

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

Board Meeting Agenda and Minutes - Monday 29 October 2018, 6.00pm, Boardroom, Alfriston College, Porchester Road, Randwick Park			
Chair:	Sarah-Jane Whitehead		
<b>ADMINISTRATION:</b>			
Present:	Sarah-Jane Whitehead, Sarah Loomb, Vika Mafile'o, Diane Black Bruce Ringer, Didar Singh, Robert Solomone, Steve Miller Jolie Kay-Cassin [Minute Secretary]		
Apologies:	Teri Harnell  <i>That the apologies be accepted</i> <b>Moved:</b> Sarah-Jane Whitehead <b>Seconded:</b> Robert Solomone <b>Carried</b>		
Declaration of conflict of interest:	Didar re request to Board for board funding towards the Leavers Dinner		
Members of the Public:	Nil		
In attendance:	Nil		
Presentation by:	Nil		
Welcome	Vika Mafile'o, our new Student Representative <ul style="list-style-type: none"> <li>Vika to attend NZSTA Student Trustee training at beginning of 2019</li> <li>Formal induction to be organised for Vika and Steve</li> </ul>	Jolie	
In-Committee:	At: 6.12pm  <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>		
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:6.29pm		
<b>TABLED DISCUSSION:</b>			
Subject	Discussion / Details / Resolution:	Who:	Timeframe:
Health and safety process	Sarah-Jane and Robert to meet: <ul style="list-style-type: none"> <li>Preliminary meeting 3pm, Wednesday 31 October 2018</li> <li>Second meeting 10am, Friday 2 November 2018</li> </ul>	SJ/Robert SJ/Robert	
Principal's performance appraisal process	<b>Tabled:</b> <ul style="list-style-type: none"> <li>School Leader Appraisal</li> </ul> <b>Discussion:</b> <ul style="list-style-type: none"> <li>BOT role is to support the Principal - invested interest in their success</li> <li>Approximately four meetings/year - beginning, end and two checkpoints in between</li> <li>Four years ago we shifted our focus away from appraisal to growth and development coaching</li> <li>Agenda where to go to next</li> </ul>		
Co option Steve Miller	As discussed In-committee Steve Miller has accepted a co-opted position onto the Board of Trustees until June 2019 elections to fulfill finance and property needs		

	<ul style="list-style-type: none"> <li>• Steve to Chair EFAP subcommittee meeting</li> <li>• Sarah-Jane to step down from the EFAP subcommittee meeting</li> </ul>		
EOTC	<p><b>Final approval</b> International student enrichment trip Rotorua Tuesday 6 November - Friday 9 November 2018 7 learners</p> <p>That the Board grant final approval for the international student enrichment trip to Rotorua, Tuesday 6 November - Friday 9 November 2018 <b>Moved:</b> Sarah-Jane Whitehead <b>Seconded:</b> Sarah Loomb <b>Carried</b></p> <p><b>Final approval</b> International student enrichment trip Whangapoua Monday 12 November - Friday 16 November 2018 7 learners</p> <p>That the Board grant final approval for the international student enrichment trip to Whangapoua, Monday 12 November - Friday 16 November 2018, subject to TRP 07 being received <b>Moved:</b> Sarah-Jane Whitehead <b>Seconded:</b> Sarah Loomb <b>Carried</b></p>		
Any other matters:	<p><b>Reviewed Board Subcommittee roles and responsibilities October 2018</b></p> <p><b>Amendments:</b></p> <ul style="list-style-type: none"> <li>• Steve to Chair EFAP subcommittee meeting</li> <li>• Sarah-Jane to step down from the EFAP subcommittee meeting</li> </ul> <p>It was then moved that the reviewed Board subcommittee roles and responsibilities dated October 2018 be approved and actioned <b>Moved:</b> Robert Solomone <b>Seconded:</b> Sarah-Jane Whitehead <b>Carried</b></p>		
Community Hauora report:	Discussed in-committee		
Employment, Finance and Property report:	<p><b>Tabled documents:</b></p> <ul style="list-style-type: none"> <li>• Agenda/minutes of meeting 24 October 2018</li> <li>• Human resources report for October 2018</li> <li>• Human resources dashboard for October 2018</li> <li>• Financial summary report September 2018</li> <li>• Monthly management accounts for September 2018</li> <li>• Review of cyclical maintenance</li> <li>• Statutory annual audit terms of engagement 2018-2020</li> </ul> <p><b>Discussion/questions:</b></p> <ul style="list-style-type: none"> <li>• 2019 indicates a surplus staffing situation. Have asked for volunteers. We are not overstaffed due to our roll dropping - MOE do not include STP learners in roll number for staff funding <ul style="list-style-type: none"> <li>◦ Changed our timetable structure to ensure learners are not disadvantaged</li> <li>◦ Do not offer industry training course as these can be done under STP courses - MIT responding to our needs</li> <li>◦ Moving to semesters in 2019 so learners do not miss out on NCEA credits options - courses can be run twice a year instead of once</li> </ul> </li> <li>• Gardens and green spaces: <ul style="list-style-type: none"> <li>◦ Turf Tech gardens and green spaces tender \$122k</li> <li>◦ Meeting with Programmed Maintenance Services on Wednesday - document to be emailed to Board</li> <li>◦ Seek digital agreement before November meeting so that we can disestablish grounds staff</li> </ul> </li> </ul> <p>It was then decided that the <b>tabled documents</b> be accepted <b>Moved:</b> Steve Miller <b>Seconded:</b> Robert Solomone <b>Carried</b></p>	Robert Robert	

	<p><i>That we accept the <b>cyclical maintenance review</b> as tabled</i>  <b>Moved:</b> Steve Miller  <b>Seconded:</b> Robert Solomone  <b>Carried</b></p> <p><i>That we appoint <b>Crowe Horwath as the school auditors</b> for the years ended 31 December 2018 to 31 December 2020 as per the terms of engagement letter dated 5 October 2018</i>  <b>Moved:</b> Steve Miller  <b>Seconded:</b>  <b>Carried</b></p> <p><i>That the monthly management accounts for <b>September 2018</b> be accepted</i>  <b>Moved:</b> Steve Miller  <b>Seconded:</b> Robert Solomone  <b>Carried</b></p> <p><i>That we <b>sell the Alfriston College bus</b> by the end of December 2018 and purchase a 12 seater van by the start of Term 1 2019, using AOG contracts</i>  <b>Moved:</b> Steve Miller  <b>Seconded:</b> Robert Solomone  <b>Carried</b></p> <p><i>That we do not pursue any further <b>Zirka Circus</b> proposals to set up at Alfriston College</i>  <b>Moved:</b> Steve Miller  <b>Seconded:</b> Robert Solomone  <b>Carried</b></p> <p><i>It was then moved to accept the <b>October 2018 Report:</b></i>  <b>Moved:</b> Steve Miller  <b>Seconded:</b> Robert Solomone  <b>Carried</b></p>		
<p>Planning/Reviewing and Achievement/Teaching and Learning report:</p>	<p><b>Tabled documents:</b></p> <ul style="list-style-type: none"> <li>● Agenda/minutes of meeting 25 October 2018</li> <li>● AC Charter, Governance and Operational Policies 2018</li> <li>● AC Procedures Policies ATL 1-7</li> <li>● AC Procedures Policies ATL 15-20</li> <li>● NZCL VVT reports</li> <li>● Attendance Term 2, 2018</li> <li>● NCEA snapshot comparison week 31</li> <li>● Engagement report Term 2, 2018</li> <li>● Engagement report Term 3, 2018</li> </ul> <p><b>Discussion/questions:</b></p> <ul style="list-style-type: none"> <li>● Engagement is flat lining - not getting better or worse</li> <li>● VVT report <ul style="list-style-type: none"> <li>○ Document is to track, monitor and check progress during the course of the year</li> <li>○ Still a work in progress [some areas still missing] but seen as a valuable document - refer Bruce's VVT sheet</li> <li>○ Commentary difficult to follow</li> <li>○ Students working with LL they know and trust</li> <li>○ Are we delving too much into management? Questioning for understanding and assurance</li> </ul> </li> </ul> <p><i>It was then decided that the <b>tabled documents</b> be accepted:</i>  <b>Moved:</b> Bruce Ringer  <b>Seconded:</b> Robert Solomone  <b>Carried</b></p> <p><i>That the revised AC Charter, Governance and Operational Policies 2018 be approved</i>  <b>Moved:</b> Bruce Ringer  <b>Seconded:</b> Robert Solomone  <b>Carried</b></p> <p><i>That the AC Procedures Policies ATL 1-7 be approved</i>  <b>Moved:</b> Bruce Ringer  <b>Seconded:</b> Robert Solomone  <b>Carried</b></p>		

	<p><i>That the AC Procedures Policies ATL 15-20 be approved</i>  <b>Moved:</b> Bruce Ringer  <b>Seconded:</b> Robert Solomone  <b>Carried</b></p> <p><i>That the Board accept the VVT report and that the completed report be presented before the end of the year</i>  <b>Moved:</b> Bruce Ringer  <b>Seconded:</b> Robert Solomone  <b>Carried</b></p> <p><i>It was then moved to accept the <b>October 2018</b> Report:</i>  <b>Moved:</b> Bruce Ringer  <b>Seconded:</b> Robert Solomone  <b>Carried</b></p>		
Principal's report:	<p><b>Discussion</b></p> <ul style="list-style-type: none"> <li>• Tomorrow Schools Review Taskforce presentation</li> <li>• Closing school early this Thursday for senior prizegiving</li> </ul> <p><i>It was then moved to accept the <b>October 2018</b> Report:</i>  <b>Moved:</b> Sarah-Jane Whitehead  <b>Seconded:</b> Didar Singh  <b>Carried</b></p>		
Minutes of previous meeting and matters arising from the minutes:	<p><b>Matters arising:</b></p> <p><i>It was moved that the minutes of <b>24 September 2018</b> meeting be taken as read and accepted as a true and accurate record</i>  <b>Moved:</b> Didar Singh  <b>Seconded:</b> Sarah Loomb  <b>Carried</b></p>		
Correspondence:	<p><b>Additional correspondence:</b></p> <ul style="list-style-type: none"> <li>• 29 Oct Elinor Davie - requesting 4-weeks leave at end of T3 - beg T4 2019, refreshment leave and PLD</li> </ul> <p><i>That Elinor Davie be granted four weeks professional learning and development leave in 2019</i>  <b>Moved:</b> Robert Solomone  <b>Seconded:</b> Sarah-Jane Whitehead  <b>Carried</b></p> <p><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> Steve Miller  <b>Carried</b></p>		
<b>IDENTIFIED AGENDA ITEMS FOR NEXT MEETING:</b>	End of year event - Sarah-Jane to email dates re Sunday 1 December or Sunday 9 December	SJ	
<b>PREPARATION FOR NEXT MEETING:</b>	<p>Community Hauora, <b>4.00pm, Wednesday 21 November 2018</b></p> <p>Employment, Finance and Property, <b>5.00pm, Thursday 22 November 2018</b></p> <p>Planning/Reviewing and Achievement/Teaching and Learning, <b>5.00pm, Thursday 22 November 2018</b></p> <p>BOT monthly meeting, <b>6.00pm, Monday 26 November 2018</b></p>	<p>SJ</p> <p>SJ</p> <p>SJ</p>	<p>Apologies</p> <p>Apologies</p> <p>Apologies</p>
<b>MEETING CLOSURE:</b>	At: 8.15pm		
<b>ACTIONS FOR BOT SECRETARY:</b>	<ul style="list-style-type: none"> <li>• Formal induction to be organised for Vika and Steve</li> </ul>		

Signed by Board Representative:

Dated: