

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

<b>Board Meeting Agenda and Minutes - Monday 25 June 2018, 6.00pm, Boardroom, Alfriston College, Porchester Road, Randwick Park</b>			
<b>Welcome:</b>	Sarah-Jane welcomed ERO members to the meeting		
<b>ADMINISTRATION:</b>			
<b>Present:</b>	Teri Harnell, Sarah Loomb, Sarah-Jane Whitehead, Donna Tupaea-Petero, Bruce Ringer, Paul Monzari, Didar Singh, Robert Solomone Jolie Kay-Cassin [Minute Secretary]		
<b>In Attendance:</b>	Sue and Beth - ERO Team		
ERO visit, 18-22 June	<p><b>ERO Report back to the Board</b></p> <p>A big thank you for the way the school received us and the way SLT worked with us each day - open in answering questions, to clarify. Really enjoyed our time here; real feeling about AC, cannot help but become enthused; Beth started to feel she belonged by end of week</p> <p>Review is about ERO understanding/unpack things that happen - 5 sheets tell the story and last 4 sheets are synthesis of ERO big judgements; based on report headings</p> <p>Big findings - doing a good job, identified that there is a need to raise achievement and that you had to do something in a different way to achieve this. Introduced some innovative ways to address this - early stages but think you've made a good start. 2017 end of year data can already see the shift. ERO are supporting us in the journey</p> <p>Report is honest but written it in an appreciative way, to support AC in our journey; backs our innovative ways - sound, based on research</p> <p>Sarah-Jane felt very encouraged by the sheets - that we're on track; have a clearer idea of how far we've come from resistance; starting to see the fruits this year</p> <p>Sheet 1:</p> <ul style="list-style-type: none"> <li>• Had <b>increase in data</b> - grab onto this; increase in data is at exactly the same time as we've innovated our approach</li> <li>• No sift in Y9 in 2017 but <b>did shift in Y10</b></li> <li>• <b>Significant shift</b> in engagement data - stand downs/suspensions very low; aware of ongoing challenge to lift engagement</li> </ul> <p>Sheet 2:</p> <ul style="list-style-type: none"> <li>• <b>Variation/visualizer tracking and monitoring tool</b> will help to identify shift, which areas, where - get deeper into the data to be able to target/acceleration achievement; help Board to make strategic decisions</li> <li>• <b>Increase in merit and excellent endorsements</b> is affirming deepening of thinking and learning; Y11 boys discussion saying they felt AC was harder than St Kentigern - we don't repeat what we learn but we have to show why its relevant and how we will use it; everyone starting to believe in it now</li> </ul> <p>Sheet 3:</p> <ul style="list-style-type: none"> <li>• <b>Compelling vision</b> that everyone is buying into now</li> <li>• <b>Leadership</b> is strong across a lot of different people; Principal holds it strongly and articulate it strongly</li> <li>• Expectation that <b>roles are spread across many</b> - all need to take responsibility [learners, teachers, SLT]</li> <li>• <b>Teachers have to be agile</b> - lead learning not just teach Maths</li> <li>• <b>Structure changed at Board level</b></li> <li>• <b>Curriculum becoming increasingly effective</b> to engage learning</li> <li>• <b>Do not distinguish between the wellbeing and the learning</b> - its central to every single thing we do; moved from having to take care of wellbeing [sole focus] but have a strong focus on academic; know care and wellbeing was in place</li> <li>• <b>Belong, learn and succeed</b></li> <li>• <b>Good systems</b> to grow professional capability - strong systems</li> </ul>		

	<p>which are enabling teachers to deliver sophisticated curriculum; framework and systems in place to support; always connecting back to vision</p> <ul style="list-style-type: none"> <li>• <b>Internal evaluation</b> - used well to build knowledge</li> </ul> <p>Sheet 4:</p> <ul style="list-style-type: none"> <li>• <b>Ensuring the school's quality assurance</b> systems and processes result in high quality practices; developing key actions that are non negotiable at every step of the way</li> <li>• <b>Deepen how we use data</b></li> <li>• Y11 project based learning and authentic curriculum in Y9-10 <b>ensure learners are challenged</b> at appropriate stage of the curriculum; access and are working on learning outcomes for the appropriate stage of the curriculum; some is seen in quality of endorsement at merit/excellence</li> </ul> <p>Results are what they are because - look at it from a results perspective; understand the why and what next</p> <p>System of learning will be more manageable if government gets rid of NCEA level 1; AC well on the way to coping with this; exciting and hard</p> <p>Thank you for your encouragement; found the process really good all week - got a feel for this from our very first meeting; understanding of where we're at</p> <p>Quality assurance high on our agenda next year - will be spending 2019 doing this</p> <p>Unconfirmed report within a month - sent to the Board Board given opportunity to respond then confirmed report released - report will capture what is on sheets (sheets to be kept in-house)</p> <p>Thank you and wish you and your community well - come up with innovative approaches to respond to your data and to make a difference; confident we'll see raised achievement</p> <p>Timeline for next review is made by Managers - fits with other schools in area for consistency; will not be an early return. Have certainly AC has made a good start and is on a good path</p> <p><b>Beth and Sue left the meeting at 5.50pm</b> <b>Diane Black joined the meeting at 5.55pm</b></p>		
Apologies:	Nil		
Declaration of conflict of interest:	Nil		
Members of the Public:	Nil		
In Attendance:	Nil		
Presentation by:	Nil		
In-Committee:	<p>At: 5.56pm</p> <p><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></p> <p><b>Moved:</b> Sarah-Jane Whitehead <b>Seconded:</b> Sarah Loomb <b>Carried</b></p>		
Out of In-committee:	<p><i>It was moved that the meeting now enable the public to attend</i></p> <p><b>Moved:</b> Sarah-Jane Whitehead <b>Seconded:</b> Sarah Loomb <b>Carried</b></p> <p>At: 6.10pm</p>		
<b>TABLED DISCUSSION:</b>			
<b>Subject</b>	<b>Discussion / Details / Resolution:</b>	<b>Who:</b>	<b>Timeframe:</b>
2017 NCEA learner	<b>Tabled documents:</b>		

achievement report recommendations	<ul style="list-style-type: none"> <li>NCEA recommendations</li> </ul> <p>Make Y10 European Boys part of our mentoring targeted group this year</p> <p><i>It was then decided that the <b>NCEA recommendations</b> be accepted:</i>  <b>Moved:</b> Bruce Ringer  <b>Seconded:</b> Robert Solomone  <b>Carried</b></p>		
Any other matters:	Diane to provide the next Board member blurb for the September Update	Jolie	
Human Resources report:	<p><b>Tabled documents:</b></p> <ul style="list-style-type: none"> <li>Agenda/minutes of meeting 6 June 2018</li> <li>Human Resources Report for May/June</li> </ul> <p><b>Discussion/questions:</b></p> <ul style="list-style-type: none"> <li>Psychometric testing is modern business day practise; outstanding for pre employment to gather strengths and weaknesses and allows for in depth discussion before signing offer of employment [at minimal cost to school]</li> </ul> <p><i>It was then moved to accept the <b>June 2018 Report:</b></i>  <b>Moved:</b> Robert Solomone  <b>Seconded:</b> Paul Monzari  <b>Carried</b></p>		
Community Hauora report:	<p><b>Discussion/questions:</b></p> <ul style="list-style-type: none"> <li>Discussion re discipline process, suspension conditions and communication of conditions [clear understanding of the conditions]</li> <li>Amendment to form: <ul style="list-style-type: none"> <li>CH subcommittee have seen and reviewed report which will then go back to Whanau Leader to share with learner</li> <li>Adding student reflection section</li> </ul> </li> <li>Conversation with NZSTA about what conditions and who the conditions can be shared with</li> <li>Recent offences all drugs; consistent with what's going on in the community and time of the year</li> <li>Internal review of suspensions, conditions and reintegration process; look towards PLD in September</li> </ul> <p><i>It was then moved to accept the <b>June 2018 Report:</b></i>  <b>Moved:</b> Sarah-Jane Whitehead  <b>Seconded:</b> Teri Harnell  <b>Carried</b></p>	Sarah  Teri  Teri	July  June  Sept
Health and Safety report:	<p><b>Tabled documents:</b></p> <ul style="list-style-type: none"> <li>Agenda/minutes of meeting 11 June 2018</li> </ul> <p><b>Discussion/questions:</b></p> <ul style="list-style-type: none"> <li>Sarah-Jane to speak with Wayne re tracking data around high risk incidents within the school</li> <li>Have an incident report but don't have a standardised form for risk assessment</li> <li>Staff don't see the value of completing incident report for a small slip where they see themselves as being at fault</li> <li>Concrete hazard - mediation of work is going to be lengthy and costly - need to have data as this is design fault</li> </ul> <p><i>It was then moved to accept the <b>June 2018 Report:</b></i>  <b>Moved:</b> Sarah-Jane Whitehead  <b>Seconded:</b> Didar Singh  <b>Carried</b></p>	SJ	June
Planning/Reviewing and Achievement/Teaching and Learning report:	<p><b>Tabled documents:</b></p> <ul style="list-style-type: none"> <li>Agenda/minutes of meeting 11 June 2018</li> </ul> <p><b>Discussion/questions:</b></p> <ul style="list-style-type: none"> <li>Further discussion on NCEA report</li> <li>School leaver data and learning area reports to be tabled at July Board meeting</li> <li>Get comparative ASTLE literacy and numeracy data for Y9-10 at start and of year [Dec]; drop in Numeracy and Literacy at Y10 - school will need to strategize for this; tells us about the amount of work that is necessary to raise the level between entry and Y9 and</li> </ul>	Agenda  Dec	

	<p>Y10</p> <ul style="list-style-type: none"> <li>● Cyclone Computers MOU - referred to FAP committee</li> </ul> <p><i>It was then moved to accept the <b>June 2018 Report:</b></i>  <b>Moved:</b> Robert Solomone  <b>Seconded:</b> Bruce Ringer  <b>Carried</b></p>	FAP	
Finance and Property report:	<p><b>Tabled documents:</b></p> <ul style="list-style-type: none"> <li>● Agenda/minutes of meeting 18 June 2018</li> <li>● Monthly Management Accounts for May 2018</li> <li>● Property Report for May 2018</li> </ul> <p><b>Discussion/questions:</b></p> <ul style="list-style-type: none"> <li>● Heating units - very expensive to repair; Vaughan working on options</li> <li>● SERCO very keen on option to cater meals for primary school learners [indicative cost 0.75 cents per meal] <ul style="list-style-type: none"> <li>○ Access to funding options has to be community driven</li> <li>○ Meeting with Angela Dalton next week</li> <li>○ Will meet before the end of the year and look to start 2019 in one primary school - will need to track and monitor/evidence based</li> <li>○ Long term to take out to all primary/intermediate and secondary schools within Manurewa area</li> </ul> </li> <li>● Signage outside front</li> <li>● International student marketing trip - very successful; brings in new students; don't have the homestay infrastructure to expand</li> </ul> <p><i>It was moved that the <b>Monthly Management Accounts for May 2018</b> be accepted:</i>  <b>Moved:</b> Paul Monzari  <b>Seconded:</b> Robert Solomone  <b>Carried</b></p> <p><i>It was then moved to accept the <b>June 2018 Report:</b></i>  <b>Moved:</b> Paul Monzari  <b>Seconded:</b> Robert Solomone  <b>Carried</b></p>	FAP	
Principal's report:	<p><b>Tabled documents:</b></p> <ul style="list-style-type: none"> <li>● Principal's report</li> </ul> <p><b>Discussion/questions:</b></p> <ul style="list-style-type: none"> <li>● New MOU for Cyclone Computers will be discussed at next FAP meeting</li> <li>● Recording school visits and why</li> <li>● Mavis Singh received QSM for services to the community</li> <li>● Get quality applicants if we don't make rash decisions</li> <li>● Teacher placement - Chance Bunce [ex Learning Assistant, graduates at end of the year]</li> </ul> <p><i>It was then moved to accept the <b>June 2018 Report:</b></i>  <b>Moved:</b> Robert Solomone  <b>Seconded:</b> Sarah Loomb  <b>Carried</b></p>	FAP	
Minutes of previous meeting and matters arising from the minutes:	<p><b>Matters arising:</b> Nil</p> <p><i>It was then moved that the minutes of <b>28 May 2018</b> meeting be taken as read and accepted as a true and accurate record</i>  <b>Moved:</b> Robert Solomone  <b>Seconded:</b> Sarah-Jane Whitehead  <b>Carried</b></p>		
Correspondence:	<p><b>Discussion/questions:</b></p> <ul style="list-style-type: none"> <li>● Matalavai Liu-Asomua to be farewelled on Monday 2 July 2018 and on the last day of term [11 years at AC]</li> <li>● Canterbury Education Services available to run the 2019 election</li> <li>● Individual congratulatory letters to staff who did 20-week Te Reo course in their own time; graduated last week; take some money from PLD and give each an honorary gift [framed graduation picture and token from gift supplier]</li> <li>● Dinner organised for BOT/SLT after confirmed ERO report received and a morning tea for staff</li> </ul>	Robert  Jolie	

	<p><i>It was then decided to approve the <b>2019 Secondary Teachers Study Award application for Tu'u Singsam</b></i>  <b>Moved:</b> Robert Solomone  <b>Seconded:</b> Sarah-Jane Whitehead  <b>Carried</b></p> <p><i>It was moved that the inwards and outwards correspondence be received and accepted</i>  <b>Moved:</b> Sarah-Jane Whitehead  <b>Seconded:</b> Sarah Loomb  <b>Carried</b></p>	Sarah	
<b>IDENTIFIED AGENDA ITEMS FOR NEXT MEETING:</b>	<ul style="list-style-type: none"> <li>● School leaver data and learning area reports to be tabled at July Board meeting</li> <li>● Cyclone Computers MOU - referred to FAP committee</li> <li>● Heating units - very expensive to repair; Vaughan working on options - referred to FAP committee</li> </ul>		
<b>PREPARATION FOR NEXT MEETING:</b>	<p>Human Resources, <b>3.00pm, Thursday 6 July 2018</b></p> <p>Community Hauora, <b>no meeting scheduled in July</b></p> <p>Health and Safety, <b>no meeting scheduled in July</b></p> <p>Planning/Reviewing and Achievement/Teaching and Learning, <b>no meeting scheduled in July</b></p> <p>Finance and Property, <b>5.00pm, Monday 23 July 2018</b></p>		
<b>MEETING CLOSURE:</b>	At: 7.15pm		
<b>ACTIONS FOR BOT SECRETARY:</b>	<ul style="list-style-type: none"> <li>● Update blurb from Diane for September Update</li> <li>● Dinner organised for BOT/SLT after confirmed ERO report received</li> </ul>		

Signed by Board Representative:

Dated: