

Minutes of Mount Aspiring College Board of Trustees Meeting held on 20 October 2009 at 6.00pm

Present: A Black, W Bosley, D Cassaidy, L Jolly, A Penniket,
G Ruddenklau (Chair), D Schikker, G Thornton

Apologies: M Barton

In Attendance: D Bruns, H Hammond (Secretary), A Mote-Andrews

Welcome

G Ruddenklau welcomed everyone to the meeting, in particular Angela Mote-Andrews.

Apologies:

A Black/L Jolly moved that the apologies be accepted. Carried.

Curriculum Focus: Music Department

A written report from Angela Mote-Andrews was circulated with the agenda. Questions were invited.

- It is usual for the Year 12 and 13 groups to be combined due to small numbers and lack of class space. It works well as it provides a greater mix of instruments and therefore more options for groups.
- A teacher led ensemble works well as the teacher has greater influence at rehearsal time, they can provide focus and coach in rehearsal techniques, which is more effective for the students.
- Timetabling issues – A model could be used from Burnside High School where there are lots of classes running at the same time which allows students to be combined from different groups to concentrate on specialist instruments. This would work particularly well for vocalists, as one period per week (say at lunchtime) could be timetabled for all vocalists to work with Anna Shaw, and then have a study period in lieu.
- There are currently no textbooks at the senior level, would be useful to have one for Year 10 upwards to cover the theory aspects.
- There is potential for the music department to generate its own funds, for example through MACStock. This year the income has been used to purchase new instruments. These can be hired out to students who are beginners before parents commit to the purchase of an instrument.
- The ukuleles at \$35 each have proved a very good investment, but the department's guitars are in very poor repair and need replacing. The department would also like two saxophones.
- Class numbers are relatively constant in the junior school, ideally they are no more than 20. Senior numbers fluctuate depending on interest.
- The rock band culture is a very positive aspect for the department and it would be helpful to have a band co-ordinator to keep this going. Angela's strengths are more traditional and jazz and she has been concentrating on the junior jazz band this year. There is funding through the operations grant for an Arts Coordinator which has potential to be used for co-ordinating performances.
- Angela has a lot of ideas for a performing arts suite and is keen to contribute to the design. She will be visiting music departments in Christchurch to get ideas and Dunstan High School, which has a new performing arts suite. This would need to be a locally

funded project and we may need to look at different options starting with refurbishing/reconfiguring, a new in-school facility, or a school/community joint facility. There is definitely a need in the community for a small auditorium and a recording studio, and a home for an after-school community music school. It may need the enthusiasm of an outside group that is passionate to create the facility.

Angela was congratulated on managing to maintain the current rock culture in the school but at the same time adding the more traditional music options to broaden the opportunities for music students.

Angela was thanked and left the meeting.

Special Topic: ICT Plan

Denise Bruns was welcomed to the meeting. A written outline of the proposed MAC digital technology plan was circulated with the agenda. Denise gave an overview:

Fibre Proof of Concept trial

- One server has been moved off-site and some programmes have been shifted as a test, which has been successful. Student data is to be transferred off-site during the summer holidays.
- The pilot scheme is ahead of schedule.
- The cost effectiveness needs to be measured and there is a business analyst looking at this.
- We have faster internet as a result.

Network Infrastructure Upgrade

- Funding from Central Lakes Trust will be used over the holidays to upgrade the network infrastructure with new internet connections, links to the new primary school, and improvements to the wiring in school.
- Once this is completed then the wireless internet can be put in during March/April next year – this will include the hostel.
- Security issues are being worked through. Each user, including students, will have a login and password, but limitations of use will need to be decided on – for example, limits on volume, sites used, times of availability, etc.
- The current internet policy is based on trust until students prove otherwise when their privileges may be removed.
- Wireless will allow students to use their own portable devices. It would be necessary for them to be checked for up-to-date antivirus software, and they would be given access to printing and their personal P-Drive, but not general access to the network.
- For some subjects it may become a pre-requisite to have a computer, although the plan is to use funds from the Climbathon to purchase class pods of laptops. These will be reasonably low-spec notebooks on a trolley with word processing and internet access capabilities only, costing about \$600 each. If parents wish to purchase a laptop there will be guidelines for the best choices at different price levels. The college could also look at leasing computers to students. Need processes in place so that lower income families are not disadvantaged. It would be interesting to know what students have available to them at the moment.
- The use of open source software, eg. Open Office, will save money.
- The cost of replacing a computer suite is significant, in future there will be a need for one high spec multi-media laboratory for graphics and computing students, but otherwise computer suites can be replaced with laptop pods which are more flexible.

Denise would be interested to hear any feedback or concerns that board members may have.

Denise was thanked and left the meeting.

Special Topic: Performance Management

W Bosley outlined the performance management process undertaken in 2009.

- The priority has been at head of department level, to support HoD's to become more effective lead learners rather than just administrators and resource managers.
- Data was gathered using a 360° appraisal process, with feedback gathered from colleagues, senior management and the departmental teachers.
- Open and honest feedback was collected on strengths and weaknesses, interaction with staff, change management and leadership style. This was collated by G Thornton and P Smalley.
- There were some ups and downs with the system but very honest feedback was received. There was a wide range of emotional responses but all HoD's acknowledged that it was a useful process for their further development.
- P Smalley helped with reviewing the data and setting goals.
- W Bosley met with each HoD following the curriculum reports and discussed goals, which proved to be a very useful process.
- The process was challenging for many individuals but it gave an opportunity to set goals based on data rather than gut feeling.
- The long-term aim is for HoD's to be able to make a difference – they are over-worked and have a difficult job, so it is good to focus on helping them.
- The next step is for W Bosley and G Thornton to help the HoD's in appraising the other members of staff, and this process will continue through to the middle of next year.
- D Cassaidy commented that the process was more meaningful and robust than in previous years and was well received and well facilitated.
- The one-on-one meetings have been very positive.
- The HoD group has become much tighter and more supportive of each other, they are now sharing good practice, have buddy systems in place, etc.
- The appointment of a head of department is usually permanent, although an HoD could relinquish their management units by negotiation and mutual consent. There are very few issues with HoD's but where there are they have been raised and guidelines for progress put in place.
- With the new curriculum it may be timely to review the management structure and grouping of smaller departments to encourage more integration.

Strategic Goals:

W Bosley presented the proposed vision, mission and values to the staff at the recent Teacher Only Day, and the powerpoint presentation from that was included with the agenda.

Following the first Teacher Only Day a new group was set up (FLAG – Future Learning Action Group) with a mandate to look at new ideas and bring back to the staff. The MAC values have been re-examined and it was agreed that the values in the NZ curriculum should be adopted because they were so similar to the MAC values but better articulated. Each value will be unpacked in turn and reviewed from a MAC perspective, and then reinforced with the whole school.

The vision and mission that the Board developed had the full support of the staff with some minor changes to the wording. The staff were very impressed that the mission statement was written by Alex.

If the vision, mission and values are now accepted then a timeframe for the goals can be established. The strategic goals should have a three to five year outlook and can be broad goals, whereas the annual goals need to be specific and measurable.

W Bosley will bring ideas to a Board workshop, but would like first to go back to HoD's to review this year's goals and the way forward.

The aim is to have the new strategic plan in place by the end of the year. It was agreed to hold a breakfast meeting at 7.00am on Friday 6 November. Board members should review the consultation documents prior to this and Wayne will prepare draft goals.

Principal's Report

A written report was circulated with the agenda. In addition W Bosley reported:

1. The following teaching vacancies have now been advertised:
 - Head of English, long-term relieving for 2010.
 - Mathematics (with Statistics as a senior subject)
 - Mathematics and Physics
 - Science and Biology
 - Year 7 or 8 homeroom teacher, long-term relieving for 2010
 - Outdoor Education

Nikki Meissel is returning from maternity leave to a permanent part-time position and has relinquished her head of department position. The HoD Science position will be advertised as "no actual vacancy".

2. Currently very few Year 12 students have indicated that they are leaving at the end of the year, so potentially there may be 130 Year 13 students. The timetablers are currently working through the numbers. It is hoped that the excess numbers can be managed within the staffing allocated but it may be necessary to add to the staffing based on the 1 March return from the local pool of qualified teachers.
3. The Teacher Only Day was very effective, focusing on the integration of learning and making it more relevant to real-life. This provides a direction rather than planning a wholesale change. Moving forward next year will be:
 - Making provision for more sharing and joint planning
 - Changes to the Year 9 programme to bring it more in line with the Year 7 and 8 approach
 - In the senior school staff have the mandate to work together on joint projects, for example between computing and graphics.

Staff are enthusiastic about the potential change and the mandate to move forward.

A Black / L Jolly moved that the meeting move into committee in order to discuss a student issue for which privacy is required. Carried.

A Penniket / L Jolly moved that the meeting move out of committee. Carried.

Student's Report

A Black advised the Board about a proposed change in the way that Student Council will use its funding this year. Rather than handing a cheque back to the Board at Prizegiving the Student Council Executive is to disburse the funds to specific students and/or projects.

W Bosley advised that Alex and Peyton Sweeney will be addressing the Otago Southland Principals' conference on Friday.

Alex was congratulated on his re-election as student representative, a first for the college.

Finance Report

The Finance Report for September and minutes of the Finance Committee meeting were circulated with the agenda. It was pleasing to see that the financial forecast to the end of the year is looking more positive. The Reitaku group is definitely coming in spite of swine flu. DTZ have been advised that the Board wishes to dispose of the school house at Kowhai Drive.

Governance Self Review:

1. Personnel Attestation

An updated personnel attestation was circulated with the agenda. Some issues were discussed:

- W Bosley's teacher registration was delayed because the form had not been correctly signed off by the Deputy Principal and Board Chairperson.
- M Bate is on the teacher's payroll but the majority of his job involves Gateway and Careers Advice. His UK teaching qualification is not recognised for New Zealand teacher registration and he will need to retrain in order to gain this.
- J van Riel's application to the Teacher's Council is being prepared.

2. Property

- The audit committee has not yet started this review and it was agreed to defer this until next year.
- The two relocated classrooms are now in use by H Crosbie and J Vermuelen, although the wheelchair access ramp is still being finished.
- The invitation to visit the new Wanaka Primary School site still stands and G Ruddenklau will try to organise this prior to the next board meeting. Access to the site is from Kings Drive – there is no access across the playing fields.

Other Business

1. A Penniket voiced concern regarding the number of academic prizes for Years 12, and it was advised that the prize structure for Years 11 and 12 has been changed in line with the Year 13 awards. There will now be a prize for each subject plus a top boy and girl in each year level.

Next Meeting Agenda:

- Curriculum focus: Maori
- Self-review: None
- Strategic goals: Strategic goals and 2010 annual goals.
- Special topic: Principal's Performance Agreement

Minutes of the Previous Meeting (1 September 2009)

*L Jolly / D Schikker moved that the minutes are an accurate record of the previous meeting.
Carried.*

Matters Arising

1. G Ruddenklau and M Barton gave a presentation on the finances to a staff meeting and this was well received.
2. The Opus plan was not available to be circulated as it is with Angela Mote-Andrews.
3. Follow up on the swimming pool fees has resulted in Lakes Leisure revising their original prices to \$2 per student plus a lane charge. Another meeting is to be held this week which Bill Godsall will also be attending. Central Otago School Sports Association has some funding to support school swimming. The swimming sports could be held in the evening as it is much cheaper to rent the whole pool in the evening. This would allow families to attend and could be combined with a BBQ.
4. Progress has been made on the Year 10 programme and this will run for 10 students in week 6 (16 to 20 November). It will be aimed at improving decision-making and self-esteem. Staffing is currently being planned, and Phil Vink is keen to be involved from the local Police.

Correspondence

As circulated.

1. Otago Polytechnic will continue to lease the Language Centre building next year, the lease cost has been renegotiated more favourably and this will now be paid directly to the Foundation. The agreement is that the Polytechnic will be advised by the end of March each year if the college requires the building back the following year.
2. A staff group is in the early stages of planning the 25th Jubilee and has suggested Easter 2012 as a potential date. The Board supports the concept but questions the timing given that this is a Warbirds Easter. It was suggested that a public meeting be called to form an organising group, or alternatively use an events coordinator.
3. An invitation to be circulated to the Gateway celebratory morning tea to be held at 11.30am on Tuesday 10 November.

Date of Next Meeting:

Strategic Planning Meeting
Next BoT meeting

Friday, 6 November, 7.00am
Thursday (note change of day) 19 November 2009,
6.00pm (5.00pm visit to WPS site to be confirmed)

Meeting finished at 9.02pm.



Department: Music
HOD: Angela Mote-Andrews
Date: 15 October

1. Departmental Overview

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

Anna Shaw: Years 8, 9 and 10 (vocal and choral performance)

Angela Mote-Andrews: Years 7, 8, 10, 11, 12, 13 (jazz band, woodwind)

Pete Stevenson: Guitar tuition ,rock band coordination

Teresa Thornton: Clarinet

Pip Harker: Vocal

Bernie: Keyboard

Gilly Pugh: Junior Choir



- *Number of students and number of classes at each level*

| <i>Year</i> | <i>Number of Classes</i> | <i>Roll</i> | <i>Half/Whole</i> |
|-------------|---------------------------|-------------|-------------------|
| <i>7</i> | <i>5</i> | <i>112</i> | <i>H</i> |
| <i>8</i> | <i>3</i> | <i>71</i> | <i>H</i> |
| <i>9</i> | <i>5</i> | <i>107</i> | <i>1/3</i> |
| <i>10</i> | <i>2</i> | <i>23</i> | <i>W</i> |
| <i>11</i> | <i>1</i> | <i>19</i> | <i>W</i> |
| <i>12</i> | <i>Combined 12/13</i> | <i>9</i> | <i>W</i> |
| <i>13</i> | <i>Combined 12/13</i> | <i>6</i> | <i>W</i> |



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



2. Curriculum Delivery

- *How do you know that there is a progression of skills within programmes from Years 7-13 (or the relevant year)?*

➤ *As this is my first year as HOD at MAC my data in relation to this is limited. I am currently developing a junior program in collaboration with Anna Shaw that has a clear progression of learning between year levels. This progression will be monitored by assessment in the form of teacher observation, student self assessment and written tests. As I spend more time in the job I will be able to more accurately assess the progression of skills between years in the year 7-10*

group. The senior music students' work towards NCEA standards and their progress is measured through their level of achievement in these standards.

- During this year, what strategies are you implementing in your department to promote improved learning outcomes?

Goal 1

Junior Music Department Focus

The current focus for year 7-9 is on developing instrumental and ensemble skills and introducing students to department routines and expectations. We are also focusing on increasing the musical literacy of the students. The key competencies are intertwined in our music program and they will be highlighted in the departments unit of work. These are recent goals and will continue to be the focus next year. This year there has also been a greater emphasis on the development of out of class ensembles, to cater for a wide range of students and instruments.

Strategies

- Resources are being developed for performance and theory that support a progression of learning from years 7-10
- Year 7 students are being introduced to the routines of the music department and to the self-management skills needed to perform successfully in large and small ensembles
- A junior jazz band and junior choir have been formed this year and they will be taking part in a junior music tour to our local primary schools later this term and will also perform at prize giving.

Goal 2

Increase the NCEA achievement in aural, theory/musical knowledge. This is a long-term goal; I would like to see gradual improvement from next years NCEA level 1 class.

Strategies

- Develop a music program that consistently builds musical skills and understanding in line with the current curriculum, enabling students to achieve in all Achievement Standards in the senior school
- Implement theory achievement levels for years 7-9 with certificates of recognition as students reach each level

Goal 3

Encourage a greater work ethic amongst the students in relation to practise, preparation and rehearsal both individually and in group performance.

Strategies

- Focus on teaching ensemble awareness and performance discipline through the junior school music program
- Increase the number of teacher run ensembles
- Increase the number of itinerant music hours and range of instruments taught

- What examples of differentiated learning are obvious in the department?

The year 10 course is a preparatory year for Level 1 music and covers all the skills that will be needed in the following year. The department focus has been on incorporating as many strands from the curriculum as practical into each unit of work. In doing this we will reinforce the practical application of aural, theory and performance; learning about music through music. Most of the students have responded well to this learning strategy and are demonstrating a greater interest and understanding of different styles of music and the fundamentals of music.

An experiential approach is used to teach all aspects of the music curriculum from years 7-13. In doing this we cater for different learning styles within the classroom and give the students a rich and valid learning experience.

3. Assessment

- How do you use assessment information to enhance or improve the learning of individual students or groups of students?

Assessment is used as a tool to gauge the learning outcomes of the student and highlight areas of strength or weakness in the students understanding. From this information we can provide support in the areas needed for individual students. The assessment information is also used to inform teaching practice and can lead to changes in teaching approaches. Students can use feedback given in assessments to inform their study and practise.

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

For junior students we liaise with homeroom teachers to identify specific learning difficulties and discuss possible solutions. With senior students there is regular dialogue between myself, deans, students and parents and extra help/time/ organisational support given. I also liaise directly with instrumental teachers on performance difficulties.

Students with special needs (very able and limited ability)

Students with limited ability in the junior school are fully integrated into the music class and given instruments to play that allow them to have a successful and positive experience making music. Music caters well to very musically able students; they are given performance extension and if they are interested can take on a role of teacher for small groups of students.

For able senior students the sky is the limit and with the support of a good instrumental teacher they can be constantly extended. Extension and development also occurs in out of class performance groups (Jazz Band, Choir, Bands).

Maori students

If Maori students are at risk not achieving teaching approach is adapted accordingly.

5. Evaluation Statement

- What do you see as the strengths of your department?

-Mt Aspiring has a proud tradition of contemporary performance and this has been validated by regular success in the national Rockquest competition. Junior students have role models in the senior school that they aspire to and so the tradition self perpetuates.

-There are many opportunities for students to participate in a diverse range of music both in and outside of the class and they do so with great enthusiasm

-The music students are a community/whanau within the school; they support each other and work collaboratively

-Our students engage with the wider community in a positive way through regular performance

-We have an enthusiastic, skilled and committed staff

- Are there aspects of your curriculum area where improved resourcing could result in improved learning outcomes?

Arts Coordinator The school currently receives \$1000.00 and a per student rate of \$4.46 for an Arts Coordinator. The Arts Coordinator's role within a school is to coordinate and provide gallery visits, itinerant performances, theatre shows, arts workshops, competitions and cultural and artistic events for our students. This year we have not had an Arts Coordinator and the coordination of visiting artists and the organisation of such events as MAC stock, Con Brio and numerous other arts events has fallen to teaching staff.

Mt Aspiring prides its self on its vibrant performing and visual arts department and it is vital that we have access to this resource so we can focus on teaching and learning.

Timetabling a Choir for Senior Music Students during a lunchtime

I would like to timetable one period a week for a combined level 1-3 choir. This would be taken by Anna and would happen during a lunch time. Each student scheduled in this class would have a zero period for one music period a week. The resourcing for this extra hour for our senior singers could come from the ITM funding.

This solution would have several benefits for our students and our school:

- Vocal students would receive extension and development
- Students would be tutored and assessed for group performance with close teacher guidance
- A culture of choral singing would be nurtured at MAC
- During one period a week there would be fewer students in the senior classes, allowing our instrumentalists to focus in a less crowded environment

Data Projector Many rooms in the school have easy access to this technology and it would greatly enhance the teaching and learning in the Music Department.

It is vital for the learner of 2009 and beyond to experience music both aurally and visually. Access to you tube clips of music from around the world in all genres and styles brings music alive for our students. We have used this on occasions but as a projector is not permanently set up in the music room this is both time consuming and awkward.

Writing on the board and organizing OHT's is not a good use of teacher time

Senior Text Books A class set of senior music texts book is needed to and will exceed the departments annual budget of \$300, 20 books at \$40.00 = \$800.00



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)

Devise a workable plan for the future music/performing arts suite

Mount Aspiring College Music Department is a vibrant part of the school and in order to continue to grow and flourish we need some more space. The music suite has been under a lot of

pressure this year due to: Large performance based classes, more classes on the timetable than available class space and increased out of class music groups. Some of the junior classes are being taught outside of the music suite and without the specialist music equipment on hand the teaching and learning is adversely affected.

I have talked to Wayne and Grant about future plans and they have expressed their support and enthusiasm for this project. There have been no funds designated for this project in the short term and it has been suggested that it could be built in collaboration with the wider community. There needs to be further discussion and concrete plans made soon, so we can ensure an amazing future for performing arts at MAC.

Special Topic for BoT

Outline of proposed MAC Digital Technology plan

Network Upgrades.

- The Network infrastructure upgrade is due to start in Nov 2009
- The wireless network upgrade is due to be installed March/April 2010
- We are in the process of letting "Fusion Networks" know the changes that have occurred around the campus since the audits were undertaken

Pilot Scheme.

To date we are very pleased with the progress of the 'Fibre Proof of Concept' trial.

We have physically shifted one server to Dunedin. We have migrated email and backups offsite.

We still have applications and data on site that will be shifted soon. Some will become virtualised.

This pilot scheme has been good for us because:-

- 🌀 we got fibre optic cable to MAC
- 🌀 technician time will be freed up to do more innovative work around MAC
- 🌀 able to better use virtual software
- 🌀 faster internet times

The business analysis (final costing) is not due to be completed until the end of the trial in six months time. There are a lot of things to be taken into account for the costing that are still evolving, such as changes to the connection charges and available services. To date, it looks like the costs will be slightly less than with out moving servers offsite but we will get a much better service. (The last sentence was a direct quote from Peter Hill who has offered to come and talk to the BoT if you like)

Long Term Goals.

Because of the ever increasing changes that are occurring in Digital Technology we need to be flexible, open minded and open sourced.

The quote "there is nothing more constant than change" is very appropriate.

There are a few issues that we are still working on but the general suggested direction is:-

2010:- students can bring in their own portable devices to school and get access to the internet and to their P drive (ie their personal drive on the school network)

There would be three computer suites (the same as present)

Plus at least one new pod of 20 laptops for teachers to take into their classrooms. These would use the wireless system to allow students access to the internet and their P drive.

Note: portable devices include laptops, itouch, iphones, etc

VOIP setup to replace current telephone system

| 2010 | 2011 | 2012 | 2013 | 2014 |
|--|--|--|---------------------------------------|------|
| Some students use their own portable devices | Students encouraged to bring in portable devices | | All students have own portable device | |
| Keep the 3 computer suites | Replace oldest computer suite with laptops | Keep two existing computer suites and get one new multimedia suite | Multimedia suite only | |
| New pods of laptops | | | | |
| VOIP installed | | | | |

The expected life of a school computer suite is four years. We are due to replace the oldest suite in 2009. Because we have put in the time and maintenance we have managed to extend the life of these suites.

Principal's Report to the BOT
Thursday, October 15, 2009

Kia Ora

What has happened lately?

- The term has begun very well with a TOD yesterday on the NZC and excitement and trepidation as the climbathon gets closer. I will refer to the TOD later in my report and I hope to see you at the climbathon – just look up when you get to Basecamp.
- Since our last meeting we have selected our Hostel students for next year. We will have 18 female and 12 male students. These were selected from 52 excellent candidates which number wise was slightly down on 2008 but the quality of the candidates was very high.
- Assessment week for Year 11-13 students was very successful. The students (especially Y11) need to experience those assessments for the penny to drop on what formal assessments really mean. Interim NZQA reports were also posted home at the end of the term to give a true indication to families on formal progress thus far.
- Our Y9-12 Option information culminated in an expo in the Gym which was well patronized. We were much more comfortable in this being the end of the process rather than the beginning. We placed most emphasis on Year 11 students going into Year 12 as this is the key transition to ensure courses are appropriate for the final two years of secondary school.
- Annette is currently crunching the numbers for individual subjects as we prepare our option structure for next year.
- Our initial staffing has arrived from the ministry with their figures being very slightly down on our projections (remember that this is reconfirmed on actual numbers on March 1, 2010)
Confirmed numbers on July 1, 2009 630 domestic students
Staffing figures for Jan 27, 2010 628 students, 43.76 FTTE (staff)
Currently our projections suggest a large Year 13 group next year of around 125 (MOE have given us 92)
- I attended a First Time Principal's conference in Auckland during the holidays. This was an inspiring couple of days and reinforced the idea for me on ensuring that we look to ensure that learning was designed for the future needs of the students and not necessarily what has happened over a long period of time. The concepts of collaborative and real life learning were mentioned in many work shops which was encouraging given the discussions that had begun at MAC.
- The Upper Clutha schools met with Cam Shepherd from Lakes Leisure about rates for the pool. Although initial 2009 rates have been reduced (funny, it was an administrative error) they are not absolutely confirmed

and I will be speaking to the other principals in the area again and will report the final figures on Tuesday evening.

- I will report on a student discipline matter in committee
- Strategic Goals for 2010: (General themes include)
College wide Literacy drive
The place of Technology in learning and reporting in a interactive way
Integration of the curriculum
(I will table further thoughts at the meeting)
Acknowledge that a review of the uniform and its management will be carried out in 2010.
- Performance Management: This year we have focused on our HOD's and their importance in ensuring that there is a learning focus and not merely a managerial focus within their departments. To this end I have had Pete Smalley involved with Greg, Vicki and I in gaining data via a 360 degree assessment and then group and individual goal setting sessions. I have since met with every HOD to discuss these goals and also comments from the mid year curriculum reports.
The process was difficult at times but without exception the HOD's valued the feedback and the opportunity to discuss and share the issues raised. They have also formed a closer professional group and are now discussing common issues and sharing good practices.
There are a couple of HOD's with specific needs whom I am continuing to meet with.
Meetings with the rest of the staff will continue and will be reported over into next year as the reporting system can happen over a 12 month period through a calendar year.

Annual Goals: (HOD meetings have included discussions on how departments will cope with the college goals. Individual staff will be asked via the Performance Management process)

Science Department Action Plan:

I have nothing to report from the plan this month but I can report that Nikki Meissel will be returning to the college in 2010 on a part-time basis, teaching 2 classes. She will give up her management units and these will be available for reallocation.

Use of Assessment Data:

Nothing to report this month.

Use of Technology:

See the plan from Denise Bruns who will join us on Tuesday evening. This weekend's Climbathon is to support our desire to get greater information access for students in classes as the need arises – laptop pods.

Revised NZ Curriculum:

We had a very successful TOD last Wednesday where there was keen and passionate discussion around 'integrating the curriculum'. I also presented the attached document on vision and values that was well received by staff. It was great to be able to say that the college mission statement was written by the student representative as this seemed perfectly 'MAC'.

We have chosen to look at integration based on a problem or theme to attempt to make the learning more real life in order as research tells us that learning connections are more successfully made in these conditions. 21ST Century learning also relies on collaboration rather than independent or individual learning so this style will encourage this type of learning environment. There will be varying changes to structure throughout the college initially with Year 7-9 being our main area of focus for next year. However there is universal support for creating structures for staff to collaborate regularly on a student or class basis rather than at a subject level. This moves the discussion from curriculum only to the students 'The **WHO** and not the **WHAT**'. I will elaborate more on Tuesday but I am excited about the enthusiasm, passion, research and discussion that are happening around the staffroom on learning at the moment.

Vision/Mission/Values: Refer to macpresentationtod3 attachment.

Investigation of Mentoring Programme:

This is an area that will be increasingly used within a problem solving integrated problem. Staff and students will utilize the wisdom and knowledge of the community in looking for solutions so the experience of this will be invaluable. As an example, entrepreneurship is an area that lends itself to solving real life issues. Currently the Y13 Enterprise classes use mentors and we plan to see business/trade problems introduced more throughout the junior school as well.

National Administration Guidelines:**NAG 1: (Curriculum):**

Please refer to NZC comments.

NAG 2: (Planning & Reporting)

As a staff we have reviewed our reporting to parents systems in terms of the staff role in producing reports. This has resulted in a number of modifications and initiatives to assist staff during the reporting process. We have added some external assistance during the editing process but reinforced the responsibility of staff to attain a professional standard in producing the reports. (It was the small editing returns that caused the problems and so we have taken that layer away from staff)

Reporting to parents in the future will change to a more regular 'electronic' environment. The aim is to have results and progress comments on line as they are available. The interaction with parents will increase with such a method but at this stage written reports will continue as they have for the last couple of years.

NAG 3: (Personnel)

I will be advertising for positions to cover the following staff changes. However in some cases I will not necessarily be advertising a like for like position as I look at the big picture of staffing and structure at the college next year. I can explain in more detail next Tuesday.

Nikki Meissel – returning from maternity leave to a part-time position.

Siobhan Quayle – resigned from a Science/Maths position (has been on leave from MAC)

Chris Waugh – one years leave

Jo Hawkins – resigned from a full time Maths position

Katie Basset-Allen – one years leave

Melissa Johnson – remaining on maternity leave from a part time position

Pete Smalley – resigned from a full time OP position

Caitlyn Harvey – resigned from the Assistant Supervisor's position at the hostel

NAG 4: (Finance & Property)

Ronnie has made wonderful progress in property with the creation of two refurbished classes on the top field. The students are in these classes now. The ILC building has been moved and repainted externally and the staff has been back in that building for some time.

Progress on the car park area, OP building wheel chair ramp is on going.

Next Friday the Team Green group has arranged a tree planting session around the campus to support the 350 global environmental push.

NAG 5: (Safe Environment)

Nothing to report.

NAG 6: (Legislation)**ILC:**

See attached report from Claire

Hostel:**Report from Duncan to me:**

Business as usual here at the hostel. All the kids are back from holidays this week except one student who is having his wisdom teeth removed in Palmerston North Hospital. He will be back on Saturday.

The kids are generally focused on their studies and the arrival of Halls acceptance letters have reinforced how little time they have left.

Holiday was quiet here with no one renting any houses. A family who normally come every year at this time couldn't fro 'family reasons'. I think the good rental numbers from term 2 holidays will balance this out. A couple of big groups are coming during January 2010 which will be a good earner.

An insurance assessor came last term to look at the earthquake damage to the exterior plaster of the units. Ronnie can probably confirm but I believe we have the go ahead to get this repaired on insurance? I have spoken to our

painter and have talked about the end of term being a good time to get it done. Will talk to Ronnie about this to confirm details.

Climbathon is the buzz around here at the moment so expect good participation and enthusiasm from this lot. We have come to expect nothing less from them. OP is looking well organized fro the wrap up. Labour weekend will see them heading to the west coast for a 2 day tramp. Another first time trip for the Hostel. We have basically abolished the use of commercial operations at this end of the year in favour of better value for money experiences that will allow for better reflection of the year. The last trip for the year will be an afternoon jaunt up Mt Roy for an overnigher. This was a highlight for last year's group so we have retained in our 09 plan.

Looking forward to all that term 4 has to offer!

Regards,

Wayne

15/10/2009