

ALFRISTON COLLEGE
Board of Trustees

Board Meeting Minutes - Monday 25 March 2019, 6.00pm, Boardroom, Alfriston College, Porchester Road, Randwick Park			
Chair:	Sarah-Jane Whitehead		
ADMINISTRATION:			
Present:	Sarah-Jane Whitehead, Teri Harnell, Vika Mafle'o, Sarah Loomb, Diane Black Robert Solomone, Bruce Ringer, Steve Miller Jolie Kay-Cassin [Minute Secretary]		
Apologies:	Nil		
Declaration of conflict of interest:	Nil		
Members of the Public:	Nil		
In attendance:	Elinor Davie		
Presentation by Elinor Davie:	<p>2019 reporting to parents:</p> <ul style="list-style-type: none"> ● Reports to whaanau need to be free of jargon ● Report comments should be more responsive ● Portal on school website will take you to Linc Ed; need brief description on portal for whaanau ● Explore with Linc Ed option for parents to use previous school log in at current school [Linc Ed picture from start to finish] ● Learning stories are an established practise for Y9-11 learners <p>Elinor left the meeting at 6.29pm</p>	Robert	
TABLED DISCUSSION:			
Subject	Discussion / Details / Resolution:	Who:	Timeframe:
Community consultation:	<p>Discussion:</p> <ul style="list-style-type: none"> ● Health and sexuality consultation - refer PRATL report 		
Triennial trustee elections:	<p>Discussion:</p> <ul style="list-style-type: none"> ● Planning to run again - Sarah-Jane Whitehead, Steve Miller, Diane Black ● Not planning to stand again - Bruce Ringer, Teri Harnell [will consider co option] ● Shoulder tap - Ruth Rees, Tepora Mailo [grandmother, caregiver of learner at AC]; Isaac from Render Gathering ● Good to have a wider representative of the community ● Whanau Leaders to communicate with whaanau to inquire if interested in standing for the Board; BOT to do phone follow up ● Special emailed Information pack re election to parents and caregivers ● Hold a NZSTA supported information evening for parents/caregivers to generate knowledge around process and responsibilities ● New Board would need to resolve to co opt a Mana Whenua representative if Diane not elected 	Robert BOT Julie-Anne SLT BOT	ASAP ASAP ASAP T2, W2-3 June 19
BOT professional development:	<ul style="list-style-type: none"> ● Professional development provided by NZSTA <ul style="list-style-type: none"> ○ All current members should have registered for LMS ○ Newly elected board will need to register for LMS - part of induction process 	Vika BOT	ASAP June 19
Any other matters:	<p>Tabled documents:</p> <ul style="list-style-type: none"> ● Auditors summary of length of board meetings by month, and FTE for the year 2018: <ul style="list-style-type: none"> ○ Meeting preparation time under represented 		

Community Hauora report:	<p>Discussion:</p> <ul style="list-style-type: none"> Refer to in-committee minutes 		
Employment, Finance and Property report:	<p>Tabled documents:</p> <ul style="list-style-type: none"> Agenda/Minutes of meeting dated 18 March 2019 HR report Banked staffing report 2019 MU/MMA report HR Checklist 1 - General HR Policies Financial summary report February 2019 Monthly management accounts February 2019 Property report <p>Discussion:</p> <ul style="list-style-type: none"> Turf Tech going well Basketball court opened today Financial surplus YTD expected at this time of the year Banking staffing going well 10YPP - happy to continue with Nick Bradley Well on way towards making the Learning Support Hub - appointed the teacher; looking for learning support learning assistants; moving hub away from guidance; Karyn White, Senior Leader, will oversee HR Checklist 1 - ongoing work around Health and Safety Cameras can be part of our 5YA; theatre seating a priority Student leadership voice around rubbish <p><i>It was then decided that the tabled documents be accepted:</i> Moved: Robert Solomone Seconded: Steve Miller Carried</p> <p><i>That the financial statements for February 2019 be accepted</i> Moved: Robert Solomone Seconded: Steve Miller Carried</p> <p><i>That we resolve to appoint a new cafe subcommittee [Deejays, Robert, Mere, Student Trustee] to meet regularly to monitor and manage the Cafeteria and provision of food in school for AC learners, in line with our Health and Safety policy and Healthy Food and Lifestyles procedures</i> Moved: Robert Solomone Seconded: Steve Miller Carried</p> <p><i>That we resolve to replace seating in the John Locke theatre in a timely and fiscally responsible way, as soon as possible</i> Moved: Robert Solomone Seconded: Teri Harnell Carried</p> <p><i>That we resolve to formally opt out of the new MOE Engagement of 10YPP Consultants process</i> Moved: Robert Solomone Seconded: Steve Miller Carried</p> <p><i>That we amend our current evacuation plan to include assembly to one single point being the normal assembly point for the whole school by the fields behind Kaitoro and Tirohanga and that new steps and ramps be constructed below the old basketball court for Admin block and Auaha to give access to the new assembly point</i> Moved: Robert Solomone Seconded: Sarah Loomb Carried</p> <p><i>It was then moved to accept the March 2019 Report:</i> Moved: Sarah-Jane Whitehead Seconded: Steve Miller Carried</p>	<p>EFAP Vika/Sarah /WL</p> <p>Robert</p> <p>EFAP</p> <p>Robert</p> <p>SLT</p>	<p>May mtg May mtg</p> <p>ASAP</p> <p>May mtg</p> <p>ASAP</p> <p>ASAP</p>
Planning/Reviewing	<p>Tabled documents:</p>		

<p>and Achievement/Teaching and Learning report:</p>	<ul style="list-style-type: none"> ● Agenda/minutes of meeting 21 March 2019 ● 2018 analysis of variance ● Strategic annual plan for Alfriston College 2019 - 2021 ● 2018 junior school asTTle data summary <p>Discussion:</p> <ul style="list-style-type: none"> ● Health education community consultation: <ul style="list-style-type: none"> ○ Parental information required including clarity of what's going into the course ○ Option for parents to withdraw their child from the class ○ Completed in a way that it doesn't make young people feel uncomfortable ● 2018 junior school asTTle data summary: <ul style="list-style-type: none"> ○ Large number of learners who start at AC with a lower level - presents significant challenge to the school ○ Improvement within two years but still 40% of learners below in literacy and 20% below in numeracy ○ Low rate of reading skills within KTK - staff changes during the year a contributing factor ● Analysis of variance: <ul style="list-style-type: none"> ○ Definition at Y13 is not just academic but also should include Trades ○ Ambitious targets have not been met ○ Engagement target has been met - retention of learners from level 1 into level 2; staying longer at school provides a better chance of achievement ○ Y11 NCEA level 1 was the lowest ever; nationally the importance of NCEA level 1 has been downgraded ○ Improvements at Y12-13 - personalised planning target is level 2; non submission rather than not achievement ○ Strategy going forward: <ul style="list-style-type: none"> ■ Accept the national trend towards level 1 being not very useful at all - should be building on Y9-10 ■ Two year level 2 course - plan learning properly so it leads to a level 2 programme ■ Better tracking and monitoring - PLPP part of informing <p><i>It was then decided that the tabled documents be accepted:</i> Moved: Sarah-Jane Whitehead Seconded: Sarah Loomb Carried</p> <p><i>It was then decided that HPE and SLT co-construct the delivery statement to begin the Health Education community consultation process and that in subsequent meetings, including the new BOT, design and implement a variety of ways to gather feedback for Health Education in AC from 2020</i> Moved: Robert Solomone Seconded: Sarah-Jane Whitehead Carried</p> <p><i>It was then decided that Ronnie Gong be granted permission to conduct research on learners from 9AUA WBL class [around digital technologies and culture]</i> Moved: Robert Solomone Seconded: Steve Miller Carried</p> <p><i>It was then moved to accept the March 2019 Report:</i> Moved: Sarah-Jane Whitehead Seconded: Sarah Loomb Carried</p>	<p>Robert</p> <p>Jolie</p>	<p>ASAP</p>
<p>School Leader's report:</p>	<p>Tabled documents:</p> <ul style="list-style-type: none"> ● Principal's report <p>Discussion:</p> <ul style="list-style-type: none"> ● 1 March Return has been submitted to MOE ● School tragedy - trauma team came in, engaged with Police and Whananaki - three very vulnerable learners ● Christchurch tragedy: <ul style="list-style-type: none"> ○ Whaanau leaders took the lead in whaanau assemblies ○ Created a register of muslim learners and met with them separately 		

	<ul style="list-style-type: none"> ○ Two learning leaders working with community ○ EOTC reviewed and approved - supported by Softball New Zealand and the Christchurch City Council ○ Polyfest Board has cancelled any further Polyfest event in 2019 - no results for Polyfest 2019 [except for Maori stage] ● Priti Kumar appointed - Learning Leader, Chemistry and Biology ● Advertised for LTR Whanau Leader [cover Tu'u Singsam] <p><i>It was then decided that the tabled documents be accepted:</i> Moved: Robert Solomone Seconded: Sarah Loomb Carried</p> <p><i>It was then moved to accept the March 2019 Report:</i> Moved: Robert Solomone Seconded: Sarah Loomb Carried</p>		
<p>Minutes of previous meeting and matters arising from the minutes:</p>	<p><i>It was moved that the minutes of 25 February 2019 meeting be taken as read and accepted as a true and accurate record</i> Moved: Robert Solomone Seconded: Sarah-Jane Whitehead Carried</p>		
<p>Correspondence:</p>	<p>Additional Correspondence:</p> <ul style="list-style-type: none"> ● 12 Mar Katie Tahana - Premier Girls Softball grant subsidy request ● 22 Mar MOE - School Annual Accrual Report Certification ● 22 Mar Robert Solomone - EOTC application, NZSS White Water Kayaking Championships, Kawerau, Thursday 11 April - Tuesday 16 April 2019, 1 learner ● 25 Mar Sarah Loomb - overseas PLD World EduLead 2019, 15-18 April 2019, Singapore ● 25 Mar Meleua Ikiua - overseas PLD NZQA & Niue Education Department Vagahau Niue Fono, 24-29 April 2019, Niue <p>Discussion:</p> <ul style="list-style-type: none"> ● School Leader's overseas trip to Finland, 14-24 April 2018 - overseas travel for students and staff using crown funding must be reported in the notes section of the annual audited accounts [minuted resolution] ● EOTC final approval granted by Robert/Sarah for the following: <ul style="list-style-type: none"> ○ Senior Girls Waka Ama, Blue Lake, Rotorua, Sunday 24 March - Saturday 29 March 2019, 6 learners ○ Senior Girls Softball Team, Mizuno Park, Christchurch, Sunday 24 March - Saturday 29 March 2019, 12 learners ● BOT correspondence which will require discussion/decision to be emailed to BOT members when received ● Need to tighten up on EOTC processes <p><i>It was then decided that the trip for the School Leader Robert Solomone to travel to Finland [14-24 April 2018] be approved:</i> Moved: Sarah-Jane Whitehead Seconded: Teri Harnell Carried</p> <p><i>It was then decided that the Board subsidise the Premier Girls Softball trip with a \$1000 grant from Student Endeavour fund to attend and defend their Secondary Schools National Champion title in Christchurch considering prior approval was given in February, then the team withdrawn after the Christchurch terror act and then approved again after amendments to the application as well as recommendation and re-assurance from Softball New Zealand and Christchurch City Council</i> Moved: Robert Solomone Seconded: Steve Miller Carried</p> <p><i>It was then decided that the Board sign the School Annual Accrual Report Certification for the 2018 year</i> Moved: Robert Solomone Seconded: Steve Miller Carried</p>	<p>Robert / Jolie</p> <p>Jolie</p> <p>Jolie / Ananda</p> <p>Jolie</p>	

	<p>Preliminary approval - overnight trip International/OED surfing trip Matapouri Tuesday 2 April - Thursday 4 April 2019 10 learners</p> <ul style="list-style-type: none"> • Need safety action plan for high medical concerns • Need copy of O'Neill Surfing SAPS <p>Preliminary approval - overnight trip NZSS White Water Kayaking Championships Kawerau Thursday 11 April - Tuesday 16 April 2019 1 learner</p> <ul style="list-style-type: none"> • TRP 007 form needs completion • MOU statement required <p><i>It was moved that preliminary approval be given to EOTC trip applications tabled this meeting and final approval given by Robert following completion of process, documentation and finalisation by Sarah Loomb</i> Moved: Sarah Loomb Seconded: Sarah-Jane Whitehead Carried</p> <p><i>It was then decided that the PLD World EduLead trip for Sarah Loomb to travel to Singapore [15-18 April 2019] be approved:</i> Moved: Sarah-Jane Whitehead Seconded: Teri Harnell Carried</p> <p><i>It was then decided that the PLD NZQA and Niue Education Department Vagahau Niue Fono trip for Meleua Ikiua to travel to Niue [24-29 April 2019] be approved:</i> Moved: Sarah-Jane Whitehead Seconded: Teri Harnell Carried</p> <p><i>It was then moved that the inwards and outwards correspondence be received and accepted</i> Moved: Robert Solomone Seconded: Sarah Loomb Carried</p> <p>Bruce left the meeting at 8.07pm</p>	<p>Sarah Sarah</p> <p>Sarah Sarah</p> <p>Jolie</p> <p>Jolie</p> <p>Jolie</p>	
<p>Review of AC Charter, Governance and Operational Policies 2018 v3:</p>	<p>Tabled documents:</p> <ul style="list-style-type: none"> • C3 - Trustee induction process - reviewed <p>Discussion:</p> <ul style="list-style-type: none"> • Additional relevant material included in governance manual: <ul style="list-style-type: none"> ○ Latest analysis of variance & Charter / Annual Plan ○ Building for the Future book ○ Current senior leadership team roles ○ Board meeting calendar ○ AC Way Guide ○ Appendix 2 - Employee policies acknowledgement <p><i>It was then resolved that the reviewed policies be accepted</i> Moved: Robert Solomone Seconded: Sarah Loomb Carried</p>		
<p>C5.1 Triennial review programme [internal evaluation process]</p>	<ul style="list-style-type: none"> • February <ul style="list-style-type: none"> ○ Trustee induction process - reviewed and accepted ○ Delegations - reviewed and accepted ○ Board self-directed learning/workshops - ongoing • March <ul style="list-style-type: none"> ○ Accounts to auditors - actioned ○ Roll return 1 March - completed ○ Promote trustee elections - ongoing ○ Board self-directed learning/workshops - ongoing • April <ul style="list-style-type: none"> ○ Trustee induction process - reviewed and accepted ○ Promote trustee elections 		

	<ul style="list-style-type: none"> ● May <ul style="list-style-type: none"> ○ Annual report to MOE by 31 May ○ Board self-directed learning/workshops ● June <ul style="list-style-type: none"> ○ Induction of new board ○ Election of chair ○ Roll return 1 July ○ Board PD - NZSTA governance essentials ● August <ul style="list-style-type: none"> ○ Board meeting process ○ Board self-directed learning/workshops ● September <ul style="list-style-type: none"> ○ Health curriculum consultation ○ Board self-directed learning/workshops ● November <ul style="list-style-type: none"> ○ Board self-directed learning/workshops ● December <ul style="list-style-type: none"> ○ Parent reporting 		
In-Committee:	<p>At:8.08pm</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: Sarah-Jane Whitehead Seconded: Sarah Loomb Carried</p>		
Out of In-committee:	<p><i>It was moved that the meeting now enable the public to attend</i></p> <p>Moved: Sarah-Jane Whitehead Seconded: Sarah Loomb Carried</p> <p>At: 8.47pm</p>		
IDENTIFIED AGENDA ITEMS FOR NEXT MEETING:	<ul style="list-style-type: none"> ● AC website, communication strategy, marketing 		
PREPARATION FOR NEXT MEETING:	<ul style="list-style-type: none"> ● No meeting in April [due to school holidays, Easter and ANZAC Day] ● Community Hauora, 4.00pm, Monday 20 May 2019 ● Employment, Finance and Property, 3.30pm, Wednesday 22 May 2019 ● Planning/Reviewing and Achievement/Teaching and Learning, 5.00pm, Thursday 23 May 2019 ● BOT monthly meeting, 6.00pm, Monday 27 May 2019 		
MEETING CLOSURE:	At: 8.50pm		
ACTIONS FOR BOT SECRETARY:	<ul style="list-style-type: none"> ● Advise Ronnie Gong re permission granted to conduct research ● Circulate BOT correspondence which requires discussion/decision as received ● Forward to auditors via Ananda: <ul style="list-style-type: none"> ○ Resolution re Finland PLD trip, April 2018 ○ School Annual Accrual Report Certification for the 2018 year ● Advise Katie/Ananda re approved grant to the Premier Girls Softball trip ● Calendar approved EOTC ● Calendar approved PLD ● Update AC Charter, Governance and Operational Policies 2018 - draft v4 	Actioned Actioned Actioned Actioned Actioned Actioned Actioned	

Signed by Board Representative:

Dated: