

**ALFRISTON COLLEGE**  
**Board of Trustees**

<b>Board Meeting Agenda and Minutes - Monday 28 May 2018, 6.00pm, Boardroom, Alfriston College, Porchester Road, Randwick Park</b>			
<b>Welcome:</b>	Sarah-Jane Whitehead		
<b>ADMINISTRATION:</b>			
Present:	Sarah-Jane Whitehead, Sarah Loomb, Paul Monzari, Bruce Ringer, Didar Singh, Donna Tupaea-Petero, Teri Harnell, Robert Solomone Jolie Kay-Cassin [Minute Secretary]		
Apologies:	Sarah-Jane Whitehead [left meeting at 7.24pm], Diane Black [phone message]		
Declaration of conflict of interest:	Nil		
Members of the Public:	Nil		
In Attendance:	Nil		
Presentation by:	Nil		
In-Committee:	At: 6.05pm  <i>It was moved that in order to discuss <b>discipline and staffing issues</b> the public is removed from the next section of this meeting</i> <b>Moved:</b> Sarah-Jane Whitehead <b>Seconded:</b> Sarah Loomb <b>Carried</b>		
Minutes of previous In-Committee meeting:	<b>Matters arising:</b> Nil  <i>It was moved that the Minutes of <b>26 March 2018</b> meeting be taken as read and accepted as a true and accurate record:</i> <b>Moved:</b> Sarah-Jane Whitehead <b>Seconded:</b> Sarah Loomb <b>Carried</b>		
In-Committee Correspondence:	<b>Discussion/questions:</b> Nil  <i>It was then moved that the inwards and outwards correspondence be received and accepted</i> <b>Moved:</b> Sarah-Jane Whitehead <b>Seconded:</b> Teri Harnell <b>Carried</b>		
Out of In-committee:	<i>It was moved that the meeting now enable the public to attend</i> <b>Moved:</b> Sarah-Jane Whitehead <b>Seconded:</b> Sarah Loomb <b>Carried</b>  At: 6.17pm		
<b>TABLED DISCUSSION:</b>			
<b>Subject</b>	<b>Discussion / Details / Resolution:</b>	<b>Who:</b>	<b>Timeframe:</b>
BOT member blurb for the next Update - Paul, Donna or Diane	Donna to complete blurb by 25 June; use BOT photo on website	Donna	25 Jun
ERO visit, week 8, 18-22 June 2018	<b>Week of 18-22 June:</b> <ul style="list-style-type: none"> <li>• Participate in a self-audit as a Board; BOT to focus on section 1 - read and raise any areas you would put no or unsure; SJ/Robert will respond to anything raised; will be reviewed by SJ/Robert on 8 June</li> <li>• Meet with BOT to get a sense of governance - 4.30pm, Tuesday 19 June 2018</li> <li>• ERO will attend our next BOT meeting to give us the key things post</li> </ul>	SJ/Se  BOT  BOT	before 8 Jun  19 Jun  25 Jun

	review, 5.00pm, Monday 25 June 2018		
NZSTA Conference and AGM 2018:	<p>'Strengthening Excellent Governance for Improved Student Outcomes', 20-22 July 2018, Energy Events Centre Rotorua Early bird registration closes <b>31 May 2018</b></p> <ul style="list-style-type: none"> <li>Sarah-Jane will attend Friday/Saturday; Teri to confirm by Tuesday; Jolie to register attendance</li> </ul> <p><i>It was decided that the Alfriston College Board of Trustees [being a member of NZSTA as at 31 March 2018] appoints Sarah-Jane Whitehead to be our delegate and to vote on their behalf at the AGM of NZSTA to be held at the Rotorua Energy Centre on Saturday 21 July 2018, and any adjournment of this meeting</i> <b>Moved:</b> Sarah Loomb <b>Seconded:</b> Robert Solomone <b>Carried</b></p>	Jolie	
Health and Safety [HAS] report:	<p><b>Tabled documents:</b></p> <ul style="list-style-type: none"> <li>Agenda/minutes of meeting 15 May 2018</li> <li>EOTC application for approval: <ul style="list-style-type: none"> <li>Waitawheta River/Valley in Karangahake Gorge L3 OED Class - preliminary and final approval</li> <li>AC Hip-Hop Crew - final approval</li> <li>Rotorua 2 x L2 OED Classes - preliminary and final approval</li> <li>Sir Peter Blake Marine Education Centre (Long Bay Beach, Auckland) - preliminary approval</li> </ul> </li> </ul> <p><b>Discussion/questions:</b></p> <ul style="list-style-type: none"> <li>Will review policy and risk management re: <ul style="list-style-type: none"> <li>Exposure to drugs and alcohol</li> <li>Exposure to violence, weapons and physical assault</li> <li>Mental health</li> <li>Tips on uneven concrete</li> </ul> </li> <li>Review incident reporting and near miss template for trend analysis</li> <li>External HAS review last completed in 2016; sub committee to consider another review</li> <li>Didar to bring overview of accident register to sub committee meetings</li> <li>Subcommittee will sign off EOTC going forward</li> <li>Different levels of approval will be required for EOTC; EOTC coordinator will be appointed - will be part of HAS Subcommittee</li> </ul> <p><i>It was then moved to accept the <b>May 2018 Report:</b></i> <b>Moved:</b> Sarah-Jane Whitehead <b>Seconded:</b> Robert Solomone <b>Carried</b></p> <p><i>It was then decided that the <b>tabled documents</b> be accepted:</i> <b>Moved:</b> Sarah-Jane Whitehead <b>Seconded:</b> Robert Solomone <b>Carried</b></p>	HAS  HAS Didar	
Community Hauora [CH] report:	<p><b>Tabled documents:</b></p> <ul style="list-style-type: none"> <li>Agenda/minutes of meeting 15 May 2018</li> <li>Draft reintegration plan - suspension and stand downs <ul style="list-style-type: none"> <li>BOT Reintegration Progress Report</li> <li>BOT Reintegration Progress Report - Alt Ed</li> <li>Stand Down Reintegration Progress Report</li> <li>Whanau Feedback Suspension Reintegration Progress Report</li> </ul> </li> </ul> <p><b>Discussion/questions:</b></p> <ul style="list-style-type: none"> <li>Reviewed stand down/suspension processes <ul style="list-style-type: none"> <li>Overseen by Senior Leader responsible for year level - instigated by Board Secretary</li> </ul> </li> <li>Didar to work with Whanau Leaders to track attendance data trends within the Whanau [disaggregation of data - which whanau/ethnic group is struggling]</li> <li>Whanau engagement to be followed up by Whanau Leader</li> </ul> <p><b>Sarah-Jane left the meeting at 7.24pm; Teri Chaired the meeting</b></p> <ul style="list-style-type: none"> <li>Reintegration templates to be completed electronically - PDF copies will be placed in CH subcommittee folder</li> <li>Need to look at the suspension conditions BOT are putting in place</li> </ul>	Jolie Didar	



	<p><b>Discussion/questions:</b></p> <ul style="list-style-type: none"> <li>● Three key findings on 2017 Audit Management Report <ul style="list-style-type: none"> <li>○ Cyclical maintenance - add column to Property timeline report</li> <li>○ Fixed assets register review - whole asset register rather than</li> <li>○ Statutory borrowing of operating leases - treatment changed; addressed</li> </ul> </li> <li>● FAP walk around combined with HAS walk around - to be organised</li> <li>● P endorsement required to drive school van/buses - still being investigated</li> <li>● Monthly management reporting good <ul style="list-style-type: none"> <li>○ Need someone other than Ananda who can put the report together on a monthly basis [in Ananda's absence]; should be an interim monthly report available every month, February - November</li> </ul> </li> <li>● Signage at Porchester Road entrance - budget for 2019 unless external funding is available</li> <li>● Centralised external funding applications via Finance Leader</li> <li>● 10YPP - high priority CCTV upgrade</li> <li>● 2017 Annual Report and financial statements - Page 9 statement on Kiwi Sport funding, per head payment targeted at sport only; report meets the NZSTA guideline; lost opportunity - would be good to include additional information e.g explore what this looks like in forms of engagement</li> </ul> <p><i>It was then decided that the annual report going forward will include the school learning journey for the year</i>  <b>Moved:</b> Paul Monzari  <b>Seconded:</b> Teri Harnell  <b>Carried</b></p> <p><i>It was then moved to accept the <b>May 2018</b> Report:</i>  <b>Moved:</b> Paul Monzari  <b>Seconded:</b> Robert Solomone  <b>Carried</b></p> <p><i>It was then decided that the <b>tabled documents</b> be accepted:</i>  <b>Moved:</b> Paul Monzari  <b>Seconded:</b> Robert Solomone  <b>Carried</b></p>	Vaughan	
Principal's report:	<p><b>Tabled documents:</b></p> <ul style="list-style-type: none"> <li>● Finland Study Tour report</li> <li>● International Student Marketing Trip report</li> </ul> <p><b>Discussion/questions:</b></p> <ul style="list-style-type: none"> <li>● Finland report - where to next: <ul style="list-style-type: none"> <li>○ No increased resourcing available from MOE</li> <li>○ Diverse community in NZ therefore higher inequity</li> <li>○ Lessons around making sure we continue to follow our path re cross curricula, team teaching</li> <li>○ Met with Finish Educational leader - Pasi Sahlberg; advising NZ government</li> <li>○ Lots of magic coming from South Auckland schools; Suzanne Fowler [The Gardens School] devising a programme to share the magic</li> </ul> </li> <li>● Lunch system - find funding/company to support; track beforehand; do lunches for year; measure results; start small [primary school]; big impact; engage SERCO [huge facilities - kitchen, structures]</li> <li>● Cyclone Computers - finance package, parents register, documents sent to AC - we say yes - bonafide learner; AC pay admin fee around the risk involved in contract; if parents pay off contract AC get admin fee back; removes barriers our whanau would face <ul style="list-style-type: none"> <li>○ Parent complained to Commerce Commission around the process</li> <li>○ Cyclone saying Commission has upheld parents complaint; AC now has to say yes/no with the school having to check the parents financial ability to repay; our MOU clearly states no financial check will be completed by the school</li> <li>○ Stopped process until we meet with Cyclone - BOT invited to attend meeting</li> <li>○ Other companies have stock they want to get rid off, 3 years interest free</li> </ul> </li> </ul> <p><i>It was then moved to accept the <b>May 2018</b> Report:</i></p>	BOT	

	<p><b>Moved:</b> Teri Harnell  <b>Seconded:</b> Sarah Lomb  <b>Carried</b></p> <p><i>It was then decided that the <b>tabled documents</b> be accepted:</i>  <b>Moved:</b> Teri Harnell  <b>Seconded:</b> Sarah Lomb  <b>Carried</b></p>		
Minutes of previous meeting and matters arising from the minutes:	<p><b>Matters arising:</b></p> <ul style="list-style-type: none"> <li>amended minutes - Ministry guidelines and EONZ [not <i>Ministry contracted experts</i>]</li> </ul> <p><i>It was moved that the amended minutes of <b>26 March 2018</b> meeting be taken as read and accepted as a true and accurate record</i>  <b>Moved:</b> Robert Solomone  <b>Seconded:</b> Sarah Lomb  <b>Carried</b></p>		
Correspondence:	<p><b>Additional correspondence:</b></p> <ul style="list-style-type: none"> <li>27 Apr NZSTA - registering your delegate to the NZSTA Annual General Meeting</li> <li>18 May MOE - consultation on establishment of South Auckland Middle School [special character school not a Charter school]</li> <li>22 May Cyclone Computers - finance updating of their application process</li> <li>27 May Donna Tupaea-Petero - apologies for lateness at tonights BOT meeting</li> <li>28 May Vandana Pillay - application for 2018 Secondary Teachers' Study Award</li> </ul> <p><b>Discussion/questions:</b></p> <ul style="list-style-type: none"> <li>Spoken Word EOTC withdrawn</li> </ul> <p><i>It was then decided to approve the 2019 Secondary Teachers Study Award applications for Vandana Pillay and Sarah Dutt</i>  <b>Moved:</b> Robert Solomone  <b>Seconded:</b> Donna Tupaea-Petero  <b>Carried</b></p> <p><i>It was then decided that we endorse the South Auckland Middle School's application to become a special character school</i>  <b>Moved:</b> Robert Solomone  <b>Seconded:</b> Donna Tupaea-Petero  <b>Carried</b></p> <p><i>It was then moved that the inwards and outwards correspondence be received and accepted</i>  <b>Moved:</b> Teri Harnell  <b>Seconded:</b> Sarah Lomb  <b>Carried</b></p>		
Sub-committee roles and responsibilities for 2018:	<p>Human Resources - Paul [Chair], Sarah  Community Hauora - Teri [Chair], Sarah-Jane, Didar  Health &amp; Safety - Sarah-Jane [Chair], Didar  PR &amp; ATL - Bruce [Chair], Donna, Sarah-Jane  Finance &amp; Property - Paul [Chair], Teri</p> <p><i>It was then decided that the <b>Sub-committee Roles and Responsibilities for 2018</b> be accepted:</i>  <b>Moved:</b> Robert Solomone  <b>Seconded:</b> Paul Monzari  <b>Carried</b></p>		
Updated 2018 BOT Calendar:	<p>Tabled</p> <p><i>It was then decided that the <b>revised 2018 BOT Calendar</b> be accepted:</i>  <b>Moved:</b> Robert Solomone  <b>Seconded:</b> Paul Monzari  <b>Carried</b></p>		
Any other matters:	Nil		
<b>IDENTIFIED AGENDA</b>	<ul style="list-style-type: none"> <li>NCEA recommendations to be discussed at next meeting</li> </ul>		

<b>ITEMS FOR NEXT MEETING:</b>	<ul style="list-style-type: none"> <li>● HAS meeting <ul style="list-style-type: none"> <li>○ Review policy and risk management</li> <li>○ External HAS review [previous completed in 2016]</li> </ul> </li> <li>● CH meeting <ul style="list-style-type: none"> <li>○ Review suspension conditions</li> </ul> </li> </ul>		
<b>PREPARATION FOR NEXT MEETING:</b>	<p>Human Resources, <b>5.00pm, Wednesday 6 June 2018</b></p> <p>Health and Safety, <b>5.00pm, Monday 11 June 2018</b></p> <p>Planning/Reviewing and Achievement/Teaching and Learning, <b>6.00pm, Monday 11 June 2018</b></p> <p>Finance and Property, <b>5.00pm, Monday 18 June 2018</b></p> <p>Community Hauora, <b>4.00pm, Monday 25 June 2018</b></p>		
<b>MEETING CLOSURE:</b>	At: 8.45pm		
<b>ACTIONS FOR BOT SECRETARY:</b>	<ul style="list-style-type: none"> <li>● Schedule BOT/ERO meeting 4.30pm, Tuesday 19 June 2018</li> <li>● Schedule BOT/ERO meeting 5.00pm, Monday 25 June 2018</li> <li>● Register Sarah-Jane's attendance at NZSTA conference before early bird closure 31 May 2018</li> <li>● Instigate BOT reintegration plans for suspended learners</li> </ul>	<p>Actioned</p> <p>Actioned</p> <p>Actioned</p> <p>Actioned</p>	

Signed by Board Representative:

Dated: