

## Minutes of Mount Aspiring College Board of Trustees Meeting held on 22 June 2010 at 6.00pm

**Present:** M Barton, A Black, W Bosley, H Dobbie, R Hemingway, L Jolly, N Whyte  
**Apologies:** D Schikker, C Knowles  
**In Attendance:** H Hammond (Secretary), G Thornton, D Bruns, R Moffat

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### Welcome

L Jolly welcomed everyone to the meeting.

### Apologies:

M Barton / H Dobbie moved that the apologies be sustained. Carried.

### Curriculum: English Department

A written report on the English department was circulated with the agenda. Cate Knowles was unable to attend so this item was deferred to the next meeting.

### Strategic Goals: Wireless Campus (Denise Bruns)

- Denise demonstrated one of the Toshiba notebooks – two pods of 20 have been acquired, one pod purchased and one leased – plus two trolleys into which the laptops are plugged to be recharged.
- Currently a few wireless outlets have been installed and testing is taking place to identify any unforeseen issues or risks.
- Once the network is up and running fully students will also be able to use their own laptops and other mobile devices to access the internet and their personal files. It should be possible to accommodate different devices and software platforms.
- Free software, such as Open Office, will be used as much as possible to make it more accessible for the students.
- The students will need to bring their device in to the technicians to register it, it will be given a network password and will be identified by a numbered sticker. The Schoolzone filtering system will operate although access to blocked sites can be given on request, if there is a good reason. The amount of downloading and hours available can be limited, and traffic can be tracked in case of any problems. Access can be denied to individual students if they abuse the system.
- Will need to set policies regarding the ability to download music, movies, etc, but this may need to be restricted to reduce any potential liability for illegal downloading.
- Students will not be able to print directly, but can save documents to a memory stick to print or use a school computer to access files to print. They will not be able to access their network drive from home but will be encouraged to use software such as Google docs that can be accessed from anywhere.
- Staff PD will be offered to show staff what is possible – some are using anyway, but others will need bringing up to speed. Can also offer training for individual students to make best use of their own devices.
- The college would not take responsibility for student equipment at school, but will need to check the liability of the college if gear is lost or damaged. Students will also not be able to charge their batteries at school.
- It would be possible to offer special deals for students to buy a notebook through school, and some suppliers are offering rebates to schools for purchases made.
- May be timely to think about making laptops mandatory for senior students.

- Senior students will get priority in setting up their own devices on the network, and will look at priority of use for laptop pods.
- Students with learning difficulties also find it beneficial to have access to a computer and could be given priority.
- The lifetime of the laptops is expected to be around three years, but it may be possible to keep the purchased ones going for longer. The lease is for three years.
- Denise would like feedback on any problems and issues that the Board could foresee to help develop appropriate systems. Email to [brunsd@mtaspiring.school.nz](mailto:brunsd@mtaspiring.school.nz)

Denise was thanked and left the meeting.

### **Strategic Goals: Physical Learning Environment (Ronnie Moffat)**

Ronnie was welcomed to the meeting to update the Board on property projects.

- A survey of the campus has recently been completed, and we now have layered maps showing the locations of underground services. This was carried out by Paterson Pitts for half the usual fee as a way of supporting the college.
- In 2008 the college entered into a new 5 Year Property Plan with the Ministry of Education, totalling \$645,421.
- A ten year development plan was also completed by Opus which focuses new development on the top field towards Kings Drive rather than towards the new Wanaka Primary School. This plan is being used for new classrooms and is working well. The following Ministry funded projects have been completed over the last year:
- The plumbing and electrical infrastructure has recently been upgraded using funding from the Ministry of Education. This included water, sewers, drains, fibre-optic cable and power upgrade at a cost of \$324,457 funded from roll growth.
- The old outdoor pursuit shed was relocated to the top field and has become a tractor shed.
- A new driveway was put in to provide access to the top field.
- Rooms 31 and 32 (plus toilets) were relocated from Dunedin onto the top field and renovated at a cost of \$344,496 funded from roll growth.
- A new, larger, OP Shed has been built on the top field which includes office, storage and teaching space, at a cost of \$120,000 funded from 5YA.
- The ILC building has been reoriented and is now much better integrated into the campus, and a ramp (cost \$54,000) has been built to provide access to the top field for wheelchairs.

The next planned projects, to be completed before February 2011, are:

- An upgrade of the old tractor shed which will extend the Technology teaching space. This will be funded from a combination of roll growth and 5YA funding.
- A new science block – funding of 685,200 has been approved from roll growth for two specialist classrooms, office, prep room and storage space, but in the long term the block will be extended to four classrooms.
- It is also planned to shift the music department to the old Language Centre building at 131 Plantation Road, but the cost of soundproofing will need to be met from local funds. This will free up the current music department space next to the gym for the PE department.

The Foundation land behind 131 Plantation Road was discussed. There is potential for development here but it would need to be locally funded as Ministry of Education funds cannot be used. It is currently zoned residential so would need to apply for resource consent for any change of use.

Ronnie was thanked and left the meeting.

## **Special Topic: Health and Safety Audit Check**

An update on the Health and Safety procedures (NAG 5) was included with the agenda.

- R Hemingway questioned the “ownership” of procedures by management rather than the Board, as the Board would be liable if there are any issues. The Board’s policy as per the Governance Manual delegates this responsibility to the Principal. The Board audit process tests the procedures every three years. If procedures can be updated as required, without requiring Board ratification, then they can be kept up to date and access will be simpler once they are published on InterMac with links from the staff handbook.
- The process for reporting any health and safety concerns was questioned – some workplaces have a concerns box. The pastoral system is very good at picking up any issues and concerns from students – there is a lot of open communication between students and staff. The process for parents or students raising a concern is published at least annually. This should also be included on the website.
- Incident reports are completed in the case of any incident or accident and these go to the Deputy Principal who reports to Senior Staff meetings to discuss if any follow up is required. Serious accidents should be reported to the Board through the Principal’s Report.
- Hazard identification process was questioned, and the need for a safety committee. This is covered in the procedure “Safe Physical Environment”.
- Procedures for students with special needs were not included with this set of procedures as this is included in Curriculum (NAG 1).
- The process for police vetting of staff was questioned, this is included in Personnel (NAG3).
- Any feedback or gaps to Helen.

## **Principal’s Report:**

W Bosley’s written report was circulated with the agenda.

- R Hemingway questioned the annual goal setting process and how it is tied into the goals and aspirations of the student body, as these change over time. W Bosley explained that goals are specific to the year but there is also the core business of education and that the normal systems cater to the needs of individual students. However this is a valuable discussion to have in the future.

A Black and R Hemingway left the meeting (due to snow falling in Hawea).

- The Year 10 student who had been on alternative education was reintegrated into class with tight boundaries, but has now been stood down for two days due to breaching those boundaries.
- A Year 11 student previously before the disciplinary committee has now signed out of school, having reached age 16. This would not prevent him from re-enrolling in the future if his goals change.
- Teachers are writing reports at the moment and these will be given out at the end of term. Parent interviews will be held in weeks 2 and 3 of term three.
- The proposed term dates for 2011 were presented, the holidays generally run two weeks later than normal due to a late Easter and the Rugby World Cup. A teacher-only day has been planned for term 3 to break up a long term.
- N Whyte asked if there was any plan for a whare to support Maori language and culture. This was something that would be desirable, and there were possibilities for the future such as a shared asset with Wanaka Primary School, using 131 Plantation Road (if the music department no longer need it) or at least a designated classroom. It would need support from the local Maori community.

## Finance Committee:

M Barton presented the Finance Committee minutes from 15 June.

- The repairs to the boiler will probably not attract emergency funding but will need to be funded from 5YA. The cost is around \$25,000. The Ministry of Education Property Advisor is visiting this week.

*M Barton / W Bosley moved that the Finance Committee minutes be adopted. Carried.*

## Governance Self-Review:

The Legal compliance checklist had not been completed in time for the meeting, so this will be brought to the next meeting.

## Special Topic: MAC Foundation

A useful joint meeting was held between the Board and MAC Foundation on 8 June. The Board now needs to decide what it requires from the Foundation. A number of possibilities were discussed, but as numbers at the meeting were depleted it was agreed to defer further discussion to the next meeting.

## Next Meeting Agenda:

Curriculum:	Enterprise (Karen Rochford), English (Cate Knowles)
Self-Review:	Legal – compliance checklist
Special Topic:	MAC Foundation
Other:	ILC

## Previous Meeting:

*N Whyte/H Dobbie moved that the minutes of the previous meeting held on 18 May 2010 were a true record. Carried.*

## Correspondence:

As circulated.

## Dates:

Finance Committee:	Tuesday 27 July, 4.30pm
Next Board meeting	<b>Monday 2 August, 6.00pm – Note change of date!</b>

Meeting closed at 9.00pm

## Mount Aspiring College Wireless Campus

- The network infrastructure upgrade is due to be completed by the end of term three.
- We currently have some wireless access points activated so that we can check security settings etc. The wireless network is due to be completed by the start term three.
- We have recently purchased 20 Toshiba notebooks and leased a further 20 notebooks.
- Students will be able to bring in and use their own portable devices. These portable devices could include laptops (either Apples or PC's), iTouch, notebooks.
- We are currently working on a policy whereby we will check each portable device for up to date antivirus software and record details of the portable device and its owner. We will also type in the security password needed to join our network.
- Students will have access to the internet and to their personal network drive. They will not be able to print from their portable device. They will need to login on a school computer to be able to print.
- We will have the usual internet filtering and monitoring.
- I would like it made clear to parents/caregivers and students that we will not be responsible for fixing laptops.
- We will not be responsible for breakages or loss of student laptops in the same way as cellphones that are brought into the school.
- We will not provide resources to charge laptop batteries during the school day.
- We encourage teachers to use Open Source software as we recognise that software can be very expensive. Teachers will need to get used to teaching on multi platforms ie students could have a variety of devices running a variety of software eg Apples, PC's, iTouch running different Word Processing software.
- Students and staff will need training on the best ways to convert files, save work and look after equipment.
- The technicians will provide a training session for students, parents etc to include such things as firewalls, how to install software, backups, ergonomics, software updates etc.

## **PRINCIPAL'S REPORT TO BOT June 17, 2010**

Cate Knowles will join us to speak on English and Denise Bruns will speak on the wireless campus.

### **BOT ANNUAL GOALS:**

#### **To foster and develop Community Partnerships:**

Andrea is currently organizing a trip up the Ahuriri valley with Nigel Moore and Tony McMurray. The previous owners have only recently moved out. We have also made contact with Dunstan and Otago Boys and are continuing to discuss the pros and cons of having a lodge.

I am speaking to Probus (Men) on early August about education and what the college is all about. I will also take two senior students with me. I also want to float the idea of mentoring as well.

The recent book launch with Paper Plus was a very successful event with the college gaining \$872.

The Spanish dinner to raise funds for the trip to Argentina was also a very successful event at the Venue last Saturday evening.

#### **To support innovative learning programmes:**

We are beginning to prepare option books for 2011, which may include new courses in Business, Social Science, OP, Electronics, Agriculture and ICT. We have a process for review and resourcing for new courses. We will also thoroughly review Integration in Year 9 with consideration to extend it into Year 10 and how we may modify it. The same process will occur with the Y11 alternative programme.

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

Kapa Haka group is meeting weekly with Jeromy van Riel. Jo McArthur is teaching Year 7-9 Maori and compiling our junior school programme in line with the new curriculum. We will have Maori signage around the college in early Term 3.

#### **To provide a high quality physical learning environment:**

Ronnie will join us in the next meeting or may in fact meet with the Finance committee to present options for the new Science building. He is finalizing build versus prefab options at the moment.

Final plans for the Technology block are due at the college to put out to tender next week.

We have discussed a Lock-Down procedure with staff and students this week. The ministry has advised all schools to have procedures in place as there have been incidents in Auckland and Palmerston this year when the local police requested schools to lock staff and students in buildings.

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

Nicola has been absent this last week when the first of our staff literacy PD sessions were due. This will begin next week.

**Friends of the College uniform review:**

I have not received feedback from the Friends uniform review committee.

**National Administration Guidelines:**

**NAG 1: (Curriculum):**

Cate Knowles to report on English

**NAG 2: (Planning & Reporting)**

Reports for all students will be issued on July 2<sup>nd</sup> and interviews held on July 28<sup>th</sup> and August 3<sup>rd</sup>.

I will include a statement on National Standards with Y7&8 reports but we will not directly report on them until December.

**NAG 3: (Personnel)**

Annette Ellwood is currently on sick leave until the end of this term and will also require leave during term three at some stage. We have covered her senior classes by employing Sandra Findlay who releases Heather Watt to cover the Level 3 classes by teaching some junior classes. Greg and I are monitoring this and the students have not been adversely affected at all. We are also monitoring Heather's work load as well. I have agreed to Johanna Vermeulen taking leave from her Dean's role for the remainder of the year for health reasons. I advertised this fixed term position internally and offered Clare Scurr the Year 7 Dean's role until the end of the year. I will write to the parents of Year 7 outlining the change.

I have employed Andrew Connochie to relieve for Perry Brooks in terms 3&4 in Materials Tech, Graphics and Mechanical Engineering. Helen Rule has been employed to cover for Carol Brooks in Food Technology for the same period of time as the Brooks family travels to the UK.

**NAG 4: (Property report attached and Finance included separately)**

**NAG 5: (Safe Environment)**

Lock down procedures mentioned.

**NAG 6: (Legislation)**

Report from Helen and I on the night

**ILC/Hostel/Property reports attached separately**

## **Discipline:**

One Y12 student was stood down for two days for continual disobedience. His attitude has been very positive since his return.

A Y10 student has been taken off an alternative programme and reintegrated into a full Y10. He continues to have external support and has work experience every Friday. His progress is monitored weekly with involvement from his parents.

## **General:**

I have assembled a small group of staff and senior students together to look at alcohol and responsibility. The senior students will join me as a member of the community group that is being chaired by Lyall Cocks. (This group is due to meet next Wednesday) Alex may be able to comment on the work he has been doing with Year 8.

Student Council activities lately have included mufti days, youth week activities and they are planning for a Year 11 dinner and MAC's got talent.

We have our drama festival in the last week of June with performances from Drama and Music students. These are also formal assessments.

Vicki Ashton and Karen Rochford have organized all of Year 11 to participate in a Business game modeled on Dragons Den in the final week of the term.

## **Dates for 2011: (First Draft)**

Term 1: Tues 1/2 – Fri 15/4  
(Otago Ann 21/3)

Term 2: Mon 2/5 – Fri 15/7  
(Q Birthday 6/6)

Term 3: Mon 1/8 – Fri 7/10  
(TOD 5/9)

Term 4: Tue 25/10 – Fri 9/12

- Changed for RWC, so T1&2 are longer than usual and T4 will be very short for Y11-13 before exams begin
- RWC final - 22/10

**Wayne Bosley**  
**17 June, 2010**

