

Minutes of Mount Aspiring College Board of Trustees Meeting held on 26 November 2008 at 6.00pm

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

Apologies:

L Jolly/D Schikker moved that the apologies be accepted. Carried.

Art Department

Murray Allen was welcomed to the meeting to discuss the Art Department. A written report had been circulated prior to the meeting.

The following discussion points were raised:

- Growth in numbers of senior students? Art Design is a growth area with clear paths to tertiary courses and employment. Numbers have dropped in Art Painting over the last two years, possibly due to unclear career paths. Levels 1 and 2 numbers have been constant at 20 for Level 1 and 15 at Level 2. Two option classes have been run at Year 10 this year and may increase numbers in Level 1 next year.
- A blackout area would be desirable to allow the students to control lighting and background for photography.
- Career paths for Painting and Photography? Some students opt for these subjects as they are a strength and/or interest, some go on to Fine Arts School or to tertiary courses in Photography.
- Level 2 Design – the results in this subject have been good even though the teacher was new to the subject at this level.
- Art Painting will be maintained at Level 3 and the numbers encouraged by painting being a compulsory part of the course at Level 2.
- Art is an approved subject for UE. The number of credits in the course has been reduced over time with an aim of gaining more Merit and Excellence grades.
- The workload in Art is high particularly towards the end of the year. As the skills of the students increase during the year the students often redo earlier work before submitting for assessment as part of their portfolios.
- Changes over the next five years? Delivery will change with the introduction of key competencies, but the content is unlikely to change.
- Can students come into the subject at Level 2? It is better if they have done Level 1, although could possibly offer a photography course at Level 2 without pre-requisites, but this may affect the numbers taking Level 2 Art.
- The hostel students add a new dynamic to the department as they come with different skills and backgrounds in Art.
- Compared to nationally the Art results have been consistently high over a numbers of years.
- Facilities? Room 6 was converted to a second art room but is very limited as an art space. There may be some potential to improve this through interior changes.

Murray was thanked for his report and his contribution to the college, and left the meeting.

Strategic Goals and Annual Plan

A review of the 2008 strategic goals showed that:

- Goal 1 (Individualised student learning) and Goal 2 (Use of technology in teaching and learning) – a pleasing level of progress has been achieved in each of these goals, some good initiatives.
- The format of our annual goals is not necessarily specific enough and there may be a need to create more measurable targets. In 2008 quite big visions were created, and we can improve on this in the future by being more specific in the annual targets.
- Have been successful in seeing schoolwide goals flow down to departments and individual teachers, this was promoted through departmental goals, the performance management system and the principal's appraisal all being linked to the annual goals.
- The use of data for planning and reporting is an area we can improve on, in future data will be extracted at a school wide level and provided to heads of department to use and to explain, rather than expecting the HoDs to generate the data themselves.
- The board may also set some specific targets based on the data produced.

Kris Logan joined the meeting to provide a review of the Rutherford programme (Goal 4).

- A summary of recommendations was tabled and a full report will be published on the website.

Issues for discussion:

- Disadvantage to Rutherford students from being out of normal classes? In general the students cope well and catch up, but it does sometimes create tension with teachers who have difficulty with the disruption caused by the students being out of class. The benefits tend to outweigh the disadvantages.
- The programme has been good for students joining from other schools where their talents had not been identified. Our programme is quite wide and inclusive, currently 84 students involved from Years 7-10, around 24% of the total roll.
- No programme at Years 11-13 as students have a choice which subjects they do at these levels and have the challenge of Merit and Excellence grades and scholarship exams.
- A random selection of Rutherford parents was asked to complete a feedback survey. When asked about running the programme in Years 11-13 they had expressed reservation about the students being out of class at this level, but suggested tutoring, mentoring and scholarship support. Students can continue to be part of some Rutherford activities at this level, for example, Duke of Edinburgh.
- Communication with parents about the programme needs to be improved.
- The difference from One-Day school needs to be explained, our programme is more integrated and inclusive.
- Extremely gifted students may still need closer monitoring, guidance and counselling.
- A survey of Rutherford students who have left school has shown that they are very clear on the skills they learned and how this has helped them at university or in their careers, for example, negotiating and building alliances, speaking, teamwork, etc.
- Is there pressure from parents for their child to be included? This definitely happens and also from the students themselves or other students who quickly identify others who should be in the programme. They are usually included on this recommendation.
- Parents also sometimes would like help in dealing with their gifted and talented sons and daughters.

Who will follow through on the recommendations?

- Needs a team approach in future, a huge task and no one person can cover all that Colleen Carr has done in the past.
- Differentiation is also helping the students in the classroom.
- Looking at a new option structures in Year 7 that will allow a "Thinking" strand replacing one option line, all students would be involved in either extension or remedial work. This

would mean that Rutherford students are not removed from their homeroom classes and all students would receive something at the correct level for their abilities.

- Years 11-13 – will carry on with some activities in their own time, for example, MUNA, debating, etc.
- Currently working on staffing the programme and looking at putting a team together. Kris has been shadowing the programme this year and it is well documented.

How will the Board be assured that the recommendations will be followed up?

- Through the staffing allocation
- A timeline for implementation and follow up next term
- Include on Board schedule for a review next year.

Kris was thanked for her work and left the meeting.

Discussion on the 2008 Annual Goals resumed:

- Planting programme (part of Goal 6, Sustainability) was put on hold due to unknowns relating to the future development of the campus.
- Sustainability is an example of something that should be incorporated into our philosophy or principles rather than being a specific goal. Goals can then be written with more achievable targets.
- The blue skies approach which then narrows down to more specific targets is still a valuable approach for certain goals, as has been the case with Technology this year.

Education Review Office Report

The draft report has been received and is generally outstanding with positive comments on many areas of the school that are important. We have until 5 December to respond to the comments made. It has been decided to decline the offer of post-review assistance. A draft response and an action plan for science was tabled and W Bosley invited comments or feedback on this by email prior to Wednesday 3 December.

G Ruddenklau thanked W Bosley and the senior staff team for their work on this.

Annual Goals 2009

It is recommended that there are just six annual goals for 2009. It will also be necessary to revisit the strategic plan and restructure it to include principles such as sustainability, and also bring it in line with the values and principles of the revised NZ curriculum.

- Numeracy and literacy to be included in the goals, for example to set targets for Year 7/8 literacy, possibly also link back to the primary schools and report on achievement of their students in Year 7.
- Suggest also encompassing assessment data as part of the curriculum reports when reporting back to the board of trustees. The board can identify the hard data they would like to see.
- Should self-responsibility be included as a goal? This and “enjoy success” are part of our culture but we want to define it and explain what it means. This can also form part of the review of key competencies.
- Feedback on the annual goals should be given to W Bosley within the next week.
- Outdoor Pursuits can be reported on more specifically later once W Bosley and D Cassaidy have done their final review for the year. Next year this will become a Special Topic for a Board meeting next year.

Principal's Report

W Bosley gave a verbal report:

Staff appointments:

We have been very fortunate with the quality of applicants for the vacant positions and are fully staffed for 2009, apart from one or two small gaps that can be filled by local part-timers.

The new appointments are:

- Greg Thornton, Deputy Principal from Takapuna Grammar School
- Nicola Clarke, English, from Marlborough Girls College
- Alistair Hose, PE, from Paraparaumu College
- Natalie Whyte, LTR Biology, from Dunstan High School
- Angela Mote-Andrews, Music, from Rudolf Steiner School, Wellington
- Karen Rochford, Enterprise, has been relieving at MAC in 2008
- Warren Judkins, LTR Maths/Physics, Cashmere High School
- Ian MacNabb will be teaching Science full time.
- John Hammond will return as LTR Physics and Senior Science.
- Karyn Munro is returning as Counsellor.

Prizegiving:

- Junior prizegiving will be on Thursday 4 December and senior prizegiving on Friday 5 December.
- The senior prizegiving will be similar to previous years but the audience should hopefully be more comfortable.
- The junior prizegiving will have its own flavour and will be less formal, more student centred.

Vandalism:

- A group of Year 9 boys has been responsible for a fair amount of damage in room 16 during school time. Simon Nyhof has investigated and the parents are now aware and involved in the situation. The boys are doing community service around school and will be billed for some of the repair cost.

Paintball incident:

- Six Year 11 students were involved with the police following an incident with a paintball gun. This happened whilst on study leave and out of the school grounds but the boys have been identified as MAC students in the press. They are likely to be charged with both car licence and gun licence infringements.

Property:

- W Bosley and R Moffat have met with Keith Towns from the Ministry of Education regarding the process for moving forward with the new classrooms. It is now too late to have the classrooms available at the start of next year.
- The fibre optic cable trial with Telecom is definitely going ahead.

EOTC:

- All the year 7 groups have been to Dunedin for an overnight trip to the science museum during term 4.
- The year 8 classes have had their second camp for the year based at Dingleburn station.
- The Year 9 camp is an outdoor pursuit based activity week in the last week of term. The students have been regrouped for camp into their likely Year 10 classes.
- The Year 10 camp is in Christchurch in the last week of term.

Year 6 orientation

- A meeting for Year 6 parents was held last night with a very good turnout.

- The Year 6 students will visit during the last week of term for an orientation day.
- The Year 7 teachers have visited feeder schools in order to promote a seamless transition to college.

End of Year Social:

- A barbeque will be held on Sunday 14 December at Lynne Christie's home in Mt Aspiring Road. Staff, board and families are invited – meat and non alcoholic drinks will be provided, BYO salads, deserts and alcohol.
- Formal farewells will be held on Monday 15 December, and the Board will provide morning tea. A Penniket will attend on behalf of the Board.

Chairperson's Report

Andrea Woolley from the Outdoor Pursuit department has been looking into different options for vehicle transport for outdoor pursuit classes. The opportunity to purchase three ex-Treble Cone VW vans has arisen, these are low mileage 12 seater vans and the cost per vehicle is \$51,500 including GST. Two options for finance have been considered, firstly to enter into a hire purchase agreement with Marac Finance and secondly for the MAC Foundation to purchase the vehicles by extending the current mortgages and then leasing the vehicles to the college.

G Ruddenklau / M Barton moved to purchase the vehicles once the best option for finance had been confirmed. Carried.

The Board will be advised by email once the financial arrangements have been made.

Whanau

T Perry was unable to attend the meeting but wished to remind the Board that there was a professional development session on 27 November in the staffroom that staff and board members were welcome to attend.

Finance

The finance committee (M Barton, W Bosley and H Hammond) had met and discussed the possibility of redesigning the finance report to be more meaningful for the board. H Hammond had obtained examples from other schools to look at and had also investigated different reports that could be compiled more easily from the Moneyworks accounting package. The sub-committee would agree a new simpler format to be used for board reports next year. The finance committee would meet prior to the Board meeting to consider the full report and to explain any variances.

The finance report for October was discussed. It was noted that the main variance to date this year has been in staffing as there has been no spare staffing to absorb relief costs, and there has been a lot of staff illness which has been quite costly in relief. Additional impact has come from increasing the number of classes from three to four at some year levels and endeavouring to meet the PPTA guidelines for paid hours for part-time staff.

M Barton/W Bosley moved that the finance report for October is adopted, including payments of \$ 318,074.80 for October 2008. Carried.

It was agreed that the meeting planned for December to consider the budget and annual goals for 2009 be deferred to the end of January 2009.

Audit Committee

Personnel (NAG 3)

A survey of staff regarding personnel policies has been conducted. Twenty eight responses had been received to date and generally were very positive. The audit committee would report back next year and could follow up on any issues that had been flagged as a result of the survey.

Governance Manual

It was agreed that the Charter needs reworking, particularly in light of the new curriculum.

Other Business

1. The possibility of a graduate database on the website was suggested.
2. There will be a Friends of MAC meeting next week. It would be good next year to offer them the option of presentations on topics of interest, for example, Rutherford.
3. The issue of sponsorship was raised, for example, on ID cards, vans, etc. This is an opportunity for fundraising that is currently untapped.
4. W Bosley has been accepted onto the First Year Principal's programme in 2009. This includes professional development and mentoring.
5. A potential garden area has been identified and the idea of establishing an orchard raised, possibly through leavers donating a tree. The money raised by the Student Council this year is to go towards trees. Will start the idea of a "donate a tree" programme with next year's hostellers.
6. A Penniket reported that the ACE advisory committee should be due for a meeting and this was to be followed up.

Minutes of the Previous Meeting (22 October 2008)

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

All the items on the action plan have been actioned.

Correspondence

As circulated.

Dates of Next Meetings:

Next BoT meeting 6.00pm, _____ January 2009

Meeting finished at 8.55pm.

Signed as a true copy of the minutes:

Chairperson

Board of Trustees Meeting

Date

Minutes Nov

Page 6

Action Plan:

What	Who
Publish full Rutherford report on the website	Helen
Include Rutherford on BoT schedule for 2009	Grant
Include OP as a special topic in 2009	Grant
Advise Board by email re finance option decided for vans	Helen
New finance report formulated	Finance Committee
ACE advisory committee meeting	Andrew