

Minutes of Mount Aspiring College Board of Trustees Meeting held on 29 January 2009 at 6.00pm

Present: M Barton, W Bosley, D Cassaidy, L Jolly, A Penniket, T Perry,
G Ruddenklau (Chair), D Schikker
Apologies: A Black
In Attendance: H Hammond (Secretary), G Thornton

Welcome

G Ruddenklau welcomed G Thornton to the meeting.

G Ruddenklau moved that G Thornton be given speaking rights at Board meetings. Carried.

Apologies:

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

Property

Ten Year Property Plan

Ronnie Moffat was welcomed to the meeting to provide an update on the ten year property plan.

A property condition report on current buildings has recently been carried out by School Support and the buildings were found to be in good condition. As a result some of the Five Year Agreement funds may be used towards the campus development plan.

The ten year property plan incorporates:

- Maintenance, including an interior and exterior painting plan.
- The 2008-2013 Five Year Agreement which includes:
 - A new OP facility on the top field
 - Moving the current OP shed and converting into a Grounds shed
 - Internal redevelopment of the Technology block to create a new teaching space
 - Rotate the Language Centre building to improve access
 - Replace carpets
 - \$75,000 share of cost of fibre optic project
 - \$70,000 contingency

After the ten year property plan document has been ratified and accepted by the Ministry of Education we can modify it if necessary. Each project then needs to go through the normal MoE procedure of getting quotes, etc. It can be reviewed after three years and this triggers the next allocation of money. In 2009 it is planned to spend \$425,000 of the total of \$625,000.

A separate request is being made to the Ministry of Education for \$300,000+ for the infrastructure upgrade.

2005 Roll Growth Funding:

As part of this funding the college should have created eight new teaching spaces including two specialist spaces. Currently only five spaces have been built, and as a result of cost overruns on

previous projects (which the MoE allowed the college to be reimbursed from 2005 roll growth funds) there is only \$231,000 available.

Two second hand classrooms are available from Dunedin which are free, with the only cost being transport, refurbishment, and making the old site good. They are part of a block which includes toilets and a walkway. As well as the \$231,000 we can also use \$30,000 which is left over from our previous Five Year Agreement to refurbish the classrooms. With this, and the Technology block conversion (funded from current 5YA funds), our classroom space debt to the Ministry is discharged.

Ronnie is currently getting quotes for the cost of moving the classrooms, and all being well they should be ready for use by Term 2.

The next stage of the campus development plan depends on further roll growth generating more funding.

We are also likely to receive a \$29,000 isolation grant to assist with the development plan, but this is still to be confirmed by the Ministry.

G Ruddenklau/W Bosley moved that the Ten Year Property Plan is accepted in its current form and a letter to this effect is sent to the Ministry of Education. Carried.

Cleaning Contract

Tenders were recently requested for the cleaning contract, and two tenders were received. Both companies quoted for cleaning to our specifications, and the quotes received were \$135,000 from our current contractors and \$77,000 from a new company. The new company currently cleans schools in Dunedin and would set up a local branch if successful with the tender. References have followed up and these have been favourable. It was agreed that the decision should be made at management level but the board was supportive of reducing the cost of the cleaning contract.

Election of Chairperson

G Ruddenklau stepped down from the chair. H Hammond called for nominations for the position of chairperson.

A Penniket/M Barton nominated G Ruddenklau. There being no other nominations, G Ruddenklau was elected as chairperson.

G Ruddenklau resumed the chair.

Whanau Representative

T Perry has resigned from the role of whanau representative and this would be her last meeting, although she is happy to continue as a support person. She would like to see a strategy in place to ensure that the gains made recently are not lost.

There was discussion as to whether the role of whanau representative should continue or not. W Bosley is working with other local schools with the aim of a wider Upper Clutha school strategy and support group, to provide a consistent strategy for all age groups and schools.

It would be helpful at this stage to organise a meeting of the whanau group to discuss a successor to T Perry, and the future of the role. The whanau representative may not need to be a board member but simply report back to the board. W Bosley to follow up.

A powhiri was held on 27 January to welcome G Thornton to the college and this was a very successful event.

T Perry was thanked for her contribution over the past few years.

2009 Annual Goals

Six goals have been identified for 2009:

Goals to improve student learning and achievement:

Goal 1: To implement, support, resource and evaluate the science department action plan.

The action plan has been developed together with Nikki Meissel, Lincoln Bruce and Vicki Ashton. The aim is to improve student engagement with learning, especially in junior science. W Bosley will be working more closely with all heads of department this year and Pete Smalley will also have a role in head of department professional development.

The action plan and updates will be publicised, so that the community can see what has been done. Progress will be measured in various ways including feedback from students. Staffing in the department has changed considerably this year and there will also be a sharing of good practice with other departments.

This will be the targeted goal for the Ministry of Education in 2009

Goal 2: To use assessment data more effectively (including the setting of specific targets) to better inform teaching and learning and the BoT as to student achievement.

There is a need to be more specific in targets set. The aim of this goal is to change behaviour in learning and teaching – looking at how data is used to change teaching so that learning is improved.

There will be a change in how data is disseminated and analysed – the curriculum committee will produce standard data for HoD's to analyse, and specific questions will be asked to provide a consistent picture across departments.

Goals to achieve a quality learning environment

Goal 3: To support and extend the use technology in teaching and learning.

This was a blue skies goal last year and ERO suggested that we should have more specific targets. There will therefore be two strands to this goal, firstly hard targets such as the fibre-optic project, wireless, professional development, etc, and secondly soft targets relating to how technology is used to improve teaching and learning.

Goal 4: To continue the implementation of the revised curriculum based on an agreed timeline.

This is working towards full implementation in 2010. Two professional development days have been allowed for in 2009 by the Ministry of Education, the first one will be a "jumbo" day which would allow all Central Otago schools to work together.

Goal 5: To have all staff participate in professional development related to our bicultural society.

A 20 minute weekly professional development session has been planned for Tuesday morning interval, to encompass Maori language, culture, local history, etc. The aim is to allow the teachers to become more comfortable in a bicultural context.

Goals to support a learning environment

Goal 6: To investigate and implement a mentoring programme which includes the Upper Clutha community.

The desired outcome is to use the expertise available in the community to improve the learning environment for our students.

Next steps:

Senior staff are currently working on strategies and action plans to support the goals, and these may include more specific and measurable targets such as for numeracy and literacy.

Goals from previous annual plans, such as sustainability, should be incorporated in the college principles which form part of the charter. This would be looked at as part of the review of the charter later in the year.

Annual Agenda and Self Review Timetable

It was agreed that Board meetings would continue to be held on Tuesday nights (except the February meeting which has been changed to Wednesday 25 February).

The science department action plan will be circulated, and W Bosley will report back on this at each meeting as part of the principal's report.

Amendments were made to the draft Agenda and Self-Review Timetable 2009 and an updated copy will be circulated.

Budget 2009

A draft budget was presented but this was still a work in progress, and it was agreed that the finance sub-committee meet before the next meeting when more work has been done.

M Barton/A Penniket moved that the school donation requested should remain at the same level as 2008. Carried.

It was noted that the MAC Foundation is providing funds of \$136,000 to allow the board to purchase three Volkswagen vans. The college will repay the Foundation over ten years through the lease payment. The bulk of the Foundation loans are due for refixing in March and it is hoped that the benefit of lower interest rates will be passed on to the college with the net effect being that the lease will stay around the same level including the cost of the vans.

Principal's Report

Start of Year:

W Bosley reported that the college is starting the new year fully staffed. The welcome for G Thornton was a great start to the year, and staff have had an outdoor pursuit day at Riverside involving tubing, abseiling, climbing and walking. The teacher only day on Friday will include presenting the annual goals, administration, departmental meetings, etc.

Hostel students arrive by 5.00pm on Friday for their hostel orientation over the weekend.

Week one of term:

Monday – Year 7 and Year 13 students are in school, plus any other new students, and this will include a whanau group meeting for the new students to meet their whanau teacher.

Tuesday – All students are back. Period 1 will be administration, with the normal timetable starting Period 2.

Wednesday will be a normal school day.

Thursday will be a house day with a tug of war back at school in the afternoon.

The roll prior to school starting is 645 students, with a good number of seniors. We are currently funded on a roll of 589. It is usual for there to be some adjustment of numbers in the first week. If numbers remain high there will be a need to look at additional classes.

NCEA Results

The 2008 results have been released and once these are confirmed a report will be presented to the board.

"Macrocosm"

A draft quarterly newsletter was tabled with quotes from the ERO report. This is an idea for a quarterly newsletter to the community which will go on the website and may also be circulated directly to the community, for example, as an insert in the Messenger. This will complement the current weekly newsletter which is aimed more at the students.

Chairperson's Report

G Ruddenklau suggested a start of year function for the board, please forward ideas to Grant or Wayne.

Finance Report

Draft financials for December 2008 were included in the draft budget but the final figures will be available for the next meeting.

A Penniket/L Jolly moved that G Thornton be added as a cheque signatory, and that a credit card be set up for W Bosley with a \$2000 credit limit. Carried.

Governance Self Review

Board members confirmed that they are willing to continue with current roles and responsibilities.

Audit Committee – A Penniket advised that he is happy to join L Jolly, D Schikker, D Cassaidy and M Barton on the audit committee, which would allow the workload to be shared.

ACE – A Penniket will follow up with the ACE Coordinator as an advisory meeting has not been held for some time.

Finance Committee – G Thornton to join M Barton, G Ruddenklau and W Bosley.

Disciplinary Committee – any three members (as per the governance manual)

Next Meeting Agenda

- PE/Health department – Rob Bruce
- Audit Committee: Personnel (report back), Health & Safety (commence)
- Charter/Strategic Plan – set timetable for review.
- Mentoring programme
- International Language Centre
- Principal's Performance Agreement

Minutes of the Previous Meeting (November 2008)

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

Matters Arising

The Rutherford report has been published on the website – need to advertise this in the newsletter.

Correspondence

As circulated.

1. Includes information about the First Time Principal's programme through Auckland University which W Bosley is now enrolled on.
2. A response to be sent to the Wanaka Art Society complying with their request to serve alcohol during the Autumn Arts School.

Dates of Next Meetings:

Next BoT meeting 6.00pm, Wednesday 25 February 2009

Meeting finished at 8.50pm.

Signed as a true copy of the minutes:

Chairperson

Date

Action Plan:

What	Who
Whanau group representative follow up	W Bosley
Circulate updated Agenda & Self Review document	Helen
Board function, ideas to Grant or Wayne	All
Cheque signatory change and credit card application	Helen