

Minutes of Mount Aspiring College Board of Trustees Meeting held on 22 October 2008 at 6.00pm

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

In Attendance: A Davidson, H Hammond (Secretary)

Welcome

G Ruddenklau welcomed everyone to the meeting, in particular A Black as the new student representative and A Davidson as the outgoing student representative.

Apologies:

None.

Sports Coordinator

Kellie Bailey was welcomed to the meeting to discuss the role of the Sports Coordinator.

The college has a contract with SPARC which funds schools a total of \$6m per year. The college sets objectives and these form part of the contract. The board also is expected to fund part of the sports coordinator's salary. The funding received is based on the school's decile rating and the number of students in Years 9 to 13. Our funding in 2009 will be less than 2008.

While the sports coordinator works with all students in the school the funding does not take into account Year 7 to 8 students. Kellie is paid for 17 hours per week but can often work up to 30 hours per week. However the programme is extremely worthwhile and Kellie feels that it is a very rewarding role.

There are new initiatives coming up for example the Sports Council which will involve more community involvement. Many of our sports teams are community based through local clubs and parents.

From 2007 to 2008 the number of teams in college has grown from 47 to 67 and the number of sports from 22 to 27. Kellie is currently working on getting more students involved in sports by adding fringe sports such as motocross, horseriding, etc, into the portfolio. It is difficult for our students to be involved in pure sports such as gymnastics and athletics due to the lack of competition, but there are lots of opportunities to get involved with outdoor type sports such as kayaking, triathlon, etc, which are growing in this area. The traditional sports such as rugby and netball remain strong. Kellie also organises the junior ski days and is helping with getting the sports photographs organised for the school magazine.

Kellie's role is to provide information to the students on the sports available to them and to facilitate the students into those sports. One challenge is to get non-sporting students involved in sports and keep them interested during the 15-16 year age when traditionally participation drops off. The students are now well aware of the Sports Hub and know to come there for information. The Upper Clutha community is very active in a wide number of sports and activities such as dance, etc, and there is a whole range of activities that students can get involved in. It would also be good to get more of our students with disabilities into sports but this does need a delicate approach, but there are a lot of opportunities for these students.

Kellie keeps a database and can identify those students not currently involved in any physical activity. She will survey the whole student body at the start of next year on what sports they would like to know about or to get involved in. Some students are currently involved in three or four different sports which is great at the junior levels but if they wish to specialise they need to do so at around age 14/15. The approach is then to provide a holistic approach to training the more elite athletes through coaching, nutrition and life balance.

The Sports Council will be a useful resource to provide advice and structure to sports in the community and will help new clubs access resources, etc.

The SPARC funding includes \$450 for professional development for the sports coordinator and Kellie is aiming to get the local sports coordinators together and promote inter-school exchanges. She is also looking at a sports science programme which can be done by distance through Otago University.

The main barrier to students' participation in sport is probably the cost of travel which is an issue due to our isolation. However it is the individual's responsibility to pay as the college does not have the resources to subsidise travel.

Kellie was thanked for her hard work and the extra hours that she puts into her role. D Schikker volunteered to be the board representative on the Sports Council. There is also space for three to four students from a range of year levels, and we should think about who would be suitable representatives.

Kellie left the meeting.

Strategic Goals and Annual Plan

Differentiation

W Bosley suggested that this discussion be postponed until after the ERO report had been received, as this was one of the focus topics.

Revised Curriculum

W Bosley advised that there will be a Ministry of Education sanctioned teacher only day on Friday 14 November which will focus on key competencies. Denise Bruns, Chris Waugh and Pete Smalley have been asked to organise and run the day based on the experience they have with competency based learning in drama, outdoor pursuits and technology. There will be a full meeting in the morning and departmental workshops in the afternoon, to look at how the ideas can be applied to different learning areas.

There is a need at board level to rationalise our values, mission statement, vision, etc, into one succinct statement. Currently we have similar but different versions of these statements in different documents. Much of the work on values has already been done and these were revised a couple of years ago as follows:

- Excellence
- Innovation
- Diversity
- Respect for self
- Respect for others
- Respect for property
- Equity

- Care for the environment
- Equity.

These are very similar to the values stated in the revised curriculum, so the staff feel very comfortable with this. Our vision of self responsibility and enjoying success, and the development of the whole person, also fits in well with the goals of the revised curriculum.

What is needed now is to find out if the rest of the community share our values. The Friends of the School could be a useful group for sounding this out.

Science Department

Nikki Meissel was welcomed to the meeting to discuss the report on the Science Department which had been circulated prior to the meeting.

Nikki also brought up some items not mentioned in the report:

1. The department has been working on a philosophy for curriculum delivery and has identified a progression of skills through from year seven which builds up a spiral of skills and knowledge to ensure nothing is missed as students progress through the school.
2. Differentiation has proved an interesting challenge in science as it is a very content based subject and the staff are starting to identify ways of incorporating it in. It is more appropriate to use Bloom's taxonomy (knowledge > comprehension > application > analysis > synthesis > evaluation) than a framework such as Gardner's (outlined below)

| | |
|----------------------|---|
| Bodily/Kinaesthetic | physical movement and knowledge of the use of the body |
| Interpersonal | relationships and communication, understanding others |
| Intrapersonal | knowledge of own thinking and emotions |
| Logical/Mathematical | mathematical and scientific reasoning |
| Musical/Rhythmic | sensitivity to rhythm, beats, tonal patterns; performance and composition |
| Naturalist | curiosity about natural world, ability to classify flora and fauna |
| Verbal/Linguistic | concerned with words and language |
| Visual/Spatial | comprehension of the visual world and creation of mental images |

Bloom's fits well with the 1-5 scale of assessment where 4/5 would be the higher order thinking skills. For example in a science practical some students can take the activity to the higher levels of analysis, synthesis and evaluation.

Other discussion points included:

1. At Year 11 all students take science at the same time so there is the opportunity to evaluate the Year 10 results and group students based on ability. Currently one class is extended with some Level 2 work, there are two classes focusing on Level 1 achievement standards, and another group which does unit standards and internal achievement standards only. All groups cover the same topics, including biology, chemistry and physics, but work to different levels.
2. At one time the teachers rotated around the Level 1 groups and taught their specialist subjects, but some groups struggled with the change in teachers and there was also downtime for the teachers as they got to know the new groups.
3. The numbers in Years 12 and 13 are around 30 for science subjects. The careers advice is to keep at least some science at this level but students are aware that it is a high work load if they do three science subjects, and it also cuts down their other options. A general science course at Levels 2 and 3 can be a good option to keep students involved in science as it is useful for careers where science is involved but at a non-specialist level, such as hairdressing.
4. There will be a big change in staff at the end of this year as two of the current science staff are leaving and Nikki will be on maternity leave. There will be continuity through

Lincoln Bruce and Georgie Goodall (the science technician) and the Year 7/8 teachers. The department has put together departmental goals for the Acting Head of Department and will ensure that systems and resources are in place for next year. The focus in 2009 will be on science teaching and student engagement with learning.

5. There has been a focus this year on professional development in science for the Year 7 and 8 teachers and this has been very successful. The Year 7/8 teachers are now much more positive about science and have been more confident about input into meetings and planning.
6. The strategic goal of using data for teaching is being met by the use of pre- and post-testing at the beginning and end of each unit. This assesses what has been learned and the student's level of numeracy and literacy. This data is kept on Student Manager and also records the level of student engagement and participation.
7. The department will also continue to implement and evaluate the junior curriculum to ensure that the goals are being fulfilled.
8. The new curriculum includes four content strands plus a fifth element "the Nature of Science" which is skills based and includes understanding, investigating, communicating, participating and contributing in science. This provides an over-arching umbrella for all learning in science. A focus for next year will be professional development to promote a skills-based approach to learning in science rather than a content based approach.
9. The department has come up with some ideas for classroom layout and design for the potential new science block.
10. Textbooks need updating in Level 2 Physics and Levels 2/3 Chemistry.
11. It has been very helpful to have the science technician working every day. Georgie is currently doing professional development to improve her knowledge in physics.

Nikki was thanked and left the meeting.

W Bosley advised that he has had discussions with Nikki and Vicki Ashton to look at ways of improving student engagement in science and this will be a focus in science over the next two to three years. This issue had been flagged prior to the ERO visit through the mid-year curriculum reports where teachers had identified student behaviour as a problem in science. The professional development programme already in place for the Year 7 and 8 teachers should also help in improving student motivation in science in the junior levels. Student engagement and achievement in science will form part of the annual goals for 2009 and there will be ongoing monitoring.

Principal's Report

W Bosley presented his written report. In addition:

Maori culture:

- A wananga experience is planned for the kapahaka students who will be travelling to Cromwell on Thursday for workshops and then there will be kapahaka and a hangi here at 1.00pm on Friday. The Maori students gained a huge amount from this exchange last year.
- Looking at using the long interval on Friday for Maori language / culture professional development for staff.
- W Bosley has approached the other Upper Clutha schools to try and share resources, professional development, etc. on a local level.

Prizegiving:

- Mary Chaffey has been asked to coordinate the Year 7-9 prizegiving. She will consult with stakeholders, plan and organise, with a theme of celebrating success and showcasing talent. The outcome may be completely different from the senior prizegiving. The junior ceremony will be held on Thursday 4 December but the time has yet to be determined.

Hostel:

- The report was emailed out to board members. The hostel manager is happy with the start to Term 4 and everything is going smoothly. The same team of staff will be on board next year and the 30 students are confirmed for 2009. Responsibility for the hostel on the senior staff may change depending on the deputy principal's appointment.

Annual Goals

- Will be reviewed over the next few weeks.

Chairperson's Report

Three applicants out of a total of thirteen were interviewed for the deputy principal position on 22 October. The interviews were all very positive, and an offer has been made but has not yet been confirmed. An announcement will be made once all the interviewees are aware of the outcome. Thanks to L Jolly and D Cassaidy for their input into the selection process.

Student Report

It was confirmed that A Black has been booked onto the Spirit of Adventure for the student trustee training, and G Ruddenklau will also do an induction session with him.

Whanau Report

T Perry advised that she may look at resigning from the board at the end of the year. The whanau group feels that there is a strong foundation in place now for the future and that it may be timely for there not to be a specific Maori representative but for the board to take responsibility as a whole, with appropriate liaison.

Finance

The finance report for September was discussed.

G Ruddenklau/M Barton moved that the finance report for September is adopted, including payments of \$201,207.16 for August 2008 and \$347,902.49 for September 2008. Carried.

The finance sub-committee will meet on Wednesday 12 November at 9.00am.

Audit Committee

Curriculum (NAG 1)

The audit committee report on NAG1 was included with the agenda. The audit was based on curriculum documentation such as the quality management system. G Ruddenklau said that the committee needed to be confident that the policy on curriculum delivery (page 33 of the Governance Manual) is being followed, and that this should form the basis for the next audit. This may need to be cross-referenced to the quality management system, to show how each requirement is being covered off.

The audit committee made the following recommendations:

1. That documents use a standard version system which includes author, filename and date.

2. That the careers department be included in the departmental presentations to the board (this can be implemented in 2009).
3. That the hostel outdoor pursuit programme be reviewed to see how it fits into the school outdoor programme and the curriculum. The hostel can be included on next year's agenda as a special topic.
4. That there is a Year 9 curriculum choice evening for parents – this idea was implemented in 2008.

Personnel (NAG 3)

A goal was set to complete the audit of personnel policies before the end of the year, following the governance policy on page 34 in the governance manual. This may be achieved through a survey to staff. The audit committee agreed to plan the audit by email, and L Jolly volunteered to start this process.

Governance Manual

Board members were requested to review pages 1 to 16 before the next meeting and highlight anything that should be changed or deleted. This section includes the annual goals.

Next Meeting Agenda

The date for the next meeting has been changed to Wednesday 26 November.

Agenda will include:

- Art department – Murray Allen
- 2008 annual goals review
- 2009 annual goal discussion

Minutes of the Previous Meeting (9 September 2008)

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

All the items on the action plan have been actioned. It was also noted that the Board webpage was now updated with minutes of meetings, and that the complaints procedure would also be published on the website.

Correspondence

As circulated.

The Ministry of Health letter regarding the human papillomavirus immunisation programme was discussed.

L Jolly/A Penniket moved that the board agreed to participate in the school-based aspect of the programme, and that personal information be provided to the district health board following the process as agreed with the Privacy Commissioner. Carried.

Other Business

Angus Davidson was thanked for his input to the board of trustees over the past year, particularly his contribution towards the principal appointment process and the Education Review Office visit.

Dates of Next Meetings:

Finance Committee 9.00am, Wednesday 12 November.
Next BoT meeting 6.00pm, Wednesday 26 November (dinner at 5.30pm) – **note change of day!**

Meeting finished at 8.32pm.

Signed as a true copy of the minutes:

Chairperson

Date

Action Plan:

| What | Who |
|--|------------------------|
| Differentiation – agenda for discussion after ERO report has been received | Wayne/Grant |
| Rationalisation of values, mission statement, vision, etc. | Wayne |
| Personnel audit planning | Linda to start process |
| Governance manual review pages 1-16 | All |
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