

## **Minutes of Mount Aspiring College Board of Trustees Meeting held on 5 August 2008 at 6.00pm**

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

**In Attendance:** H Hammond (Secretary), S King

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### **Graphics, Design, Technology Department**

Simon King was welcomed to the meeting to discuss the Graphics, Design & Technology department. A written report was tabled.

Student numbers have grown over the last four years but it does vary between subjects and years. Some classes are combined, such as Level 2 and 3 Graphics and Visual Art Design. Simon is involved in reviewing the Graphics curriculum as part of a Ministry of Education contract. Currently it doesn't fit into the standard curriculum.

Simon teaches Graphics and Perry Brooks teaches Technology. For senior students time management is the biggest issue as the courses involve long-term projects, and students need to keep meeting targets. Technology and Graphics both involve students producing a portfolio of work for the final external assessment.

Mechanical Engineering has been introduced at Level 1 this year, this is a unit standards based course which is offered by the Engineering industry to encourage students into apprenticeships. Students gain a separate certificate and this counts towards their apprenticeship and is also helpful for Gateway placements. Level 2 is to be offered in 2009. This is a good practical subject for the less academic students.

The lack of pre-requisites to enter Technology courses can be an issue, particularly at Level 3 when there is a steep learning curve if students are to achieve. Extra help is given to students if they are identified as at risk of failure.

One problem encountered this year has been a special needs student taking Graphics and the requirement that the assessment at Level 2 must be hand-drawn rather than computer generated. Otherwise this is a good subject for extending good students.

Simon has been an examiner in Graphics and this has paid off in terms of knowing how to support the students. Students have been successful if gaining places in the Design School of choice.

The graphics room is an excellent facility, however the workshop facilities are poor. Modifications to separate the woodwork and metalwork areas were started but not finished and this has left a very cramped area, particularly for Mechanical Engineering. This work has been in limbo for two years and this lack of room has affected the students. There is also a lack of machines for the engineering course and this affects the ability of the students to demonstrate their skills.

It was noted that this work was included in the 10 Year Property Plan which is now held up pending the decision on the Primary School. There is also a need for next year to look at the mix

of wood and metal work offered. There may be potential for partnerships with industry which might ease the strain on resources.

Simon was thanked and left the meeting.

### **Strategic Goal – Outdoor Pursuits**

D Cassaidy tabled a report on the outdoor programme. He noted that the dedicated rooms and improved facilities inside the college have helped the public face of outdoor pursuits.

The programme changes implemented this year were outlined, and an update on the Safety Management Plan and Outdoorsmark was given.

The EOTC camps were outlined:

- Year 7 camp is well established but it would be good to include an OP staff member and perhaps involve some senior students as helpers;
- Year 8 camp is being restructured to include two separate overnight trips, one in Term 3 at the Snowfarm and one in Term 4, details to be confirmed.
- Year 9 camp to remain the same.
- Year 10 camp to remain the same but the longer-term sustainability, and the appropriateness, of the city experience need to be re-evaluated.

The age and safety standard of the leased vehicle fleet is a concern and the department is currently looking at alternatives to the present arrangement. Cost would be an issue.

The drug-testing programme has been changed this year, with just random testing carried out but on larger samples of students. A failed test leads to a stand-down from outdoor pursuits and any work-based experience, with parents informed, until such time as the students return a clean test.

### **Special Topic: ERO Visit**

- The preliminary visit is planned for 28 August, with the team arriving between 11.00am and 12.00 noon. They wish to meet with the board chair, principal and senior management, and any other board members who may be available. They will discuss the arrangements for the onsite review and will look at board minutes and head of department reports.
- The full visit is planned for the week of 15 September, with a report back to the board on Thursday evening, 18 September.
- A self-review document related to the NAGs has been sent back, in most cases the question asked was whether the board has reviewed aspects of policy since the last ERO visit. In many cases the answer given was no due to the fact that all policies and procedures are currently being updated and will then become part of the self-review process.

Issues to address prior to the visit:

1. We can have a friend of the school sit in with the panel. This person cannot be a board or staff member.
2. We need to identify issues to highlight for the review. These could be areas of good practice or areas for improvement.

3. We need to decide on a format for the official greeting.

## **Principal's Report**

W Bosley presented his written report. In addition:

### Personnel

- A further part-time member of staff is unwell following surgery and unlikely to return during Term 3. Arrangements are being put in place to cover the three maths classes.
- Melissa Johnson will be on maternity leave from Term 4, and Nikki Meissel from the start of next year. Tania Perry is also pregnant and will work through to the end of the year.
- Siobhan Quayle has requested a further year of leave without pay and W Bosley is currently looking at the issues involved in replacing her and the flow on effects before making a recommendation regarding the request.

### Friends of the School

- The meeting on 31 July identified family networking as a focus. The Friends will introduce themselves at the Year 9/10 option evening.
- It was agreed that a Board webpage would be set up and Board minutes and papers published on this.

### M Jackways Farewell

- A special assembly will be held on 29 August at 2.40pm, this is being planned and run by the students. Parents and community will be invited to this.

### ILC

- There are currently 29 integrated students, 16 of which are new in Term 3.
- The General English programme has been busy mainly with Korean students.
- Reitaku will be visiting again in Term 4 but this time as one single group meaning that over 50 homestays need to be found.
- Generally a very positive report.

### Hostel

- Students have made a good return to Term 3 and are coping well with the snow programme.
- Duncan meets regularly with the Year 13 dean and the counsellor which is very helpful in keeping up with any issues.
- Pink batts have been installed in all units over the holidays and there has been a noticeable difference in temperature.
- Rentals are full for week 1 of the September holidays and for the Christmas period.
- Applications are currently coming in for 2009 and M Jackways is currently in Auckland, promoting the hostel at the Coca Cola Expo. There was also an open day during the July holidays.

### Student discipline

*G Ruddenklau moved that the meeting move into committee in order to protect the privacy of the individuals involved. Carried.*

(In committee minutes are held in the Executive Officer's office.)

*G Ruddenklau moved that the meeting move out of committee. Carried.*

## **Chairperson's Report**

- Nothing to report

## **Student Report**

A Davidson gave a verbal report:

- Fraser and Hamish McDougall have been selected for the ODT Class Act awards.
- The Slur Tones won the regional Rockquest competition.
- Production rehearsals are now in full swing.

## **Whanau Report**

T Perry reported that the whanau group had met on 7 July and discussed the following:

- Ka Hikitia – the group was very impressed with the recent presentation and this opened up a good discussion on the meaning of being Maori.
- It was noted that the word “whanau” was often mis-pronounced and education on the correct pronunciation was needed.
- The meaning of whanau was discussed, that every child feels part of the family, and the group would like involvement for example in how whanau groups are allocated, and a meeting with whanau teachers to talk through the concept.
- Maori language signage to start going up.

Need to involve the whanau group in the strategic planning for next year, based on Ka Hikitia. Also involvement with ERO visit.

## **Finance**

The finance report for June was not available, but will attempt to send out by email within the next two weeks.

It was noted that the finance sub-committee had approved the following:

1. On 27 June an application to NZCT for Students in the Community Coordinator wages, amount requested \$24,782.00.
2. On 9 July an application to the Perry Foundation for funding of \$10,000 to assist with Students in the Community Coordinator wages

## **Audit Committee**

### Curriculum (NAG 1)

Review is ongoing, audit committee has met with curriculum committee and now needs to do follow up. Will be able to report back to the next meeting

## Personnel (NAG 3) and Health and Safety (NAG 5)

G Ruddenklau and H Hammond to review Personnel policies, and look at Health and Safety to identify any gaps.

### **Next Meeting Agenda**

The next meeting is scheduled for Tuesday 9 September.

Agenda will include:

- Sports Coordinator – Kellie Bailey
- Differentiation
- Special topic – Property plan

### **Minutes of the Previous Meeting (23 June 2008)**

*L Jolly/Andrew Penniket moved that the minutes are an accurate record of the previous meeting. Carried.*

From the Action Plan it was reported that the Rutherford review was proceeding, feedback has been received from parents and Kris Logan is collating this.

### **Correspondence**

#### **INWARDS**

NZSTA & MoE	10 June 2008	Invitation to Healthy Food information evening, 14 Aug, Cromwell
Central Lakes Trust	1 July 2008	Confirmation of grant approval for \$1.5m to support the establishment of a high quality eLearning environment for 25 schools in the Central Lakes Trust region.
NZLS	29 July 2008	Email invitation to Education Law Seminar – G Ruddenklau will attend video-conference \$160.

### **Other Business**

None

### **Dates of Next Meetings:**

Next BoT meeting	6.00pm, Tuesday 9 September (dinner at 5.30pm)
ERO Preliminary visit	Thursday, 28 August – time to be confirmed
ERO Feedback	Thursday, 18 September – evening, time to be confirmed

Meeting finished at 8.26pm.

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

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**Chairperson**

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**Date**

**Action Plan:**

<b>What</b>	<b>Who</b>
Board webpage / publish BoT minutes	Wayne/Helen – A Miller
Finance report to send out	Helen