

ALFRISTON COLLEGE
Board of Trustees

Board Meeting Agenda and Minutes - 6.00pm, Monday 26 March 2018 Boardroom, Alfriston College, Porchester Road, Randwick Park			
Welcome:	Sarah-Jane Whitehead		
Administration:			
Present:	Sarah-Jane Whitehead, Teri Harnell, Paul Monzari, Diane Black, Robert Solomone, Sarah Loomb, Donna Tupaea-Petero, Bruce Ringer, Julie-Anne Roberts [Minute Secretary]		
Apologies:	In-committee meeting to be moved to later in the meeting to enable Robert to leave as key topic of discussion will be Principal's Appraisal		
Declaration of conflict of interest:	Teri - Disciplinary committee have to stand down from this. Teri - Also on BOT New Foundations Trust		
Members of the Public:	Nil		
In Attendance:	Nil		
Presentation by:	NA		
Tabled Discussion:			
Subject	Discussion / Details / Resolution:	Who:	Timeframe:
2018 Budget:	Following the 2018 Budget being tabled at the February meeting and the subsequent emails, <i>It was moved that the 2018 Budget be accepted</i> Moved: Robert Solomone Seconded: Sarah-Jane Whitehead Carried	Se	Before next meeting
Financial Reporting when Ananda's on leave:	Ananda has support through Assistants and ensures reporting requirements will be met prior to leave request; Finance Committee will monitor and keep BOT informed	Finance Committee	On-going
EOTC trips and adherence to requirements:	EOTC working group tasked to complete this over the next few weeks to present to next H&S Committee in May; using latest Ministry Guidelines and support of Ministry guidelines and EONZ	Lb	Before next meeting
BOT Committees:	Need to continue to fine tune operation of Sub committees; work in progress as newly appointed Chairpersons gain better understanding of expectations and use the administrative support better Recommended that respective Chairpersons provide BOT Secretary with agenda items and notes 2-3 days before scheduled meeting; BOT Secretary prepares meeting documents and leaves for the Chair on the day; after each meeting, the Chair leaves the folder with minutes and notes in the the Boardroom for the Board Secretary to compile for next BOT meeting All encouraged to do pre work before the sub committee meetings Table items instead of doing via email, unless urgent Avoid deferring items	Committee Chair	On-going
Human Resources report:	No meeting held in March		
Community Hauora report:	<i>It was moved the minutes of 19 March 2018 meeting be taken as read and accepted as a true and accurate record:</i> Moved: Teri Harnell Seconded: Didar Singh Carried		
Achievement, Teaching and Learning report:	Now combined with Planning and Reviewing Sub-committee		

Planning and Reviewing report:	To meet in May with members of former ATL Committee		
Finance and Property rereport:	<p><i>It was moved the minutes of 19 March 2018 meeting be taken as read and accepted as a true and accurate record:</i> Moved: Sarah-Jane Whitehead Seconded: Paul Monzari Carried</p> <p>Finance and Property Sub Committee endorses the application by Niwa Rangihuna; budget was \$20k less than presented to the board back in February <i>It was then decided that the Board of Trustees endorse Niwa Rangihuna's proposal and that Finance apply to appropriate Trusts / organisations for funding to cover the cost of the Basketball Court</i> Moved: Sarah-Jane Whitehead Seconded: Paul Monzari Carried</p> <p><i>It was moved that the Monthly Management Accounts for February 2018 be accepted:</i> Moved: Paul Monzari Seconded: Robert Solomone Carried</p>	Se	Before next meeting
Principal's report:	<p>10 Year Property Plan is in place; projects are as we have suggested over the last few years; as soon as final documentation is tabled, the Finance Committee will communicate with our Project Manager to complete the process with MOE; 2nd half of the 10 Year Plan begins in 2019, proposed new toilet blocks proposed here. Donna talked about Cultural Experience Day - fabulous day, prioritise budget for 2019. Softball coaches and managers - acknowledgment letter from SJ</p> <p><i>It was moved that the Principals March Report be accepted:</i> Moved: Sarah Loomb Seconded: Sarah-Jane Whitehead Carried</p>	SJ	
Minutes of previous meeting and matters arising from the minutes:	<p><i>It was moved that the minutes of 26 February 2018 meeting be taken as read and accepted as a true and accurate record:</i> Moved: Sarah-Jane Whitehead Seconded: Teri Harnell Carried:</p>		
Correspondence	<p>Preliminary and Final Approval for Overnight Tour L10ED - Semester 1 Hunua Ranges Tuesday 8 May - Wednesday 9 May 2018 Confirmation of route. Ratio 14:1 learning leader. Emergency plan around injuries. another adult in attendance. Not approved on the basis of insufficient staffing ratio</p> <p>Preliminary and Final Approval for Overnight Tour Outdoor Education Learners Sir Peter Blake Yacht - Steinlager, Hauraki Gulf, Kawar Island, Great Barrier Island Wednesday 6 June - Friday 8 June 2018 Moved: Sarah-Jane Whitehead, subject to final itinerary being submitted Seconded: Sarah Loomb Carried</p> <p>Preliminary Approval for Overnight Tour AC Hip-Hop Crew Hip-Hop competition - Tauranga Saturday 2 June - Monday 4 June 2018 Self funding Preliminary approval Moved: Sarah-Jane Whitehead Seconded: Sarah Loomb Carried</p>	Lb	via email

	<p>Preliminary and Final Approval for Overnight Tour Te Parawhatawai (L3TEP) Hoani Waititi Marae Friday 6 April - Saturday 7 April 2018 Moved: Sarah-Jane Whitehead, subject to confirmation of SAPS Seconded: Sarah Lomb Carried</p> <p>EOTC trips will be presented to the H&S SubCommittee who will then get approval from the Board when report from subcommittee is approved at monthly meetings.</p> <p>NZSTA 2018 AGM - Saturday 21 July</p> <p><i>It was moved that the inwards and outwards correspondence be received and accepted</i> Moved: Sarah-Jane Whitehead Seconded: Sarah Lomb Carried</p>	Lb	via email
		All	Before next meeting
In-Committee:	<p>At: 7.44pm</p> <p><i>It was moved that in order to discuss discipline and staffing issues the public is removed from the next section of this meeting</i> Moved: Sarah-Jane Whitehead Seconded: Sarah Lomb Carried</p>		
Minutes of previous In-Committee meeting:	<p><i>It was moved that the in-committee minutes of 26 February 2018 meeting be taken as read and accepted as a true and accurate record</i> Moved: Sarah-Jane whitehead Seconded: Sarah Lomb Carried</p>		
In-Committee Correspondence:	<p><i>It was moved that the in-committee inwards and outwards correspondence be received and accepted</i> Moved: Sarah-Jane Whitehead Seconded: Sarah Lomb Carried</p>		
Out of In-committee:	<p>At: 8.45pm</p> <p><i>It was moved that the meeting now enable the public to attend</i> Moved: Sarah-Jane whitehead Seconded: Sarah Lomb Carried</p>		
Identify agenda items for next meeting:	Next Meeting in May		
Preparation for next meeting:	Sub Committee Chairs to communicate with Julie-Anne their agenda items for next meetings	Committee Chair	Before scheduled meetings
Meeting Closure	At 8.47pm		

Signed by Board Representative:

Dated: