

ALFRISTON COLLEGE
Board of Trustees

**Board Meeting Agenda and Minutes - Monday 30 July 2018, 6.00pm,
Boardroom, Alfriston College, Porchester Road, Randwick Park**

Chair:	Teri Harnell		
ADMINISTRATION:			
Present:	Teri Harnell, Robert Solomone, Bruce Ringer, Didar Singh, Paul Monzari Jolie Kay-Cassin [Minutes]		
Apologies:	Sarah-Jane Whitehead, Donna Tupaea-Petero, Sarah Loomb, Diane Black		
Declaration of conflict of interest:	N/a		
Members of the Public:	N/a		
In Attendance:	N/a		
Presentation by:	N/a		
In-Committee:	<p>At: 6.06pm</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></p> <p>Moved: Teri Harnell Seconded: Robert Solomone Carried</p>		
Out of In-committee:	<p>At: 6.25pm</p> <p><i>It was moved that the meeting now enable the public to attend</i></p> <p>Moved: Teri Harnell Seconded: Robert Solomone Carried</p>		
TABLED DISCUSSION:			
Subject	Discussion / Details / Resolution:	Who:	Timeframe:
School Leaver Data	Tabled for the August PRATL meeting	Alastair	Aug
2017 Learning Area Reports	Tabled for the August PRATL meeting	Alastair	Aug
TTCF Scholarship funding	<p>Invitation to apply for two TTCF Tertiary Scholarships valued at \$2000 each</p> <p><i>It was then decided that application be made to The Trusts Community Foundation Ltd for two Tertiary Scholarships valued at \$2,000 each</i></p> <p>Moved: Teri Harnell Seconded: Didar Singh Carried</p>		
Any other matters:	<p>Out of Zone Enrolments for 2019</p> <ul style="list-style-type: none"> ● 40 places at Year 9 ● 10 places at each year level, Year 10-13 <p><i>It was then decided that the Out of Zone Enrolments in 2019 be confirmed as:</i></p> <ul style="list-style-type: none"> ● 40 places at Year 9 ● 10 places at each year level Year 10-13 <p>Moved: Robert Solomone Seconded: Paul Monzari Carried</p>		
Human Resources report:	<p>Tabled documents:</p> <ul style="list-style-type: none"> ● Agenda/minutes of meeting 5 July 2018 ● Human Resources Report for July 2018 		

	<p>Discussion/questions:</p> <ul style="list-style-type: none"> • Paul to discuss changes to the Principal's appraisal policy with Teri and Sarah-Jane • HR Assistant - difficult to get a specialist from outside; suggest developing a current support staff member; discuss option to collaborate/job share with another school • Property Leader - difficulty getting suitable person; huge difference between property manager and caretaker <ul style="list-style-type: none"> ◦ Discuss option to collaborate/job share with another school; feasibility study to contract out property management in the interim [Spotless]; speak with Nick re options available ◦ We have another new MOE property manager [Peter Gullivan] - we will get substantial funding in line with our 10YPP projects • New date to be set for the 2018 Performance agreement informal review <p><i>It was then moved to accept the July 2018 Report:</i> Moved: Paul Monzari Seconded: Teri Harnell Carried</p>	Paul	
		Robert	
		Sarah	20 Aug 18
Community Hauora report:	No meeting held in July		
Health and Safety report:	No meeting held in July		
Planning/Reviewing & Achievement/Teaching and Learning report:	No meeting held in July		
Finance and Property report:	<p>Tabled documents:</p> <ul style="list-style-type: none"> • Agenda/minutes of meeting 23 July 2018 • Monthly Management Accounts for June 2018 • Credit card limits <p>Recommendations</p> <ul style="list-style-type: none"> • That the Property Leader credit card be transferred to the Caretaker • That we complete Credit Card limit adjustments as per Finance Leader's tabled recommendations • That Teshwill Martin be paid Higher Duties Allowance while the Property Leader review unfolds <p>Moved: Robert Solomone Seconded: Teri Harnell Carried</p> <p>Cyclone Computing MOU Email copy of current and new MOU to BOT for review; finance recommendations to the August BOT meeting</p> <p><i>Recommendation: That we do not sign the updated Cyclone Computing MOU:</i></p> <ul style="list-style-type: none"> • that we see the current MOU to its end [2020]; that we strictly monitor any new applications and keep Cyclone Computing clients to a minimal and manageable size • that we continue to promote the purchase of devices other than Cyclone Computers, especially for 2019 new enrolments • that we continue to recommend the Chrome Notebook as the school's preferred device • that we continue to explore our own schemes <p><i>It was moved that the Monthly Management Accounts for June 2018 be accepted:</i> Moved: Teri Harnell Seconded: Paul Monzari Carried</p> <p><i>It was then moved to accept the July 2018 Report:</i> Moved: Teri Harnell Seconded: Paul Monzari Carried</p>	BOT	August BOT meeting
Principal's report:	Tabled documents:		

	<ul style="list-style-type: none"> Engagement Report Term 1 2018 MOE Every Day Matters Report Term 1 2018 <p>EOTC:</p> <ul style="list-style-type: none"> A lot more dissemination around trips; if trip is connected to curriculum then cost of reliever is covered by the school; if trip is a learning experience for learners the school will subsidize cost of reliever <p>Every Day Matters Report [MOE report]</p> <ul style="list-style-type: none"> Shows high absenteeism but not reasons - much higher amongst Maori and Pasifika learners than Asian, plus higher at Y10 Attendance is not as high as it should be [MOE see high attendance as greater than 90%]; report provides a trend indicator Not a similar amount of diligence across the school; driven by Senior Leaders/Whanau Leader Interventions around the 'why' Engagement and attendance pivotal - working well when working properly; engagement with parents after three absences <p><i>It was then moved to accept the July 2018 Report:</i> Moved: Robert Solomone Seconded: Didar Singh Carried</p>		
Minutes of previous meeting and matters arising from the minutes:	<p>Matters arising:</p> <p><i>It was moved that the minutes of 19 June 2018 meeting be taken as read and accepted as a true and accurate record</i> Moved: Teri Harnell Seconded: Didar Singh Carried</p> <p><i>It was moved that the minutes of 25 June 2018 meeting be taken as read and accepted as a true and accurate record</i> Moved: Teri Harnell Seconded: Didar Singh Carried</p>		
Correspondence:	<p>Additional Correspondence: 27 Jul MOE - Resourcing audit and review of attendance management</p> <p><i>It was then moved that the inwards and outwards correspondence be received and accepted</i> Moved: Teri Harnell Seconded: Didar Singh Carried</p>		
IDENTIFIED AGENDA ITEMS FOR NEXT MEETING:	Email copy of current and new Cyclone Computing MOU to BOT for review Finance recommendations re Cyclone Computing MOU to the August BOT meeting		
PREPARATION FOR NEXT MEETING:	Human Resources, 5.00pm, Monday 6 August 2018 Community Hauora, 4.00pm, Monday 13 August 2018 Health and Safety, 5.00pm, Monday 13 August 2018 Planning/Reviewing and Achievement/Teaching and Learning, 6.00pm, Monday 13 August 2018 Finance and Property, 5.00pm, Monday 20 August 2018		
MEETING CLOSURE:	At: 8.12pm		
ACTIONS FOR BOT SECRETARY:	<ul style="list-style-type: none"> Email copy of current and new Cyclone Computing MOU to BOT for review Link to The AC Way Guide available to BOT 		

Signed by Board Representative:

Dated: