

Minutes of Mount Aspiring College Board of Trustees Meeting held on 25 February 2009 at 6.00pm

Present: A Black, W Bosley, D Cassaidy, L Jolly, A Penniket, G Ruddenklau (Chair),
D Schikker
Apologies: M Barton, D Schikker for early departure
In Attendance: R Bruce, C Easterbrook, H Hammond (Secretary), G Thornton

Welcome

G Ruddenklau welcomed Claire Easterbrook and Rob Bruce to the meeting.

Apologies:

W Bosley/L Jolly moved that the apologies be accepted. Carried.

Special Topic: International Language Centre

A report from the International Language Centre was circulated with the agenda. It was noted:

- Communication with past students and with current parents and agents has been improved with the introduction of Facebook and Skype.
- The decision has been made to withdraw from ODENZ, which is a marketing group of outdoor education schools. ODENZ has been mainly active in the German market, and this is a group of students that we may need to limit in the future. Membership of ODENZ has been quite costly to us with a membership fee, commission and a cap on the fees that we can charge.
- The mix of international students was discussed. The expectation is that we do not take more than eight students from any one country at a time. The board policy is no more than 10% of the total roll, which would be a maximum of 60 students. However we also need to look at the spread through the school, as most of the students (particularly German) are at the Year 12 level, which does cause some logistical problems.
- The aim is to have 35 international students with the majority coming for the full school year and ideally for several years. This is the direction of the marketing strategy which is targeting the Asian and South American markets.
- Another aim is to increase the number of short-term groups visiting, eg. Reitaku High School, as these give a good financial return to the college.
- In 2009 the ILC is also investigating the concept of a special snowsport programme which would allow overseas students to come for snowsports but maintain their academic studies and/or English tuition in the evening. This could be in conjunction with local students who are on elite snowsports programmes.

Whilst it is recognised that having international students on campus is valuable to our local students, the main goal of having international students is to provide an income stream for the college, and we should not lose sight of this goal. At the same time, W Bosley stated that the ILC was a very supportive environment and that the staff do an excellent job for the international students. Claire was thanked and left the meeting.

Curriculum Focus: Physical Education / Health Department

A report on the PE/Health department was circulated with the agenda. Rob Bruce also noted:

- The fact that the department is now staffed mainly by full-time, permanent staff members has made a big difference. Whilst early sporting events such as Athletics Day and Swimming Sports have taken up quite a lot of time, things have now settled down and the staff in the department now feel confident about moving forward.
- It was noted that there is no assistant head of department in PE/Health. The numbers of students and staff in the department are now reaching a level where it would be helpful to have an assistant HoD but it will need further growth to provide more management units before this can happen.
- The question of PE being compulsory at Year 11 was raised. This was a historic decision in order to maintain a broad curriculum through to Year 11 and to keep students active. It is timely to review this because it does limit the choices and pathways for students at Year 11, and as PE is now a more academic subject it may be better for some students to choose a different academic subject that better meets their longer term objectives. It may be worth canvassing opinions at Year 10 as to which students would choose to do PE at Year 11 if it was optional.
- Class sizes have been reduced since the start of the year as the timetable has settled down.
- The campus development plan does provide for a dedicated PE room but this is dependent on the music suite moving to free up the space, and the campus development plan depends on roll growth and funding. In the meantime different scenarios could be looked at to accommodate groups such as extending the school day and the facility to split the gym into separate spaces.
- Swimming Sports and Athletics went very well and the levels of participation were once again very high.
- The department would like to purchase an analytical video tool and are currently looking at alternative models and prices, which vary from around \$600 to \$2000. The concept of a curriculum wishlist was raised, where departments might advertise for sponsorship of a specific item such as this.
- The use of community members with high level sporting skills or profiles to work with the students was raised. This is something which hasn't happened a great deal in the past but would be good to do particularly at Level 3.

The Board passed on their thanks to Rob and the PE/Health department and R Bruce left the meeting.

Special Topic: Principal's Performance Agreement

The Principal's performance agreement is made between the Board and the Principal each year, as covered by the procedure in the Governance Manual. In 2008 a full 360deg appraisal was carried out by an external contractor. The proposal for 2009 is that the appraisal is carried out by G Ruddenklau. This may include canvassing feedback from other people. The aim is to complete the appraisal by the end of Term 3 and report back to the Board in Term 4.

Strategic Goals: Mentoring Programme

One of the annual goals for 2009 is to investigate how a mentoring programme may be implemented. W Bosley sought ideas from the Board:

- Advising.
- Guiding – already occurs with whanau leaders and younger students.

- Using community resources with specific expertise.
- Community members talking to groups about their occupation, what's involved, etc.
- Extension of careers programme.
- Matching a student with someone who can guide them.
- Tap into the experiences of the community – which are very broad.
- Students in the Community – especially placements with the elderly who will spend time talking to the students.
- Gateway, work experience.
- Sharing of wisdom.
- Showing an interest in the student – not a parent or teacher – a trusting relationship.
- Need a reason to connect, students will not necessarily take the initiative, need to create the avenues.
- How big is the need for individual mentoring? Many students have those support networks already, how do you identify the students who need it?
- Mentoring towards a career or for holistic wellbeing?
- Mentoring can be age specific – different needs at different levels – help students make better decisions for themselves.
- Need to make sure we are not trying to replace parents.
- Helping students to make choices for themselves.
- Buddy system for younger students via whanau – providing senior students with the tools for mentoring would help them and would also let them understand the process if they are on the receiving end.
- Teaming people up with someone who has a similar interest, eg. golf.
- Be good to get suggestions also from students.
- How do we vet mentors?
- Need a willingness from both parties, rather than a matching up system.
- Older students may self-select if they see the system working for younger students.

D Cassaidy summarised - three themes:

1. Making connections with people through a common interest, such as a sports coach.
2. Vocational – lighting a spark for students career-wise, through talks, work experience, expos, etc.
3. Values based mentoring, peer support, peer counselling, via the whanau system.

Strategic Goals: Budget 2009

A draft budget was circulated with the agenda. This is still a deficit budget but if depreciation is disregarded it is cashflow positive. The Ministry of Education funding for 2009 was based on a roll of 584. The roll is well over 600 but the final figure is not confirmed until the 1 March return, and the operational funding and staffing will be adjusted following that date. It was recognised that the Board cannot keep sustaining deficits, but it is difficult to cut expenditure and it will be necessary to look at increasing revenue streams, such as international students.

Fundraising was also discussed and it would be good to have a small group or a fundraising expert to come up with some large budget fundraising projects. Board members were asked to come up with ideas on suitable people over the next two weeks, and W Bosley would approach the Friends of the College.

Hostel boarding fees for 2010 were discussed, and it was agreed that these should be increased from \$12,800 to \$13,900.

A Penniket/D Cassaidy moved that the budget for 2009 be adopted. Carried.

Board Function

It was agreed that a get together for board members and their partners would be held on Sunday 15 March, to involve a trip down the Clutha river and a meal.

D Schikker left the meeting.

Principal's Report

The Principal's report was circulated with the agenda. The following items were raised in discussion:

- Dot Macfie is currently on Leave Without Pay but has now resigned her position and will not be returning as planned at the beginning of term two. The position of Year 7 or 8 Homeroom teacher has been advertised in the Education Gazette and closes on 6 March. Johanna Gordon has agreed to stay in the role of Year 7 Dean to the end of the year.
- 20th celebration: This idea from a couple of staff members to commemorate the 20th anniversary of the official opening of the college. The suggestion is to hold fun events and fundraising efforts which would help achieve community input. It was proposed that part of the fundraising would go to the purchase of a sculpture currently on show at Rippon, at a cost of \$9500. Some staff members have already pledged money towards this. It was agreed that this would need to be a gift to the college so as not to raise a conflict of interest with other fundraising priorities. Otherwise the board is very supportive of a year of celebration.
- A meeting of the Upper Clutha schools cluster is planned at Hawea Flat on 19 March at 6.30pm to discuss a district wide strategy for promoting biculturalism. G Ruddenklau and W Bosley would be attending, any other board members wishing to attend to let Grant or Wayne know.
- Updated annual goals for Technology and Using Assessment Data were tabled. It was agreed that any targets set for literacy and numeracy should be internal targets only at this stage.
- Generally it has been a great start to the year, with new staff settling in well and a very positive atmosphere.

Chairperson's Report

Board members were reminded that the submissions for future recreational facilities for Wanaka closed on Friday 27 February. The college has put in a submission regarding the location of the swimming pool, with the preferred location being Kelly's Flat, but not for the sports facility because this does not impact on the college.

Student Report

A Black thanked the board for the opportunity of going on the student trustee training week on the Spirit of Adventure. The training was very helpful and good for confidence building and the week was great fun.

Peyton Sweeney has been elected Chairperson of the Student Council and the other executive positions have been allocated. The Formal will be in term one this year. The start of the year has gone very well and new students were feeling welcomed.

Finance Report

The financial report for 2008 is not yet finalised, and a report for 2009 to the end of February will be presented to the board at the next meeting. The finance sub-committee is developing a new style of report for the board and a draft was included with the agenda for members to comment on.

Personnel Self Review

The findings of the audit committee were tabled. The committee was satisfied from the responses that the personnel procedures were being followed.

Health and Safety Review

The current policy and procedures date back a few years and are in the process of being updated. The audit committee will meet to plan their audit and may use a sampling method as the area is so large. The ERO self-audit checklist may provide a useful starting point.

Charter and Strategic Plan Review

G Ruddenklau, W Bosley and G Thornton would look at a timeline to review the Charter and Strategic Plan to fit in with the curriculum review. This will be presented at the next meeting.

Next Meeting Agenda:

- Curriculum topic: NCEA results
- Strategic goal: Biculturalism
- Special topic: Hostel

Minutes of the Previous Meeting (29 January 2009)

G Ruddenklau moved that the minutes are an accurate record of the previous meeting. Carried.

Matters Arising

Cleaning contract

D Cassaidy reported that a staff member had raised concerns regarding the process for the tender for the cleaning contract, and the fairness of the process to the current contractors. It was noted that in order to be fair and transparent the process was followed according to the rules, which did not allow for any special treatment for the current contractor. It was agreed that it had been a difficult process for everyone concerned.

Community Education

A Penniket has been in touch with Jenny Merton regarding a meeting of the ACE Advisory Committee and this would be happening soon. A new staff member for the committee would be needed to replace Maree Horlor.

Correspondence

As circulated.

In addition a letter has been received from Ian McNabb thanking the board for the opportunity to take leave without pay in 2008.

Dates of Next Meetings:

Board function	Sunday, 15 March, afternoon
Next BoT meeting	6.00pm, Tuesday 31 March 2009

Meeting finished at 9.02pm.

Signed as a true copy of the minutes:

Chairperson

Date

Action Plan:

What	Who
Fundraising – ideas or suggestions to Wayne or Grant	All
Upper Clutha schools cluster meeting 19 March – let Grant or Wayne know if you wish to attend	All
Charter / strategic plan review timeline	Grant, Wayne, Greg



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ILC – REPORT TO PRINCIPAL FEB 2009

ILC – what do we do??

The language centre provides ESOL classes for adults, casual students, visiting groups and International College students.

Further to the report in the ODT regarding increased numbers in NZ high schools – we are happy to report that we also are fielding increased numbers of enquiries due to the weakened NZ dollar. Particularly Asian parents are choosing NZ as a cheaper option now more than in previous years – this is good news for student numbers starting in February.

We have many new enquiries from students wishing to study in July 2009 – I am in the process of making offers to these students and so once they have paid I can then confirm numbers. Enquiries to date are from Canada, USA, Holland, Austria, Brazil, Spain, Finland, Nigeria, Korea, Germany, Italy, Saudia Arabia and Hong Kong.

MINISTRY OF EDUCATION COP (Code of Practice for International students...)

We were very pleased with our ERO report on the ILC performance. We have great systems in place to cater for all their requirements and sound teaching practices. The suggestion that we put to ERO was that we have an entry class for students with no or little English before they enter mainstream classes. This will ease their assimilation into our integrated programme. If numbers build in the future this may require a part-time teacher.

Integrated Programme (High School)

Term 1 = 20 (same as 2008)

All students require ESOL at the ILC.

At the end of term one we lose our Sosei exchange students (x 3) plus we also say goodbye to two of our long term students.

We do have two new students in our College programme in Term 2, one from Germany and one from Austria.

General English

We have been operating from 12 January for a 'summer school' of 4 students.

More students from the Korean Ski Team will add to these numbers once we start the Night Classes in July.

Reitaku Vist 24 – 31 Oct

We are confirmed for another visit from this high school with the assistance of Edventures running the buses and activities. Total students = 114 all requiring homestay.

ILC Team

Marie Lewis (Full Time ESOL Teacher) Integrated Programme continues to provide for the integrated students. She reports that the students have settled well and are participating in College life. She notes that two students from Hausch are here at present. Hausch were the agency who in feedback gave MAC & Roncalli top marks for how we structure and provide for our ESOL students.

IELTS (International English Language Testing System)

All 2008 students who sat the IELTS exam received a 6.5 or more which means that they would gain entry on their English level to an English speaking University. Two students got perfect scores in Reading & Speaking. One student received an exceptionally good result in Writing (8.5 out of 9). This is a great achievement. These results are a great marketing tool which we can have available on the website.

Linda Pierce (Part Time ESOL Teacher) General English continues to provide for the adult/casual classes. She is very supportive of all our students and provides assistance to them over and above her teaching role.

Helen Best (Part Time) continues to assist Claire with general office admin for 20 hours per week.

Homestay/Pastoral

Term 1 will see a pot luck BBQ at Claire's before daylight saving finishes. We will have a farewell dinner for those two students leaving us as well.

The Leaver's Dinner is quite formal, with speeches, an MC and a three course meal prepared predominately by the students.

At this stage, pastoral care issues have been typically homesickness and culture shock.

Marketing

See attached marketing plan. Late in 2008 Maurie Jackways went on a farewell sabbatical to key contact in Japan, Germany, China and Bangkok. Outcomes from this trip are mentioned in the marketing plan.

A survey of what other high school do with regards to overseas marketing seemed to indicate that you have factor in visits to these contact every year or at least biannually. Some schools have 4 trips/year.

Additionally, we have made progress with links on Cardrona's website – Marie Lewis is working on contacting TC & Snowpark to further develop a complimentary relationship to attract students to both MAC and their ski academies

Other marketing projects to date are:-

- Alumni – ex-pupils (set that up via Facebook website)
- School Magazine to go on to website/mini CD (A Miller working on this)

- Packages (liaising with Wanaka Travel) – Airfares/Ski Passes/ESOL/Homestay

- **ODENZ** – we have announced our withdrawal from this marketing group. ODENZ are a marketing group (NZ schools who also do Outdoor Education). Reasons for this withdrawal are reasonably simple – belonging to ODENZ is expensive. Years ago, it was agreed to have a common pricing structure (which meant MAC had to reduce our fees and absorb administration, MOE Levy's, uniform) along with an annual levy and commission payable to not only the agent in Germany but ODENZ as well and so students coming through ODENZ agents were becoming less and less profitable. This withdrawal has been overseen by MJ's recent trip to Germany where our good relationships with these agencies was confirmed and he broached the subject about their support if we did withdraw. The impact of our withdrawal, I believe will not affect how many German students we host. ODENZ had in the past started to work towards developing markets in Norway, Sweden, Denmark and South America but never particularly delivered.

ENZ - I have pursued contacts with Education New Zealand particularly in regard to our marketing plan to travel to Chile & Brazil in April.

Logan Penniket (ex MAC student) is to assist with filming for an Asian mini CD that we can distribute to contacts in Japan, Hong Kong, Korea & Thailand

Andrew Miller will assist to produce more mini CDs solely for the Brazilian market which we can now send to all Brazilian & South American agencies

Japan – Kazu Hisatomi continues to be available to help with any potential students from Japan.

All agents and contacts new and old have been emailed regarding MAC recruiting students for 2009/10. Brochure packs will also be sent to all of those who have requested them.

Cluster Meeting

The first meeting for Central Otago schools will be at Wakatipu High School (date to be confirmed) where we are invited to share ideas with other ESOL departments. Marie Lewis & Linda Pierce usually attend these meetings and always find them useful.

Claire Easterbrook,
Manager
International Language Centre



(Please answer within this form and email to Helen on completion)

Department: PE and HEALTH

HOD: Rob Bruce

Date: 15/ 2/ 09

(Please answer in italics)

1. Departmental Overview

- Number of staff whom you are responsible and their areas of responsibility.
 - *AN BL BR CB HO KT. three full time staff and three staff that teach one or two classes. K Bailey sports coordinator.*
- Number of students and number of classes at each level.
- 20 classes and a total of 504 students.
- *Year 7 AN BD GO MF. [104 STUDENTS]*
- *Year 8 CB FA WT [70 STUDENTS]*
- *Year 9 CD SF SP [104 STUDENTS]*
- *Year 10 CD SF SP [77 STUDENTS]*
- *Year 11 BL () BR (X) CB () HO 9 () [94 STUDENTS]*
- *Year 12 BL 9 (OPT Y) [27 STUDENTS]*
- *Year 13 BR (OPT V) HO (OPT W) [28 STUDENTS]*
- How are you using your Assistant HOD? (if applicable)
 - *NA.*

2. Curriculum Delivery

- How do you know that there is a progression of skills within programmes from Years 7-13 (or the relevant year)?
 - *The programme has been developed to provide a practical based learning environment that follows the MOE Health and Physical Education Curriculum Document, fulfilling the aims of the strands. The progressions from the Curriculum document guides the skills development at each of the junior classes. Senior classes provide wide teaching programmes, where the teaching is progressive from Level One through to Level Three, that are targeted to specific Achievement Standards. The Standards that are selected reflect the strengths of the staff and the ability to deliver a varied programme in the School.*
- During this year, what strategies are you implementing in your department to promote improved learning outcomes?
 - *The main strategy that will be significant this year is the full time staff. This allows the daily contact between staff in the department. We have weekly meetings planned on the timetable that will be used to focus on planning and improving the delivery of classes.*
 - *The staff are working on a review of the Health programmes where resources have previously been the responsibility of a designated health teacher. We are*

establishing a Health Resource room which will allow the systematic organisation of the resources. We will continue updating material.

- What examples of differentiated learning are obvious in the department?
 - *Physical Education requires that every student works at their particular development level. In the Junior School every class allows students to receive instruction and activities to suit the stage they are at. Staff provide progressions for individuals with groupings of like performance.*
 - *Senior classes use a range of teaching methods within the class. Practical classes target each individual, similar to junior classes. Theory classes use a range of resources and teaching approaches. Lecturing, research, problem solving, reading, group work, laboratories and video offer a variety of different learning methods within the theory classes. Tutorials allow for targeted focus when necessary. Students are encouraged to request assistance at any time.*

3. Assessment

- How do you use assessment information to enhance or improve the learning of individual students or groups of students?
 - *Performance data is used to reinforce and review all units of work.*
 - *Academic assessment data and the learning ability of individuals are identified and strategies put in place.*
 - *Previous years results are summarised. As a result of this the teaching course is modified by staff.*

4. Student Achievement

- What provisions do you make within your department for identified groups of students?

*Students who are not or who are at risk of not achieving
Students with special needs (very able and limited ability)
Maori students*

- *Once the students are identified, around week three, each staff member is responsible for making plans to maximise the chances for each student to achieve. These are overseen throughout the year by HOD in PMS interviews. Departmental meetings are used to discuss strategies. The use of Deans, Whanau teachers, teacher aides and the other class room teachers of the student.*

5. Evaluation Statement

- What do you see as the strengths of your department?
 - *Passion. The staff in the department are passionate about the benefits of Physical Education and Health as part of the holistic development of students wellbeing. The balance of physical activity in a student's life is fundamental to the future progress of that student.*
 - *Professionalism. The group of teachers that are within the department are well trained and eager to pass on the knowledge and the love of movement to students.*
- Are there aspects of your curriculum area where improved resourcing could result in improved learning outcomes?

- *Level three could do with an analytical video tool, similar to Silicon Coach. I spent some time with the company in December on my way to a Research Day Presentation. This is a cost of \$2000.*
- *Health is in need of continued development. Professional development opportunities will be followed up. While this is not necessarily requiring resourcing beyond the existing budget it may exceed the budget as the year goes on.*

6. **Strategic Issues** (Discussion points for the BOT meeting to be identified with the Principal)

- Are there any strategic issues that need to be signposted now for future consideration? (one or two at most)
 - *I would like to see dedicated rooms for PE and Health. While 50% of the teaching course is practical 85% of the assessment material is academic based. To achieve this, the very least I would expect is the same room timetabled for the senior classes. At the moment I am left to instruct staff to find rooms about school that are available once the timetable is settled. Often not the same room for the same option class. Many other subjects are more mobile. We often have many resources to move and displays. Greater use of electronic resources, in our teaching, means the regular use of data projectors and computers is now the norm.*
 - *The provision of more covered teaching spaces. I would like to see a dividing curtain in the gym to provide two smaller teaching areas. Also the outside hard court area could be covered to allow for more sheltered teaching areas when the weather is at its extremes.*