

## **Minutes of Mount Aspiring College Board of Trustees Meeting held on 9 September 2008 at 6.00pm**

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

**In Attendance:** H Hammond (Secretary), V Ashton

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### **Mid Year Curriculum Reports**

Vicki Ashton was welcomed to the meeting to discuss the mid-year Curriculum Reports.

Departmental reports are received and read by senior staff, who make comments which are then collated by Vicki. Both general issues are identified and specific feedback is given to heads of department.

A summary of the key issues was tabled, but in summary included:

- Differentiated learning and assessment is increasingly being used.
- The impact of international students joining senior classes mid-year.
- Year 12 has been a much improved year group this year.
- Lack of computer access for classes to book as required, a problem for almost every subject.
- Students at risk were identified from the start of the year and strategies put in place, but there needs to be more emphasis on reporting the strategies in the mid-year report.
- Maori student achievement is difficult to draw comparisons when numbers are so small, we tend to look at individuals rather than the group. However the information that was available showed that our Maori students tend to achieve higher than nationally.
- Languages, going well and a commitment to continue in spite of the small numbers. Junior language options need to be looked at.
- Many departments did not address the 2008 goals in their reports.

The key issues have been published to staff and will be discussed and addressed in different forums.

Vicki was thanked and left the meeting.

It was noted that the mid-year Curriculum Report was a useful document, and it was helpful to see the Asttle results. If heads of department had indicated that they needed new resources then they would need to put a specific request to Wayne and these would be considered and prioritised at budget time. Need to give feedback that requests have been considered even if they can't be met.

### **Welcome**

Grant welcomed everyone to the meeting and noted that it was W Bosley's first meeting as Principal and A Davidson's last meeting as the student trustee.

## **Apologies:**

D Cassaidy for lateness: *D Schikker/L Jolly moved that the apologies be accepted. Carried.*

## **Special Topic: 10 Year Property Plan**

Ronnie Moffat was welcomed to the meeting to present the Opus proposal for the 10 Year Property Plan.

- Opus have provided a footprint for future growth. The cost of the plan was around \$20,000.
- New infrastructure (power, drains, computer cabling, telephones, carparks, etc) costing around \$800,000 is needed before any new building or relocation can be done.
- The first stage would be to relocate the ILC building to allow access to the top field.
- Currently funds are available (\$231,000) for one classroom and to finish the technology block from 2005 Roll Growth.
- The next priority would be two new classrooms for the start of next year.
- The Ministry have advised that infrastructure funding should be available based on 2011 roll predictions. This should provide funding of over \$1m based on specialist classrooms.
- The Ministry may require us to use a project management company such as Signal Management.
- It may be possible to put up two new classrooms for 2009 with temporary power.
- Music and Performing Arts are not part of the initial plan, unfortunately these subjects do not attract the higher level of specialist classroom funding. This may be a project for the Foundation.

*G Ruddenklau/W Bosley moved that the 10 Year Property Plan is ratified, that the Opus account is paid, and that the Ministry of Education is advised of this in writing. Carried.*

## **Special Topic: ERO Visit**

W Bosley had included documentation with the agenda which has been tabled to ERO at the pre-meeting. This included feedback from staff on what they were looking for from the review, key developments in teaching and learning, next steps for improvement, etc. G Ruddenklau will prepare a similar response from the Board.

A response to the 2005 ERO recommendations has also been prepared by W Bosley and senior staff and was included with the agenda.

Two focus areas have been identified, differentiation and learning and teaching with technology. These were chosen because they have been the focus of the two specialist classroom teachers. ERO have agreed with these and will formulate their audit questions prior to the visit.

The team will look at student achievement at our school and national issues, including Maori student achievement, international students, etc. Questions to the board will ask how they know what is happening in the school, for example, how do they know that students are achieving?

Vicki Ashton will be the friend of the school, especially to sit in on the Thursday session when the team's evidence is collated.

Board members were requested to attend meetings with the ERO team at 6.00pm on Monday and Thursday next week.

## **Special Topic: Sports Facilities**

QLDC have requested submissions on the future of sports facilities in Wanaka by Friday 19 September. The Board should make a submission and encourage individuals to do the same.

The college's preference is to keep the aquatic centre close to the schools as initially proposed earlier, preferably at Kelly's Flat. The new sports facilities are welcomed because they will take pressure off the college's facilities, but the location is not important to the college.

W Bosley to prepare a submission along these lines.

## **Principal's Report**

W Bosley presented his written report. In addition:

- The Slur-Tones (Fabian Shaw, Yannick Weastall and Alistair Mawhinney) came second overall and won the Best Song award at the Rockquest National Final.
- Connor Ceci and Lorenz Kissling have been selected to represent New Zealand in U14 Futsal in Sydney in January.
- It has been a very busy, but positive, term.
- The Learning with Technology Proof of Concept trial is going ahead with Logan Park High School and Otago Girls High. Peter Hills from Logan Park and Tim Harper are leading this. Logan Park's approach is to transfer all of their systems over at the start whereas MAC is taking a step-by-step approach.
- The Friends of the School hosted supper at the recent Yr 10 option evening and this was very successful. The group has not yet put a formal structure in place but seems to be very enthusiastic. The first initiative will be a student directory.
- The process for senior options has been to offer careers advice to the students and for the deans to contact parents individually about course choices.
- Staff intentions for 2009 have been requested and are due back next week. We will be looking to advertise any vacant positions as soon as possible.
- The student trustee nominee presentations to the school assembly were done by video this year. The quality of presentation was good and this was very successful way for the students to get their message across.
- Camps: D Cassaidy reported that there is dialogue going on with camp leaders at the moment, for example, the Year 8 camps are planning a winter experience (overnight at the Snow Farm) and a term 4 three day camp at the Dingleburn Station based on the environment.
- 53 applications were received for the hostel for 2009, and 30 places have been offered and accepted.
- ILC – marketing has focussed on personal approaches this year, for example, Marie Lewis visited agents and former students on a recent trip to Europe, and reported that the students have set up an informal alumni group. Maurie Jackways will be visiting Europe and Japan later in the year on our behalf, and a trip to South America is planned for next year. There is a need to look at the German market and the issue of the July intake as this has had quite an impact on senior classes this year.

## **Chairperson's Report**

Board members have been issued with a new Governance Manual. G Ruddenklau suggested that a few pages are reviewed at each board meeting.

The position of Deputy Principal has now been advertised and there has so far been a lot of interest. Applications close on 6 October, aiming for interviews on 21 October prior to the board meeting. The interview may include a scenario.

*G Ruddenklau moved that, in line with the Governance Manual, the panel will be comprised of the Principal, D Cassaidy as staff representative, and two other Board members – G Ruddenklau and L Jolly. Carried.*

## **Student Report**

A Davidson gave a verbal report:

- The school production was very successful and it was good to see students involved from Year 9 through to Year 13.
- There are eight good candidates standing for election as student representative next year.

## **Whanau Report**

- T Perry reported that the next meeting of the whanau group would be on the next evening.
- Kapa haka is now up and running, 70 students attended the first week and this has now settled down to around 30.
- Bilingual signage, the whanau group had a look at some templates and they suggested that the students might like to come up with designs, but nothing has been forthcoming. The templates were used for signs in the gym and the reaction has been very positive.
- The strategic plan and goals have been looked at by the group. Parents are concerned that they know what they want but don't know how to put this into words. They are looking at the local primary schools for examples.
- Turnouts at the meeting have not been huge but may grow, and the minutes are going out to the full group.
- Keen to develop an Upper Clutha wide strategy relating to Ka Hikitia. Hawea Flat will organise the next cluster meeting for Term 4.

## **Finance**

The finance report for July was discussed. It was noted that:

1. Donations were down compared with this time last year. We have more families struggling to pay donations and fees. Some courses and trips are expensive and parents can be faced with high costs depending on the courses chosen, but staff are currently looking at ways of trying to keep costs down as much as possible, for example by reducing transport requirements.
2. Apparel Studio is holding a fair amount of old uniform stock which is not selling and this needs to be sorted out.

*M Barton/A Davidson moved that the finance report for July is adopted, including payments of \$287,950.13 for June 2008 and \$434,011.34 for July 2008. Carried.*

## **Finance Sub-Committee**

Now that board meetings are held twice a term it has been difficult to coordinate the financial reports which are done monthly. It was proposed that a small sub-committee is formed to meet

with W Bosley and H Hammond to consider the monthly financial reports around the 10<sup>th</sup> of each month, and then report to the next board meeting. M Barton expressed his willingness to be involved.

*G Ruddenklau moved that a Finance Sub-Committee is formed with a membership of M Barton, W Bosley, H Hammond and G Ruddenklau. Carried.*

The Governance Handbook suggests terms of reference for a Finance Sub-Committee on page 25 and these would be reviewed for relevance.

## **Audit Committee**

### Curriculum (NAG 1)

An issues and responses paper has been developed, there are a few gaps which now need to go back to Wayne and/or Vicki. The audit committee has some recommendations but these would not be tabled until all responses have been received.

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

G Ruddenklau and H Hammond have met to review Personnel policies, which now just need to be retyped and reformatted. Still to review Health and Safety policies.

## **Next Meeting Agenda**

The date for the next meeting has been changed to Wednesday 22 October.

Agenda will include:

- Science department – Nikki Meissel
- Sports coordinator – Kellie Bailey
- Differentiation – Kris Logan
- ERO follow up
- Personnel NAG 5
- DP appointment

## **Minutes of the Previous Meeting (5 August 2008)**

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

Matters arising – a board webpage does exist, it now just needs to be updated and have the board minutes loaded.

## **Correspondence**

As circulated – in addition:

1. G Ruddenklau read out a card of appreciation from M Jackways.
2. A place to be booked for the new trustee on the Spirit of Adventure.

3. The special needs cluster meeting with the Ministry of Education was attended by G Ruddenklau, W Bosley and D Bosley. The focus was on funding and it is now up to the Central Otago group to suggest its own priorities for funding and advise the MoE person in Dunedin.
4. The new RTLB person is coming to meet W Bosley on Friday, they are based in Hawea which will give the college much better access to the services provided.

### Other Business

A reminder that there is a fundraising evening for the students going on the Europe trip on Wednesday evening at 7.00pm at the Yacht club.

### Dates of Next Meetings:

Next BoT meeting                      6.00pm, Wednesday 22 October (dinner at 5.30pm) – **note change of day!**

Meeting finished at 8.45pm.

### 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>
Follow up on 10YP – advise MoE of ratification	Wayne
Submission on Aquatic Centre	Wayne
Follow up responses on NAG 1 audit	Audit Committee
Personnel policies to update	Helen
Book new student trustee on Spirit	Helen