

ALFRISTON COLLEGE
Board of Trustees

Board Meeting Agenda and Minutes Monday 2 March 2020, 6.30pm, Boardroom, Alfriston College, Porchester Road, Randwick Park			
Chair:	Sarah-Jane Whitehead		
ADMINISTRATION:			
Present:	Sarah-Jane Whitehead, Sarah Loomb, Diane Black Isaac Tekai, Harmanjeet Singh, Steve Miller Jolie Kay-Cassin [minutes]		
Apologies:	Robert Solomone		
Declaration of conflict of interest:	Nil		
Members of the Public:	Nil		
In attendance:	Nil		
Presentation by:	Nil		
TABLED DISCUSSION:			
Subject	Discussion / Details / Resolution:	Who:	Timeframe:
Work in progress:	<p>Tabled documents:</p> <ul style="list-style-type: none"> • Analysis of variance • HPE consultation statement <p>Discussion:</p> <ul style="list-style-type: none"> • Analysis of variance - can be finalised • HPE consultation statement <ul style="list-style-type: none"> ○ Complete statement including feedback recorded in BOT minutes dated 21 October 19 [MOE guidelines, might include but not limited to examples] ○ Consultation needs a multi pronged approach, reaching many stakeholders - Board involved in consultation ○ Timeline for consultation [Board can support process] ○ Appoint someone to lead the consultation 	Robert SLT PRATL PRATL	
Any other matters:	<p>Tabled documents:</p> <ul style="list-style-type: none"> • Board of Trustees contact list • Board Subcommittee roles and responsibilities February 2020 <p>Discussion:</p> <ul style="list-style-type: none"> • Appointment of Board Chair - nomination S-J Whitehead <p><i>It was then moved that Sarah-Jane Whitehead be appointed Board Chair for 2019</i> Moved: S Miller Seconded: S Loomb Carried</p> <ul style="list-style-type: none"> • Appointment of Board Deputy Chair - nomination S Miller <p><i>It was then moved that Steve Miller be appointed Board Deputy Chair for 2019</i> Moved: S-J Whitehead Seconded: H Singh Carried</p> <ul style="list-style-type: none"> • Subcommittee roles and responsibilities for 2019 - refer Governance Framework, Part A1 <ul style="list-style-type: none"> ○ Health, Safety and Wellbeing [HSW] - Sarah-Jane Whitehead, Isaac Tekai, Diane Black, Harmanjeet Singh 		

	<ul style="list-style-type: none"> ○ Employment, Finance and Property [EFAP] - Steve Miller, Harmanjeet Singh ○ Planning and Reviewing, Achievement, Teaching and Learning [PRATL] - Sarah-Jane Whitehead, Saliva Sefilina <p><i>It was then moved that the AC Charter, Governance and Operational Policies 2018 v4 Part A1 be updated</i> Moved: S-J Whitehead Seconded: S Loomb Carried</p>		
MONITORING / STRATEGIC:			
Subject	Discussion / Details / Resolution:	Who:	Timeframe:
Chair's report:	Discussion: <ul style="list-style-type: none"> ● Refer in-committee meeting 		
Hauora [HAU] report:	Discussion: <ul style="list-style-type: none"> ● Refer to in-committee minutes 		
Employment, Finance and Property [EFAP] report:	Tabled documents: <ul style="list-style-type: none"> ● Agenda/minutes of meeting 19 February 2020 ● Final operational and capital budget for 2020 ● Financial statements (unaudited) 2019 Discussion: <ul style="list-style-type: none"> ● Deficit \$28k at 2019 year end vs projected budget deficit \$199k ● Budget deficit for 2020 \$61,438 ● Proposal to use school investment money to purchase canopy for turf ● Powhiri Rika-Heke's discretionary leave application, 17 Mar 20 - 20 Oct 20, 21x Tuesday L1-2 to attend Masters of Applied Indigenous Knowledge course classes - Powhiri has decided to withdraw from this course <p><i>It was then moved that the EFAP Report be accepted</i> Moved: S Miller Seconded: S-J Whitehead Carried</p> Recommendations: <ul style="list-style-type: none"> ● That the final operational and capital budget for 2020 be approved ● That the financial statements (unaudited) 2019 be accepted ● That the monthly management for February 2020 be tabled at the March BOT meeting <p><i>It was moved that the above recommendations of the EFAP committee be accepted</i> Moved: S Miller Seconded: S-J Whitehead Carried</p>	EFAP	
Planning/Reviewing and Achievement/Teaching and Learning [PRATL] report:	Tabled documents: <ul style="list-style-type: none"> ● NCEA 2019 initial report: <ul style="list-style-type: none"> ○ Achievement in NCEA and UE ○ Level 1 Literacy and Numeracy ○ NCEA Certificate Endorsement ● The Pathways Department 2019 report Discussion: <ul style="list-style-type: none"> ● NCEA 2019 initial report <ul style="list-style-type: none"> ○ Results consistent with the Youth in South Auckland report ○ Drop in L1 results - have moved from trimesters to semester in 2020, report to Board on other Y11 strategies to address drop off ○ Way under par to way over par in L3 results - targeted work at Level 2/3 and relationships with MIT is giving our learners a different pathway ○ UE is well below the rest of NZ - L2 is broad to give options, tracking/monitoring and Buchanan Project should make a difference, MIT/AUT are attractive to our learners, education around staying at school until the end of L3 is not necessarily the right move ● Pathways report 	PRATL	

	<ul style="list-style-type: none"> ○ Barriers for learners - opening bank account, drivers license, ID [birth certificate, passport], proof of address, joining KiwiSaver ○ Frustration with AT hop cards ● COL (Community of Learning) - no update since last year ● Buchanan Project update and PREP (Parent Responsive Education Programme) <ul style="list-style-type: none"> ○ Targeting our tutors, targeting learners not the programme [importance of relationships], capturing learners to get three approved subjects ● Education conversations (NCEA, Tomorrow's Schools review, Interventions, Kahikitea) <ul style="list-style-type: none"> ○ NCEA review ongoing ● 2020 strategic plan <ul style="list-style-type: none"> ○ Interventions and innovations ● LSC (Leadership Support Coordinator) plan <p><i>It was then decided that the tabled documents be accepted</i> Moved: S-J Whitehead Seconded: S Miller Carried</p> <p><i>It was then moved that the PRATL Report be accepted</i> Moved: S-J Whitehead Seconded: S Miller Carried</p>	PRATL PRATL	
School Leader's report:	<p>Tabled documents:</p> <ul style="list-style-type: none"> ● School Leader's report <p>Discussion:</p> <ul style="list-style-type: none"> ● Learners conference went well <ul style="list-style-type: none"> ○ Our target group was Y11-13 - consistent attendance over all three days ○ Copy of Learner Conference MOE report [including learner voice] to be sent to Board <p><i>It was then moved that the February 2020 School Leader's Report be accepted</i> Moved: S Loomb Seconded: S-J Whitehead Carried</p>	Robert	
Minutes of previous meeting and matters arising from the minutes:	<p>Tabled documents:</p> <ul style="list-style-type: none"> ● Agenda/minutes of meeting 25 November 2019 <p><i>It was moved that the minutes of 25 November 2019 meeting be taken as read and accepted as a true and accurate record</i> Moved: S-J Whitehead Seconded: S Loomb Carried</p> <p>Matters arising:</p> <ul style="list-style-type: none"> ● EcoBare Plastics may not happen - staff member plus one of the learners have left 		
Correspondence:	<p>Tabled documents:</p> <ul style="list-style-type: none"> ● Inwards and outwards correspondence <p>Additional inwards correspondence:</p> <ul style="list-style-type: none"> ● 15 Dec Satomi Mizutani, EOTC overnight application, AC Y11/12/13 learners, Hieizan High School Japan, 2 weeks in June 2020, 5-10 learners ● 28 Feb Satomi Mizutani, EOTC overnight application postponed until 2021 due to coronavirus, provided there is no predictable health scare in Japan, on the way to/from Japan ● 2 Mar Police Vetting, requested changes have been made ● 2 Mar Robert Solomone, discretionary leave application, 3 Mar 20 - 3 Mar 20, family leave [important occasion] with pay <p><i>It was then moved that the tabled and additional inwards and outwards correspondence be received and accepted</i> Moved: S-J Whitehead Seconded: S Loomb</p>		

	<p>Carried</p> <p>Discussion:</p> <ul style="list-style-type: none"> • Correspondence - is it necessary to include correspondence within Board members? • NZSTA President and NZSTA Board election - nominations close 5pm, Thursday 5 March 2020 • Noise issues re dump truck - referred to EFAP • Room temperature in Health Centre - referred to EFAP • Gym and fitness room future thinking - Board agreed to tabled proposals • Discretionary leave applications tabled • EOTC overnight trip applications tabled <p>Recommendations:</p> <ul style="list-style-type: none"> • <i>That the Board approves the following discretionary leave applications tabled at this meeting:</i> <ul style="list-style-type: none"> ○ <i>Ananda Baskaran, 21 Feb - 2 Mar 2020, bereavement leave with pay</i> ○ <i>Sandra Buchanan, 24 Feb - 28 Feb 2020, discretionary leave with pay</i> ○ <i>Robert Solomone, 3 Mar 20 - 3 Mar 20, family leave [important occasion] with pay</i> ○ <i>Sandra Buchanan, 9 Mar - 17 Mar 2020, leave without pay</i> ○ <i>Aimee Snelgrove, 16 Mar - 20 Mar 2020, 3 days family leave with pay, 2 days leave without pay</i> ○ <i>Joy Stuckey, 28 Apr 20 - 1 May 20, leave without pay</i> ○ <i>Aimee Snelgrove, 28 Apr 20 - 27 Sept 20, maternity leave without pay</i> ○ <i>Jaime McCafferty, 15 May 20 - 21 May 20, leave without pay</i> ○ <i>Tiera Foy, 20 Jul 20 - 24 Jul 20, leave without pay</i> ○ <i>Joy Stuckey, 7 Aug 20 - 14 Aug 20, leave without pay</i> ○ <i>Ruth Smith, 1 Nov 20 - 30 Nov 20 [dates to be confirmed], leave without pay</i> • <i>That the Board approves the following EOTC trip applications tabled at this meeting:</i> <p>Preliminary approval - overnight trip Alfriston College Y11-13 Learners Hieizan High School, Japan 2 weeks in 2021 5-10 learners Self funded</p> <ul style="list-style-type: none"> • Subject to final documentation being received by the Board no later than the October 2020 Board meeting <p>Preliminary and final approval - overnight trip Alfriston College Cook Island Group Marae, Tuakau Friday 6 March - Sunday 8 March 2020 23 learners 2 staff, 3 tutors and 2 parents Self funded</p> <ul style="list-style-type: none"> • Subject to receiving information around drivers and vehicles being used <p>Preliminary and final approval - overnight trip Alfriston College Samoan Group Alfriston College Friday 13 March - Saturday 14 March 2020 45 learners 2 staff and 2 tutors Self funded</p> <ul style="list-style-type: none"> • Subject to clarification around the process for using KTR facilities during the night <p><i>It was moved that the above recommendations be accepted</i> Moved: S Loomb Seconded: S-J Whitehead Carried</p>	<p>EFAP EFAP Robert</p> <p>Jolie</p> <p>Jolie</p>	
Review of AC	Nil		

Charter, Governance and Operational Policies 2018 v4:			
C5.1 Triennial review programme [internal evaluation process]	Nil		
IN-COMMITTEE DISCUSSION:			
In-Committee:	At: 8.09pm <i>It was then moved that in order to discuss financially sensitive and ensure privacy of individuals the public is removed from the next section of this meeting</i> Moved: S-J Whitehead Seconded: S Miller Carried		
Out of In-committee:	<i>It was moved that the meeting now enable the public to attend</i> Moved: S-J Whitehead Seconded: S Miller Carried At: 9.11pm		
IDENTIFIED AGENDA ITEMS FOR NEXT MEETING:	<ul style="list-style-type: none"> ● HPE consultation statement timeline for consultation ● Appoint someone to lead the HPE consultation ● Proposal to use school investment money to purchase canopy for turf ● Report to Board on other Y11 strategies to address NCEA L1 drop off ● 2020 strategic plan - Interventions and innovations ● LSC (Leadership Support Coordinator) plan ● Noise issues re dump truck - referred to EFAP ● Room temperature in Health Centre - referred to EFAP 	PRATL PRATL EFAP PRATL PRATL PRATL EFAP EFAP	
PREPARATION FOR NEXT MEETING:	<ul style="list-style-type: none"> ● Health, Safety and Wellbeing, 5.00pm, Monday 16 March 2020 ● Employment, Finance and Property, 3.30pm, Wednesday 18 March 2020 ● Planning/Reviewing and Achievement/Teaching and Learning, 5.00pm, Thursday 19 March 2020 ● BOT monthly meeting, 6.00pm, Monday 6 April 2020 		
MEETING CLOSURE:	At: 9.30pm		
ACTIONS:	<ul style="list-style-type: none"> ● Complete analysis of variance ● Complete HPE consultation statement including feedback recorded in BOT minutes dated 21 October 19 ● Copy of Learner Conference MOE report [including learner voice] to be sent to Board ● Progress gym and fitness room future thinking ● Load discretionary leave applications onto relief calendar ● Load EOTC overnight trip applications onto relief calendar 	Robert SLT Robert Robert Jolie Jolie	 Actioned Actioned

NOTE: A meeting quorum consists of more than half the Trustees currently holding office. Declaration of a conflict of interest does not destroy a quorum. Eight Trustees currently holding office = quorum **five** Trustees

Signed by Board Representative:

Dated: