literacy are both subjects which have importance for students in life after school. The college is currently light in the commerce subjects, although Enterprise was introduced last year at Level 3 and has been very successful. It is a very good subject for students to understand their own strengths and weaknesses, and the challenges of working as part of a team. It is, however, not always accepted for University Entrance.

Vicki was thanked and left the meeting.

Goals and Annual Plan

Sustainability

A Penniket had circulated some ideas at the previous meeting on how sustainable methods could be incorporated into the college. Good feedback has been received from teachers with support for many of the ideas, in fact many are already happening. Ideas had been received as to how the recycling could be refined, and there was support for a vegetable garden and orchard. Many of the initiatives would need a staff member to set them up and drive them.

W Bosley reported that Joanna Guest has taken over the role of working with a group of students interested in sustainability. The students are very aware of this issue and are keen to help, but there may be a need to look at the long-term goals of this group. Wanaka Wastebusters would

be a supportive partner, and house competitions are usually good motivators. Wayne to take this suggestion back to staff, Angus is happy to assist.

With future building work there would be a brief to look at incorporating sustainable concepts but a lot would depend on cost, and how much the Ministry was prepared to support this.

W Bosley was also keen to get input from the community on the planting plan, and reported that John Coe has volunteered to be an advocate for this. A scheme was suggested whereby members of the community donate a tree, including fruit trees.

There was also a suggestion for a staff workshop on sustainability, maybe invite Wastebusters or Sustainable Wanaka. Could also include a regular talk in assembly.

(Mike Barton left the meeting.)

Special Topics

1. Education Review Office

ERO have indicated that they will be visiting within the next 12 months. W Bosley and G Ruddenklau have recently attended a cluster meeting in Cromwell in preparation for this. Wayne has also provided basic information as requested back to ERO, and indicated on this that the principal was currently on secondment. ERO must give six week's notice of any visit.

The areas that ERO will definitely look at are:

- Achievement of Maori students and the progress towards all students' having a good understanding of dual culturalism.
- Hostel.
- International students.

Otherwise we have a large input into the areas we would like them to look at, for example, an objective that we would like independently evaluated, or an area we are pleased about, or concerned about. The more the college takes control of this the more we will get out of it. We can also nominate a "friend of the school" who sits in on every discussion and can, to an extent, steer the panel into directions that may be helpful. Not clear if this can be a staff member.

Through the performance management system and the curriculum reports, will look at "ERO proofing", ie. ensuring appropriate documentation is in place for what we do, there may be areas we can make improvements which will also assist us. There are also a lot of changes happening with the Maori community involvement and will need to look at how this is handled.

The Board will also have quite an involvement at the time of the review, and there is a questionnaire to be completed and sent back. Grant will circulate this around members to complete and will collate a response.

2. Fundraising

G Ruddenklau raised the issue of a fundraising group such as a PTA or Friends of the School. This would also be a forum for more parents to get involved with the school, so the value of such a group is greater than just fundraising. There was general support for the concept and Grant will write to all families to gauge interest.

It was also agreed that a regular newsletter slot about Board activities would be a good idea.

Principal's Report

W Bosley presented his written report.

- The Team Up Conferences had gone well, with increased participation. Senior staff have done a brief review and feedback was invited from Board members. It was noted that the tone of interviews had changed with staff listening more and more involvement from the students. It had been useful to do the questionnaire first, although it was a little bit unclear whether these should have been returned before the conferences. The questions may have also been a bit daunting for some students.

(M Barton rejoined the meeting.)

The main difference from a normal parent-teacher interview was that it was not linked to the report, and it was very useful to have the students there. It was agreed that the concept was good but it does need some more refinement. It was helpful to meet teachers at this early stage in the year. Participation may have been increased because invitations were posted out, but we could have promoted the TUCs more with the students. Will aim to repeat next year in Weeks 7 or 8. Need also to look at a timeslot for the rooms to be cleaned beforehand.

- Two staff have applied for, and been granted, maternity leave for later in the year. Gena Bagley is planning to take 13 weeks and Annette Moynihan two terms.
- A new counsellor has been appointed, Maddy Erasmus, and she has started this week to allow a week with Karyn Munro.
- We have received our confirmed staffing and funding for 2008, and there has been a very small increase in the Operations Grant, but no increase in staffing.
- We can now publicise that Laura Ferguson gained top scholar status in Scholarship Graphics, and it was suggested that we should promote past student success more, possibly in the newsletter and on the website. Wayne is also looking for ideas as to how the newsletter can be more representative of what is going on at school.
- A meeting is scheduled for Thursday 17 April for the boards of Upper Clutha schools to get together, build bridges, and look at ideas for the future.
- Overall it has been an outstanding term, a very encouraging start to the year.
- Two Café Culture business plans have been tabled, they will be operating in turn in Terms 2 and 3. The Board supports these ventures with start up funding, but they are effectively self-funding.
- Students in the Quad teams took up the offer of the new sports shirts with enthusiasm, and Wayne asked if the Board was happy for the approved uniform list to be amended to allow the students to wear them for PE. There was general support for this.

Chairperson's Report

1. G Ruddenklau advised that he had received a letter of resignation from Maurie Jackways, and read this to the Board. Grant would brief the staff at morning interval the next day, and then it would be made public. The resignation was effective from the end of Term 2. Lynne Guy from NZSTA has been invited to run a training session on the appointment process, this will be on Tuesday 6 May, at 7.00pm. Grant to acknowledge Maurie's letter.
2. The Principal's Performance Agreement with W Bosley had been signed, and feedback forms have been sent out to staff, board and parents.

3. *G Ruddenklau/M Barton moved that authority be delegated to Jane Hamilton to act as Principal in the absence of Wayne Bosley. Carried.*
4. It was noted that the Governance Manuals currently issued to board members were not consistent and that the content would be revised and the manuals reissued.

Student Report

A Davidson reported:

1. MacStock went really well and was a credit to the music students involved. All the tickets were sold.
2. Quad was successful and the feedback from all students was very positive. They were very involved, showed great teamwork, and a good level of competition both between MAC teams and the other schools. A good depth of talent showed up in the B Teams.
3. The Careers Expo was a great opportunity for students in Years 11-13, the guest speaker was excellent and the talk was aimed well at the students. The Expo itself was quite informal, the exhibitors got involved with the students and it was good fun.
4. The tertiary trip to Dunedin will take place on the first Monday and Tuesday of Term 2.

Finance

The finance report for January to March 2008 was discussed.

W Bosley/M Barton moved that the report be accepted including the approval of payments of \$174,093.49 for January, \$270,208.26 for February and \$306,301.49 for March 2008. Carried.

Audit Committee

1. Feedback has started to come in about changes to Prizegiving, and there should be enough information at the next meeting to make a decision. Staff have also given feedback through a workshop. Angus would survey students, but the informal feedback received was that the older the student, the more Prizegiving means to them. All results to be given to the Audit Committee in the first week of term 2.
2. It had not been possible to start the Health and Safety Audit as it was realised that the policies needed to be updated first. Karyn Munro has been asked to update the student related policies before she goes on leave. There is also a need to integrate the Safety Management Plan. Should aim for the Health and Safety documentation to be ready for audit in term 3.
3. The Curriculum policies were currently being reviewed and should be ready for audit in term 2.
4. A Personnel Attestation would be presented to the next Board meeting.

Next Meeting Agenda

The date of the next meeting was changed to Tuesday 3 June.

Agenda will include:

- Languages department report – Sandra Aitchison/Caitlyn Pujol
- Teaching with Technology – Denise Bruns
- Foundation overview – Dave Crawford

Minutes of the Previous Meeting (4 March 2008)

L Jolly/D Schikker moved that the minutes are an accurate record of the previous meeting. Carried.

Matters Arising

1. ACE ERO report to be forwarded to A Penniket.

Correspondence

The correspondence schedule was circulated with the agenda.

1. The Central Otago Board of Trustees cluster meeting, a follow up is to be organised to answer specific questions, W Bosley to forward the email around.
2. The request from the Autumn Arts School to serve alcohol had been responded to by G Ruddenklau, who has signed off the liquor licence application.

Other Business

None

Dates of Next Meetings:

Upper Clutha BoT get together:	7.00pm, Thursday 17 April
Board training for principals appointment:	7.00pm, Tuesday 6 May
Next BoT meeting	6.00pm, Tuesday, 3 June (dinner at 5.30pm)

Meeting finished at 8.15pm.

Signed as a true copy of the minutes:

Chairperson

Date

Action Plan:

What	Who
Follow up on ideas for sustainability	Wayne/Angus
Circulate ERO questionnaire	Grant
Gauge interest in Friends of School idea	Grant
Respond to M Jackways resignation	Grant
Revise and recirculate Governance Manuals	Grant
Collate results from Prizegiving survey	Audit committee
Complete personnel attestation for next meeting	Wayne/Helen
Circulate email re CO BoT cluster meeting follow up	Wayne