

Minutes of Mount Aspiring College Board of Trustees Meeting held on 23 February 2010 at 6.00pm

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

Welcome

G Ruddenklau welcomed everyone to the meeting, especially Annette Ellwood.

Apologies:

M Barton/A Black moved that the apologies be accepted. Carried.

Curriculum: Mathematics Department

Annette pointed out the highlights of the report on the Mathematics Department circulated with the agenda:

- There are 15 teachers now teaching mathematics, this includes Year 7/8 homeroom teachers and Year 9 integrated studies teachers.
- The large number of students taking mathematics at Year 13, this is quite an academic year group.
- The value of the Assistant Head of Department.
- The numeracy programme. Johanna Vermeulen will be the lead teacher in numeracy at years 7/8 and this role will be developed further. There is support available from the University of Otago, and we may be able to arrange for them to visit.
- Student skills in numeracy now developed at Years 7/8 which means that in Year 9 the focus is now more mathematics (algebra, etc).
- The mathematics curriculum is developed to build a progression of skills from Years 7-13. The Asttle results show good comparisons against national levels. The curriculum has been modified to suit the new NZ curriculum.
- National standards will impact this year. The current programme in Years 7 and 8 should meet the requirements for national standards.
- Mathematics classes are profiled at the start of each year and students at risk of not achieving are identified from previous Asttle results. This allows teachers to differentiate the work for groups working at different levels. Pretesting is not used extensively because it can be discouraging for the students. Asttle tests are used at the end of the year only because a broad test of the whole year's work is more effective in mathematics.
- Teacher Aides are used very effectively in class when possible for students with additional needs.
- The strengths of the department lie mainly with the staff, there is a team approach to assessment planning and marking, tutorials are offered for students who want extra help and there is sharing of resources and ideas.
- New textbooks have been purchased for Years 9 and 10 to support the new curriculum, and data projectors in classrooms are used extensively as there are a lot of materials available to support the maths curriculum.
- Issues coming up include the introduction of national standards, although at this stage there are probably not a lot of changes needed as we already have effective testing and

reporting regimes that flow down from the senior school to Years 7 and 8. At this stage however it is not known what type of reporting is required.

- The revised achievement standards over the next three years (starting with Level 1 in 2011) will place a further challenge on resources. In general content remains the same but is grouped differently to rationalise the achievement standards. In some cases unit standards are being converted to achievement standards.

W Bosley thanked Annette for her excellent work and a very strong mathematics department, and G Ruddenklau thanked Annette on behalf of the board. Annette left the meeting.

Principal's Report:

W Bosley presented the report circulated with the agenda. The following points were added:

- The roll increase this year of about 55 is mostly in the senior school and comes from new families arriving in town and students either retained or returning to the senior school. International student numbers are strong due to recent marketing efforts and students are generally coming for longer. The 1 March return will determine staffing for the year and an increase in staffing has already been anticipated from the start of the year. Positive news from the ministry that regular students who are away on northern hemisphere ski programmes at the return time can be counted if we can show they are long-term students and the families vouch that they are returning.
- It is hoped that the increased roll will lead to more funding being released for new classrooms in 2010.
- Annual goals were discussed and W Bosley is to develop specific targets around each of the annual goals, which will be sent out to Board members when done and presented at the next Board meeting.
- The Friends of MAC are to be given a framework for the review of the uniform, including how, who and scope. There will be a Friends of MAC meeting next week and W Bosley, D Schikker and A Black will attend.
- Hostel – feedback was sought last year on the exeat system and the key result is that the philosophy of the exeat system is unchanged but there is a need for greater consistency and awareness of the system. The aim is for the policy and communication channels to be strengthened so that the parties involved understand what the parameters and expectations are.
- School production – there are two weeks earmarked at the Lake Wanaka Centre at the end of Term 2 and the plan is for a mixture of a Con Brio style performance with a student driven production for non-Drama/Music students.

Chairperson's Report:

- The uniform review process will commence as discussed and will need a Board member involvement. A Black will represent the students.
- Board elections – G Ruddenklau will not stand again, A Penniket will probably not. Need a publicity drive before the next Board meeting on 23 March. The call for nominations will be out after the 15 March. Depending on who is elected the Board may wish to think about coopting a new Maori representative.
- *G Ruddenklau moved that delegated authority be granted as following:*
 1. **Disciplinary Committee** – *Will be made up of any three members of the board, and the power to co-opt outside members for a specific purpose if required. That the Disciplinary Committee members aforementioned are delegated authority to implement the Board's Disciplinary Committee Terms of Reference, as outlined in the board's Governance Manual.*

2. **Acting Principal** - That G Thornton be granted full power to manage the college in Wayne Bosley's absence.
3. **Disclosures Officer** – That W Bosley is appointed the Disclosures Officer.
4. **Finance Committee** – That the Finance Committee be made up of W Bosley, G Thornton, M Barton, G Ruddenklau and H Hammond.
5. **Audit Committee** – That the Audit Committee be made up of M Barton, D Cassaidy, L Jolly, A Penniket and D Schikker.

Carried.

- G Ruddenklau moved that delegated authority be granted to G Ruddenklau, W Bosley and M Barton to make decisions at mediation on 22 March 2010. *Carried.*
- Language Centre Building – the Foundation needs to let Otago Polytechnic by the end of March if the building is available for them to lease next year. Need to look at both the short and long-term decisions. The building could be used for a music suite but is not ideal, alternatively capital could be freed up for new buildings on the college site by disposing of the Language Centre and the section. There is potential to use the land behind the Language Centre, for example for a hostel extension, and in this case access could be gained from the hostel rather than Plantation Road. Board members to have a walk around the land.
- Board social: Sunday 28 February, river trip from Outlet to Poplar Beach then dinner at Albert Town Tavern. Start at school at 4.00pm.

Student Report:

- A Black reported that the mufti day to raise funds for Haiti had been very successful with over \$1000 raised.
- Student Council for 2010 has now been elected with ten Year 13's and four Year 12's, evenly split with boys and girls. House and whanau leaders are now also in place.
- The formal will take place on the first Saturday in Term 2, 24 April.

Finance Committee:

The Finance Committee met on 17 February and the minutes were included with the agenda.

- The budget for 2010 is now showing a small surplus but will be brought to the next meeting for final ratification.
- The college will be represented at the A & P Show again, with the same site and lots of student activities. Simon Nyhof is coordinating the stand.
- The Reitaku group is not coming in 2010 but it is looking optimistic for another group to visit.
- International student income is very positive with more students attending for a full year or more. They are now more evenly spread across year levels but still the largest group is in Year 12.
- Donations have been increased to move towards a flat rate per child in 2011.

A Penniket / W Bosley moved that the Finance Committee minutes be adopted. Carried.

Special Topics: Principal's Performance Agreement

The format of this was discussed. A full 360 appraisal was used in 2008 and in 2009 the Board Chairperson carried out the appraisal with the assistance of the Deputy Principal. It was agreed that Wayne Dixon, who is now an educational consultant, be approached to see if he can offer an appraisal in 2010, as long as there is no conflict of interest with his role as a mentor. Suggestions for the process could be brought to the next meeting.

Governance Manual:

The first half of the Governance Manual was discussed and amended or updated. Second part to be covered at the next meeting.

Next Meeting Agenda:

| | |
|-----------------|---|
| Curriculum: | NCEA / Literacy / Numeracy – Vicki Ashton |
| Self Review: | Governance Manual |
| Strategic Goal: | Innovative Learning Programmes – Kris Logan |
| Special Topic: | National Standards |
| Other: | Wireless Campus |

Previous Meeting:

L Jolly / D Schikker moved that the minutes of the previous meeting held on 28 January 2010 were a true record. Carried.

Correspondence:

As circulated.

G Ruddenklau to attend a meeting to discuss a fundraising event (Blokes Day Out) at the Hawea Hotel on Thursday 25 February. W Bosley to attend and S Nyhof to be invited to attend.

Dates:

| | |
|---------------------|----------------------------|
| Next BoT meeting | 6.00pm, Tuesday 23 March |
| Finance Committee: | 4.00pm, Thursday 18 March |
| BoT social function | 4.00pm, Sunday 28 February |

Meeting finished at 8.51pm.

Signed as a true copy of the minutes:

Chairperson

Date



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

Department: Mathematics
HOD: Annette Ellwood
Date: 15/12/2010

(Please answer in italics)

1. Departmental Overview

- Number of staff for whom you are responsible and their areas of responsibility.

15 staff

Annette Ellwood HOD responsible for

L3 Statistics and Modelling

L1 and 2 Core Mathematics

Numeracy Lead Teacher Years 9 and 10

Year 9 Mathematics within the Integrated Programme

Year 8 Mathematic

Common Assessment tasks Year 7, 8 and 9

Beginning teachers and teachers new or returning to Mathematics

teaching (5)

Extension Mathematics programmes

Heather Watt Assistant HOD responsible for

L3 Calculus

L2 Mathematics

L1 Mathematics

10 Mathematics

Mathematics Competitions

Johanna Vermuelen

Numeracy Lead Teacher Year 7 and 8

- Number of students and number of classes at each level

| <i>Year Level</i> | <i>Number of students</i> | <i>Number of classes</i> |
|---------------------------|--------------------------------------|--------------------------|
| <i>7</i> | <i>73</i> | <i>3</i> |
| <i>8</i> | <i>104</i> | <i>4</i> |
| <i>Composite year 7/8</i> | <i>26</i> | <i>1</i> |
| <i>9</i> | <i>77</i> | <i>3</i> |
| <i>10</i> | <i>107</i> | <i>4</i> |
| <i>11</i> | <i>Mathematics 69</i> | <i>3</i> |
| | <i>Core Mathematics 24</i> | <i>1</i> |
| <i>12</i> | <i>Mathematics 70</i> | <i>3</i> |
| | <i>Modelling 18</i> | <i>1</i> |
| | <i>Core 25</i> | <i>1</i> |
| <i>13</i> | <i>Calculus 30</i> | <i>2</i> |
| | <i>Statistics & Modelling 52</i> | <i>2</i> |



- How are you using your Assistant HOD? (if applicable)

See above

2. Curriculum Delivery

- How do you know that there is a progression of skills within programmes from Years 7-13 (or the relevant year)?
All programmes from Year 7 to 10 follow the New Zealand Curriculum (Revised). Years 7 and 8 are working at Level 4 and Years 9 and 10 are working at Level 5. The content progresses from Years 7 to 10. There is a focus on Numeracy in Years 7 and 8 with content from other strands introduced throughout the year. Numeracy is reviewed in year 9 but the focus is equally spread over all strands. As more information is forthcoming about National Standards, the focus in Years 7 and 8 may be amended slightly to ensure that students are able to meet the assessment requirements.
Courses in Years 11, 12 and 13 have been designed to allow all students the opportunity to gain credits in Mathematics towards NCEA Levels 1, 2 and 3.
- During this year, what strategies are you implementing in your department to promote improved learning outcomes?
At the start of the year, information is gathered by all teachers regarding the mathematical ability of the students in their class(es) and a class profile is written. At all levels differentiated learning is used to ensure that students are working at their level and are being challenged. In Years 11 and 12 a variety of courses are offered to students, and they are encouraged to achieve at as high a level as possible.
- What examples of differentiated learning are obvious in the department?
In Years 7 and 8, teachers have their classes divided into ability groups and they teach each group at their level. In years 9 and 10, students are offered practice at different levels and mostly the students self select the level they will work at with input from the teacher if they need to be challenged. Most senior classes are grouped by ability, but there is still a range of abilities in the classes which require differentiated programmes.

3. Assessment

- How do you use assessment information to enhance or improve the learning of individual students or groups of students?
Common Assessment tasks are used in Years 7 to 10 for summative assessment. AsTTle testing is done at the end of the year for all year 7 – 10 students. Pre tests are used particularly for Numeracy topics to determine which level the students are working at, so that the students can be grouped appropriately. In other topics, introductory activities are used for diagnostic assessing and questioning, involvement and completion of activities and teacher observations are used for formative assessment throughout the unit. All the information gathered allow teachers to amend and develop their programmes to meet the individual needs of the students.

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

These students are identified at the start of the year after analysing AsTTle results, consulting previous years teachers and the development of a class profile which will also include information about Literacy. The differentiated programmes used by teachers allow these different groups of students to be catered for. Requests for a teachers aide in the classroom are made to help with students at risk of not achieving, and these aides often can work with more than one student on specific activities. Individual learning programmes are developed for students who cannot work at the same level as others in the class. Foreign students who have language difficulties are supported by ESOL programmes, and students with Literacy difficulties are assisted by their English teacher and Kaye Hart Extension Mathematics is offered through the Rutherford programme in years 7 to 10. These students are identified by classroom Teachers, AsTTle testing, and the results of Mathematics competitions. These programmes can only be run if staffing is available.

5. Evaluation Statement

- What do you see as the strengths of your department?
The strength of the department is the dedication and willingness of all teachers to provide programmes that meet the requirements of the New Zealand Curriculum and meet the needs of the students. All staff are willing to share resources and ideas and help beginning teachers or teachers new to the department. Teachers of senior mathematics classes offer tutorials at lunchtimes and after school for students requiring extra help.
- Are there aspects of your curriculum area where improved resourcing could result in improved learning outcomes?
The Mathematics department is pretty well resourced. We are grateful for the funding to purchase new text books for years 9 and 10, which have been written to support the New Zealand Curriculum. Data projectors in the classrooms have allowed teachers to use online material effectively, and more activities continue to be developed that should cut back on some of the photocopying. The availability of pods of lap tops should help teachers to have access to computers for mathematics activities.

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)
The introduction of National Standards will impact on Mathematics in Years 7 and 8 in 2010. I have read the booklet on the Numeracy Standards that came out at the end of 2009, and I believe that the programmes we have in place allow students to cover all aspects to be tested. We may need to change our emphasis a little and watch the timing of the units to make sure that nothing gets left out at the

end of the year. I am going to a PD session on 18 March where I hope that more details will be available about how, why and when we should be testing the students. Hopefully AsTTle testing and our normal assessment programme will be sufficient.

The introduction of the revised Achievement standards at Level 1 in 2011, Level 2 in 2012, Level 2 in 2013 is going to have a major impact on the teachers of these classes. The new standards are significantly different to what we are using currently. The same content of course is being covered but the standards group the content differently into a smaller number of standards. This means that all the resources that we have gathered over the years will have to be amended to match the new standards, and while NZQA is promising to have pre moderated resources available on TKI for us to use for Internal Assessments, they do not have a good track record of keeping their promises. It is only over the last two years good resources have been made available for the current system. We are lucky to have very experienced and dedicated teachers in the department who will work tirelessly to ensure that students will be well prepared for all Their assessments.

Principal's Report to the BOT
Thursday, February 17, 2010

Kia Ora

What has been happening lately and what is coming up?

The year has begun very well with classes in full swing. Senior school timetables are now finalized and there were some problems with either clashes or increased student numbers. We will instigate formal interviews for all Y11-13 students with Deans in the week prior to the 2011 academic year in 2011.

The roll has increased at a greater rate than the norm. Over the last decade the roll has increased by 30 students on average.

Current roll:

| | | | |
|----------|-----------------------|----------------------------|------------|
| Y7 | 89 (Regular students) | 0 (International students) | |
| 8 | 112 | 1 | |
| 9 | 75 | 0 | |
| 10 | 103 | 3 | |
| 11 | 86 | 5 | |
| 12 | 98 | 11 | |
| 13 | 115 | 10 | |
| T | 678 | 30 | 708 |

Last year at the same time we had **627 RS and 18 IS (645 total)**

The House Day and Tug o War was very successful with the Gym proving to be very good venue for the Tug o War in the very hot conditions.

Today we are having a mufti day to support the Red Cross Haiti appeal. This was requested from ex student Natalie Allen.

Student leaders are soon to be announced after elections for House and Council.

Y7 is currently at Pounaweia as one group and are due home on Friday.

Level 3 OP are on over night experiences this week.

Swimming sports are on Tuesday, 23rd. We are passing on a the cost of student entry being charged by Lakes Leisure to the students.

The Ugly Shakespeare Company is to perform at the college on 2nd of March.

Athletics sports will be held on Wednesday, 3rd.

Summer Quad is in Cromwell this year on March 15th and 16th and Blue Mountain College will join Cromwell, Fiordland and ourselves for the first time.

We will have a stand at the A&P show again this year.

Team Up Conferences will be on the evenings of 11th and 16th March.

HPV vaccinations scheduled for the 18th and 19th of March.

The college will be closed on Otago Anniversary on March 22nd.

Real Art Roadshow at the college on March 30, 31 and April 1.

The college has been approached by the director of the Festival of Colour, Philip Tremewan to participate in a production along with Anna Shaw's (Flat Out Productions) in next year's festival. It seems a very exciting opportunity and I will keep you posted on progress.

We have agreed to allow the Wanaka Football Club to put a storage shed on the field near the cricket nets. Ronnie is liaising.

Annual Goals:

To foster and develop Community Partnerships:

Greg may elaborate on this on Tuesday evening but the Deans have had initial discussions on the MEX model across various year levels.

The boys involved in Camp Courage late last year are also involved with staff who were nominated late last year. (They all have made a positive beginning to the year with many of them working in Simon Nyhof's Y11 class)

To support innovative learning programmes:

The Y9 Integrated programme is coming together well. They have been timetabled to have a planning and sharing period once per week and also through electronic means they are collaborating very successfully. (I will ask Kris Logan to share some thoughts on the programme at the next meeting)
We will also mail out to Y9 parents an overview of the programme and objectives very soon.

Staff PD/Collaboration Workshops:

We are proposing to initiate a further PD session to our existing meeting cycle.

Tuesday morning from 8:30-9:15

Sen Students take Whanau at 9:05-9:15

P1 9:15-10:10

P2 10:10-11:05

Interval – 11:05- 11:20

P3-6 as per normal t/t

- The buses would run as normal and bus students would have access to the facilities until 9:05 with some staff rostered for duty.
- Non bus students would not have to be at the college until 9:00 but it is also open if students need to be at school.

To continue to nurture and recognize the special nature of NZ's bi-cultural heritage:

We have employed Jeromy to begin Kapa Haka form next week (he was away this week). This will occur on Tuesday lunchtimes to begin with.

To provide a high quality physical learning environment:

As mentioned in Ronnie's report we are currently investigating building or renovating specialist rooms in Science, Technology and Music. We have a dedicated classroom for PED/HEA and Denise is currently purchasing 3 data projectors which should mean all classrooms have access to a data projector.

To improve literacy and numeracy skills so that students can fully access the curriculum:

We have signed a number of staff up to E asTTle and so the testing and analysis of Literacy and Numeracy will be easier.

Nicola Clark has been appointed as our Specialist Classroom Teacher to lead a Literacy push across the college. We are concentrating on Non-Fiction Literacy skills and we will be including workshops with staff to develop learning and teaching strategies across the curriculum. Nicola has also joined the Senior Staff for 2010.

Annette will continue to lead the Numeracy programme within the Maths

department.

Friends of the College uniform review:

I am creating a scope or plan for reviewing the uniform to assist the 'Friends'.
I am work shopping this with Senior Staff on Monday afternoon.

National Administration Guidelines:

NAG 1: (Curriculum):

Annette, Nicola and I will be going to an initial workshop on National Standards next month. This will affect us in Year 8 in Reading, Writing and Mathematics. There will be future workshops for Year 8 staff to come
For your own reading I refer you to: <http://nzcurriculum.tki.org.nz>
I will present a session on National Standards in our March meeting.

NAG 2: (Planning & Reporting)

Mathematics with Annette will feature at the board meeting.

NAG 3: (Personnel)

We are fully staffed as reported at our first meeting. The registration board is due to meet very soon and I will have a ruling on Jeromy and Marcus.

NAG 4: Property only - (Finance report separate)

Property Report Feb 10

Date: 5-Mar-10

Re: Property Report for Feb BOT Meeting

Health and Safety

No issues at all this month other than late night drinkers behind new OP shed (I don't think its teachers) I have contracted security firm to do a surprise visit for 3 Saturday nights to see if we can deter them.

New Classrooms 31-32

Rooms completed and code of compliance about to be issued small maintenance issues being dealt with by Breens and School Support

Infrastructure

Both jobs complete and awaiting sign off by engineers

OP Facility

Job Complete and code of compliance issued. Now doing final payment claims to MOE through school support.

5ya

Small projects being done around school as per plan e.g. A/C units being installed in rooms 5 and IT office.

*Pricing taking place for construction of lawn area outside rooms 21 to 24
IT upgrade contract about to be let we think to Ewan Heather (we hope)
should take 4 people 10 weeks to complete*

Maintenance

Over Xmas we upgraded the internals of rooms 2, 15 and 14 (repaint etc)
Frequent breaking of irrigation heads lately 5 this week (happens late and night) Grounds in general are looking good except the grass is needing more water as you would expect. Don is happy and working extremely well.

Technology up grade

Plans to be drawn up by OPUS for this and School support and I will oversee the contract to convert the old tractor shed into the second specialist space making the 6 std and 2 specialist spaces contract complete with the MOE.

New Science block roll growth funding.

Awaiting go ahead from MOE (Keith) for roll growth funding allocation. He has mentioned it should be 2 spaces we will get funding for as per our plan and then convert rooms 10 and 11 into std spaces using 5ya money

Ronnie.

NAG 5: (Safe Environment)

Nothing dangerous to report from the campus. A student was injured in a PE lesson and the ambulance was called.

Simon Nyhof will organize a full fire evacuation drill next week.

NAG 6: (Legislation)

ILC:

Will be attached separately.

Hostel:

Greg and Karyn are presenting the findings of the Hostel Exeat survey to a small group for discussion this afternoon. We will consider whether changes in procedure or policy are necessary and then make the exeat procedures public to all. We will use the newsletter, Duncan and Gill will host a 'locals' BBQ and Grant suggested having Duncan available during Team Up conferences as well.

MOUNT ASPIRING VILLAGE.
HOSTEL REPORT to B.O.T for February
2010

PASTORAL

* **General.**

We have had a mixed start to 2010. The kids are generally highly motivated and willing to give everything a go. They have involved themselves in all school activities

available to them. I believe they will offer MAC their best and be an asset to the senior school group. We have had issues with alcohol early on. We spent a lot of time discussing rules and outcomes of breaking non-negotiable rules. They didn't take this on board and have failed to work within these parameters so far. 23 kids are currently grounded on site. I am allowing them to participate in organised sport practices and tournaments off site. A distinct lack of maturity is the overall impression of the group thus far.

* **Health.**

Homesickness is around. More than I have experienced. We talk about this openly. I have had regular contact with Karyn Munro about this and she working with the kids more adversely affected. Karyn and I are going to have Unit meetings soon to discuss anything that is going on in the units and the hostel.

Anthony Green broke his arm at the Lismore Jump Park. He is unlikely to be able to compete in the Motutapu Icebreaker.

* **Prep.**

We have a structured study regime in place, and the students are working reasonably well within it. Again a lack of maturity, and therefore concentration is the only issue facing the group during prep. They'll get there.

* **Damage/maintenance.**

Last years students have not caused major damage. The hostel was left in good shape. 3 hot water cylinders have been replaced. They had reached the end of their useful lives and expelled their contents! No damage was done as result of this but it has made me aware of the 3 remaining cylinders and the possibility of the same thing happening to them anytime from now. All timber benches have been sealed and are now in the units around the dining tables. All washing machines had an electrical check and are functioning well. A new lawn mower was purchased to prolong the life of our current mower and to speed up the process so other projects can be tackled during duty. The external painting has been completed (this was an insurance job resulting from last years earthquake). The units look fresh and clean and are now all the same colour which will make paint maintenance easier in the future. Rob Roy is getting the inside re-painted during the term one holidays as part of our maintenance schedule. We have plans to get all units the same colour inside also over the next 5 years, again to make maintenance easier in the future. I will liaise and work with Ronnie Moffat to a formal maintenance schedule moving forward. Heat pumps for the remainder of the units (Cascade & the manager's units) should be a priority before the winter term arrives.

Sunday O.P

We have had a very successful start to the Hostel O.P year. Orientation weekend was a success. The students interacted quickly and had an enjoyable time in the East Matukituki Valley. We had some fantastic weather which has continued for all of our OP Sundays so far. Students are training for the annual Motutapu Icebreaker.

A couple of groups have put their hands up for an added challenge in term one this year. The last weekend of term one, they are going to defend MAC's title in the South Island Secondary Schools 12hr Adventure Race. I am encouraging participation from local students as well. A first for the some and another great challenge for our students. This event is again being coordinated by Bill Godsall and is being run near Cromwell. The Motutapu is now a warm-up for some to this event.

Grounds

The grounds are fantastic. The students are getting stuck into the grounds on Saturday duty and many of the shrubs around the houses which have become woody or grown out of control have being pruned, taken out or replaced. The students are composting and are growing some vegetables for themselves in raised beds.

Regards,

Wayne



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ASPIRING
COLLEGE**

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ILC – REPORT TO PRINCIPAL FEBRUARY 2010

We are now in a position where we have good numbers starting in February. This of course is great.

Integrated Programme

Term 1 = 33

At the end of term one we will say goodbye to our Sosei students (x 2 from Japan) plus two of our students from Germany.

Term 2 = 30

Term 3 = 29 (this number may change as I am still waiting to hear if two students already studying here can extend – 1x Yr 13, 1 x Year 10)

I have attached a sheet for your further information on all of the students and prospective students for 2010.

It seems we are now in a position where accepting students in July – Dec is no longer an option as we have done in the past. This is because of the following reasons:-

- we are full (especially in the senior school).
- some subjects areas are full and at capacity

So rather than keep them coming in July we have come up with an alternative to offer students and agents asking to come in July. Please note: along with the lack of room, this has come about because some students just want to go skiing and snowboarding and don't really settle into their study alongside the kiwis (as traditionally July is their European holiday time) – so it's the best of both worlds.

PLEASE NOTE: we will accept students coming in July if they nominate that they will stay for a whole year (Jul – Jun).

MAC/HPC

An alternative programme has been developed alongside Cardrona Ski Area whereby students would ski or board Mon-Fri and do afternoon classes here at MAC Mon-Thursday (MAC/HPC) – see attached costings. As this is a relatively new option for international students, agents and their families to consider it is proposed that we introduce it to the agents so that it is not a straight out SORRY no room kind of reply.

Term 4 would be a outdoor programme with English at the ILC – this programme is yet to be worked out but aims to cater for those students still wishing to come for July – Dec. The goal by the end of their time here is that they will have experienced the greatest snow and outdoor programme as well as keeping up with their study and studying towards an international exam such as IELTS or Cambridge.

The downside to offering this alternative is:-

- students who used come in July would sometimes extend for the whole year.
- Alternative programme is expensive.

General English

Term 1 = 5 students, plus the odd casual

Mr Chung of the Korean Ski Team has consistently provided us with students for the summer classes. Summer school started on 5 Jan. Two from Korea, one from Thailand and two from Quebec.

GROUP VISITIS

Reitaku Visit (October/Nov)

The latest is that the group will not return in 2010. The travel company Asahi who co-ordinate the trip have said they will help find us another school as well as meeting with us in Tokyo another group. Claire will also visit the Reitaku school to pave the way for another group coming from them another time OR if they are happy to introduce us to other schools on their recommendation.

Attracting another group of this size is a big focus for the ILC this year and we are aiming for two groups if possible.

Enquiries received in 2009 are being followed up.

- **Japanese contacts** – Ohtani Girls School visited our school (in 2009) with the view to sending long term students and group visitors to us.
- Kintetsu – a CHC based agent has also contacted us with regard to group visits

ILC Team

Marie Lewis continues to provide for the integrated students. She teaches a range of levels within the one class. This is not helped by the junior timetable not marrying up with the senior timetable.

Linda Pierce continues to provide for the adult/casual classes. She had a summer school and started on 5 January with four students – some of them are now in the integrated programme.

Helen Best continues to help Claire with general office admin. She will be assisted by **Helen Rule** (a homestay mum as well as a relieving teacher) while Claire is away.

Homestay/Pastoral

Term 1 will see a pot luck BBQ at Claire's which is always popular. Everyone has settled in their homestay families well. It is my aim to complete all home visits before end March.

Marketing

Continue to email contacts worldwide to stay in touch – especially now that we will visit them in March/April/May. We have booked into a conference in Germany with one of our favourite agent's Hausch. Claire has been working on visits to agents in the following countries, starting on 27 March. PLEASE NOTE: focus will be on students arriving in Feb and a group tour to replace Reitaku etc.

- Thailand - Bangkok, Chiang Mai (visiting all agents who have students here with us)
- Vietnam – Hanoi, Ho Chi Minh City (following up on visit by Jane Hamilton and History class + new contact in HCM).
- Hong Kong – E.F., Vera Rodrigues parents (student here with us now)
- Tokyo – E.F., Asahi Travel & Reitaku JHS
- Germany – Cologne, Hamburg – attend Hausch conferences, meet new students and their families PLUS see exMAC students for reunion in Hamburg. Will also get to meet other agents who have sent us students in the past.
- Amsterdam – E.F & INTO agency
- Italy – Milan & Turin (Interstuddio Vaggi & WEP)

- Toronto - EF
- Mexico - EF
- Brazil – Sao Paulo, Rio, Natal & Fortaleza (EF, STB & Discovery contacts)
- Santiago – meet with agents that WB met last year (Expo Ingles which was the conference WB went to last year will have just finished and so my arrival will be timely – especially as we now have two Chilean students in the College).

Preparation for this conference and overseas visits is on-going. With the help of Andrew Miller we have achieved the following:-

- Created new folders (similar to school prospectus's) for promotional material to be sent out (we had run out!!)
- Ordered more rack cards
- Ordered more business cards
- Developed flier as per request of agents
- Followed up on advice regarding website improvements
- Organised photo slide shows to use while away

Additionally to all of this we have been posting material as per requests to:-

Brazil – STB are having an expo in SP in March

Gifts – we have selected some gifts to take to Chile & Brazil bearing in mind weight restrictions

Cluster Meeting

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

That's all for now!

Claire Easterbrook, Manager
International Language Centre

**Minutes of Finance Committee meeting
held on Wednesday 17 February 2010 at 5.00pm**

Present: M Barton, W Bosley, H Hammond, G Ruddenklau, G Thornton

2010 Budget:

- The 2010 budget is now showing a surplus, mainly due to a reduction in depreciation.
- Some income streams have been budgeted optimistically, eg. fundraising, but this gives a goal to work towards.
- International student demand is high but there is a difficulty in fitting new students into classes especially at Year 12.
- Business sponsorship concept, need to follow up with the contact from Cromwell.
- Funds from the sale of the school house have been put on term deposit at 5.5% interest.
- The Foundation to be requested to reconsider their level of donation given the bonus of lower interest rates on the mortgages and higher income from Otago Polytechnic.

School Donation:

- It was agreed in May 2008 that the Board move towards requesting a flat donation per child, rather than the family discounts in place currently, however the donation was not increased in 2009 due to the recession.
- It was agreed that the following donations be requested in 2010:

| | 2009 | 2010 |
|------------------|-------|-------|
| One child | \$80 | \$85 |
| Two children | \$120 | \$150 |
| Three children | \$150 | \$190 |
| Private Boarders | \$150 | \$165 |
| Hostel | \$600 | \$600 |

Staff Relief – use of Banked Staffing

- Cost savings can be made by charging teacher relief days to teachers' salaries (TS) rather than paying directly from the bulk grant. This is due to the formula used to calculate a day's pay in banked staffing which is less than the cost in dollars if charged to bulk grant.
- The banked staffing needs to be managed carefully and the lowest cost staff member transferred to bulk grant in time to balance up before the end of the year. Potential savings are \$15-20K.

G Ruddenklau / W Bosley moved that for 2010 all staff including relievers will be charged to TS and any overuse which cannot be managed within the banking staffing will be managed by charging our cheapest salary to BG for sufficient time to clear or reduce the overuse by pp22 or pp26 at the latest. Where there is no suitable salary we will use the current MoE recovery rate for this purpose. Carried.

Accounts Receivable

- It was agreed that student debts from previous years should be written off when there are no students in the family still at school and it was considered unlikely that the debts would be recovered. The cost to write off in 2009 would be around \$4000.
- A letter to go from the Board from parents who have large debts suggesting strategies for paying off.
- Look at the possibility of using a debt collection agency where the debt is not a parent.

School House at 12 Andersons Road

- G Thornton has worked out a maintenance plan with Ronnie Moffat to correct the major defects in the house, which would cost around \$20K over the next two years. Some work, such as electrical, has been scheduled in already due to safety issues.
- Need to consider the benefits of retaining this house, which is not ideal, compared to the idea of selling it and investing the money. The interest could then be used to subsidise rental costs for key staff.
- Need to investigate the potential traps, eg. the disposal process for the house and also the tax / fringe benefit / contractual issues of subsidising rent for a staff member.

Meeting finished at 6.05pm.