

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

**Board Meeting Agenda and Minutes Tuesday 28 April 2020, 6.15pm,  
Via Zoom**

<b>Chair:</b>	Sarah-Jane Whitehead		
<b>ADMINISTRATION:</b>			
Present:	Sarah-Jane Whitehead, Sarah Loomb, Sala Sefilina Harmanjeet Singh, Steve Miller, Robert Solomone Jolie Kay-Cassin [minutes]		
Apologies:	Diane Black  <i>It was then moved that the <b>apologies be accepted</b></i> <b>Moved:</b> S-J Whitehead <b>Seconded:</b> R Solomone <b>Carried</b>		
Declaration of conflict of interest:	Nil		
Members of the Public:	Nil		
In attendance:	Nil		
Presentation by:	Nil		
<b>IN-COMMITTEE DISCUSSION:</b>			
In-Committee:	<b>At: 6.18pm</b>  <i>It was then moved that in order to discuss <b>financially sensitive and ensure privacy of individuals the public is removed from the next section of this meeting</b></i> <b>Moved:</b> S-J Whitehead <b>Seconded:</b> R Solomone <b>Carried</b>		
Out of In-committee:	<i>It was moved that the meeting now <b>enable the public to attend</b></i> <b>Moved:</b> S-J Whitehead <b>Seconded:</b> R Solomone <b>Carried</b>  <b>At: 6.25pm</b>		
<b>TABLED DISCUSSION:</b>			
<b>Subject</b>	<b>Discussion / Details / Resolution:</b>	<b>Who:</b>	<b>Timeframe:</b>
Work in progress:	<p><b>Tabled documents:</b></p> <ul style="list-style-type: none"> <li>● New draft HPE consultation statement</li> </ul> <p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>● Get statement out to a small select group [50 parents] of the community so we can start to get community feedback; statement includes: <ul style="list-style-type: none"> <li>● school vision and values</li> <li>● underlying concepts</li> <li>● developing AC school values</li> </ul> </li> <li>● Process [expected to take up to a year]: <ul style="list-style-type: none"> <li>● First draft send to select group - communication with 50 parents recommended by School Leader / Whanau Leaders / BOT with question/answer format</li> <li>● Second draft - access different groups e.g. pasifika families, samaon families, The Gardens families</li> <li>● Third draft - full community</li> </ul> </li> </ul>		

	<p><i>That the Board accept the first draft HPE consultation statement and use that to create our first formal draft to present to a select sector of our community, as suggested by the Senior Leadership Team</i></p> <p><b>Moved:</b> S-J Whitehead  <b>Seconded:</b> S Miller  <b>Carried</b></p>		
<b>MONITORING / STRATEGIC:</b>			
<b>Subject</b>	<b>Discussion / Details / Resolution:</b>	<b>Who:</b>	<b>Timeframe:</b>
Chair's report:	Nil		
Health, Safety and Welling [HSW] report:	Nil		
Employment, Finance and Property [EFAP] report:	<p><b>Tabled documents:</b></p> <ul style="list-style-type: none"> <li>Welcome to Term 2 and the new way of doing things</li> <li>Alert Level 3 announcement</li> <li>HR report April 2020</li> <li>Financial statement March 2020</li> </ul> <p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>Financials on track</li> <li>Email to staff clearly indicates which staff can be on site during the different lockdown Alert Levels</li> </ul> <p><i>It was then decided that the <b>tabled documents</b> be accepted</i></p> <p><b>Moved:</b> S Miller  <b>Seconded:</b> R Solomone  <b>Carried</b></p> <p><i>It was then moved that the <b>EFAP Report</b> be accepted</i></p> <p><b>Moved:</b> S Miller  <b>Seconded:</b> R Solomone  <b>Carried</b></p> <p><b>Recommendations:</b></p> <ul style="list-style-type: none"> <li>That the <b>monthly management accounts for March 2020</b> be accepted</li> </ul> <p><i>It was moved that the <b>above recommendations</b> be accepted</i></p> <p><b>Moved:</b> S Miller  <b>Seconded:</b> R Solomone  <b>Carried</b></p> <p><b>Harmanjeet Singh left the meeting at 6.45pm</b></p>		
Planning/Reviewing and Achievement/Teaching and Learning [PRATL] report:	<p><b>Tabled documents:</b></p> <ul style="list-style-type: none"> <li>AL3 learning work plan</li> <li>COVID safety plan April 2020</li> </ul> <p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>Learning work plan: <ul style="list-style-type: none"> <li>Maximum of 40 learners eligible to return to school - currently have 6 confirmed learners returning</li> <li>Learning will continue to be on-line</li> <li>Bubble stays as the bubble and will not mix</li> </ul> </li> <li>COVID safety plan: <ul style="list-style-type: none"> <li>Colour code to show variation of risk - high/critical etc</li> <li>Need to consider using PPE if required for any considered high risk circumstances</li> <li>Learners should confirm whether anyone in their house is unwell</li> <li>Auckland Regional Public Health will contact School Leader if issue with learner/learners bubble</li> <li>Complete roll for MOE by 10am each day</li> <li>Taxi services to be used to take unwell learners home</li> <li>Review safety plan regularly to meet on-going needs</li> <li>Wellness report around staff very good</li> </ul> </li> </ul> <p><i>It was then decided that the <b>tabled documents</b> be accepted</i></p> <p><b>Moved:</b> R Solomone  <b>Seconded:</b> S-J Whitehead</p>		

	<p><b>Carried</b>  <i>It was then moved that the PRATL Report be accepted</i>  <b>Moved:</b> R Solomone  <b>Seconded:</b> S-J Whitehead  <b>Carried</b></p> <p><b>Recommendations:</b></p> <ul style="list-style-type: none"> <li>• <i>It was then moved to accept the COVID safety plan, to be regularly reviewed</i></li> </ul> <p><i>It was moved that the above recommendations be accepted</i>  <b>Moved:</b> R Solomone  <b>Seconded:</b> S-J Whitehead  <b>Carried</b></p>		
<p>School Leader's report:</p>	<p><b>Tabled documents:</b></p> <ul style="list-style-type: none"> <li>• Special School Leader's report April 2020</li> </ul> <p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>• Appreciate the support provided by Teshwill Martin and his family around school site during lockdown - cracked window temporarily repaired</li> <li>• Police patrolling school grounds, then inform School Leader of movement [volleyball courts/astro turf]</li> <li>• iLearn has created positive outcomes - contact with 98% of our parents [sent out 3000 emails - 3 errors and 3 bounce backs]; \$5k cost is barrier to school sending texts to parents when emails sent out - Steve to email Ananda with alternative contact options to pursue</li> <li>• MOE paying for whanau connectivity for the next 6 months</li> <li>• Hoping to have all MOE devices delivered to our learners by the end of this week</li> <li>• We are giving out [3 year old] school owned devices to up to 90 learners</li> </ul> <p><i>It was then decided that the tabled documents be accepted</i>  <b>Moved:</b> R Solomone  <b>Seconded:</b> S Loomb  <b>Carried</b></p> <p><i>It was then moved that the April 2020 School Leader's Report be accepted</i>  <b>Moved:</b> R Solomone  <b>Seconded:</b> S Loomb  <b>Carried</b></p> <p><b>Recommendations:</b></p> <ul style="list-style-type: none"> <li>• <i>That the Board agrees to pay our Homestay Host Parents the additional homestay financial support of \$280 as recommended by SIBA</i></li> </ul> <p><i>It was moved that the above recommendations be accepted</i>  <b>Moved:</b> S-J Whitehead  <b>Seconded:</b> S Loomb  <b>Carried</b></p>	<p>Steve</p>	
<p>Minutes of previous meeting and matters arising from the minutes:</p>	<p><b>Tabled documents:</b></p> <ul style="list-style-type: none"> <li>• Agenda/minutes of meeting 6 April 2020</li> </ul> <p><i>It was moved that the minutes of 6 April 2020 meeting be taken as read and accepted as a true and accurate record</i>  <b>Moved:</b> S-J Whitehead  <b>Seconded:</b> S Loomb  <b>Carried</b></p>		
<p>Correspondence:</p>	<p><b>Tabled documents:</b></p> <ul style="list-style-type: none"> <li>• Inwards and outwards correspondence</li> </ul> <p><b>Additional inwards correspondence:</b></p> <ul style="list-style-type: none"> <li>• 28 Apr Diane Black - apologies, unable to attend tonight's BOT meeting</li> </ul> <p><i>It was then moved that the tabled and additional inwards and outwards correspondence be received and accepted</i></p>		

	<p><b>Moved:</b> S-J Whitehead  <b>Seconded:</b> R Solomone  <b>Carried</b></p> <p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>Professional learning and development request for Board Chair to join the Institute of Directors - cost of joining fee and annual membership \$685</li> </ul> <p><b>Recommendations:</b></p> <ul style="list-style-type: none"> <li>That the Board approve the <b>professional learning and development costs for Sarah-Jane Whitehead to join the Institute of Directors</b></li> </ul> <p>It was moved that the <b>above recommendations</b> be accepted  <b>Moved:</b> R Solomone  <b>Seconded:</b> S Miller  <b>Carried</b></p>	Jolie	
<b>Review of AC Charter, Governance and Operational Policies 2018 v4:</b>	Nil		
<b>C5.1 Triennial review programme [internal evaluation process]</b>	Nil		
Any other matters:	<p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>Property work in action: <ul style="list-style-type: none"> <li>New flooring in toilets, carpeting of commons, CCTV, LSC work spaces, staircase outside Auaha</li> </ul> </li> <li>10 year property plan has been finalised</li> <li>Garry Beetham had a work-related accident earlier in year - covered by ACC, will require operation, could be out for 3-4 months <ul style="list-style-type: none"> <li>Ask Vaughan Williams to come back and cover Garry and help with project work [temporary contract]</li> </ul> </li> <li>PRATL items tabled at monthly meeting - no May meeting</li> <li>HSW meeting changed to <b>4.00pm, Monday 25 May 2020</b></li> <li>EFAP meeting changed to <b>5.00pm, Monday 25 May 2020</b></li> <li>Cafeteria contract - extended until the end of Term 3</li> <li>Physiotherapy services - expressions of interest</li> </ul> <p><b>Recommendations:</b></p> <ul style="list-style-type: none"> <li>That the current <b>cafeteria contract be extended until the end of Term 3, 2020</b></li> <li>That the school seek <b>expressions of interest for physiotherapy services</b></li> </ul> <p>It was moved that the <b>above recommendations</b> be accepted  <b>Moved:</b> R Solomone  <b>Seconded:</b> S Miller  <b>Carried</b></p>	Robert  Jolie Jolie Jolie Robert Robert	
<b>IDENTIFIED AGENDA ITEMS FOR NEXT MEETING:</b>	<ul style="list-style-type: none"> <li>Cafeteria contract</li> <li>Physiotherapy services expressions of interest</li> </ul>		
<b>PREPARATION FOR NEXT MEETING:</b>	<ul style="list-style-type: none"> <li>Health, Safety and Wellbeing, <b>4.00pm, Monday 25 May 2020</b></li> <li>Employment, Finance and Property, <b>5.00pm, Monday 25 May 2020</b></li> <li>Planning/Reviewing and Achievement/Teaching and Learning, 5.00pm, <b>Thursday 18 June 2020</b></li> <li>BOT monthly meeting, 6.00pm, <b>Monday 25 May 2020</b></li> </ul>		
<b>MEETING CLOSURE:</b>	<b>At: 7.55pm</b>		
<b>ACTIONS:</b>	<ul style="list-style-type: none"> <li>Steve to email Ananda with alternative contact options re texting school community</li> <li>Organise reimbursement to Sarah-Jane re PLD costs</li> <li>Vaughan William's temporary contract</li> <li>Amend May sub-committee meeting times/dates</li> </ul>	Steve  Jolie Robert Jolie	Actioned  Actioned

	<ul style="list-style-type: none"><li>• Cafeteria contract extended until end Term 3, 2020</li><li>• Seek expressions of interest re physiotherapy services</li></ul>	Robert Robert	
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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:**