

ALFRISTON COLLEGE
Board of Trustees

Board Meeting Agenda and Minutes - 6.00pm, Monday 26 February 2018 Boardroom, Alfriston College, Porchester Road, Randwick Park			
Welcome:	Teri opened with reflections from appropriate trustees on Selvan Reddy's time on the AC BOT. All expressions described his commitment, dedication, and highly intellectual yet humble contribution to the AC learning community. Teri represented the Board at his funeral and expressed the Board's appreciation for his work and the legacy he leaves behind.		
Administration:			
Present:	Teri Harnell, Bruce Ringer, Paul Monzari, Sarah-Jane Whitehead, Robert Solomone, Didar Singh, Sarah Loomb, Donna Tupaea-Petero via teleconference arrived @ 6.20pm, Julie-Anne Roberts [minute secretary]		
Apologies:	Diane Black		
Declaration of conflict of interest:	n/a		
Members of the Public:	Bradley Danford, 12KTR1		
In Attendance:	Nil		
In-Committee:	At: 6.13pm <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> <i>Moved:</i> Teri Harnell <i>Seconded:</i> Donna Tupaea-Petero <i>Carried</i>		
Minutes of previous In-Committee meeting	<i>It was moved that the minutes of November meeting be taken as read and accepted as a true and accurate record:</i> <i>Moved:</i> Paul Monzari <i>Seconded:</i> Sarah-Jane Whitehead <i>Carried</i>		
In-Committee Correspondence	<i>It was moved that the in-committee inwards and outwards correspondence be received and accepted</i> <i>Moved:</i> Teri Harnell <i>Seconded:</i> Donna Tupaea-Petero <i>Carried</i>		
Out of In-committee	At: 6.37pm <i>It was moved that the meeting now enable the public to attend</i> <i>Moved:</i> Teri Harnell <i>Seconded:</i> Donna Tupaea-Petero <i>Carried</i>		
Tabled Discussion:			
Subject	Discussion / Details / Resolution:	Who:	Timeframe:
Election of Officers	<p>Chairperson - Sarah-Jane Whitehead Nominated: Teri Harnell Seconded: Robert Solomone No further nominations, nominations closed. <i>It was moved that Sarah-Jane be appointed as Alfriston College BOT Chairperson for the 2018 term</i> <i>Moved:</i> Teri Harnell <i>Seconded:</i> Robert Solomone <i>Carried</i></p> <p>Deputy Chair - Teri Harnell Nominated: Robert Solomone Seconded: Sarah Loomb No further nominations, nominations closed. <i>It was moved that Teri Harnell be appointed as Alfriston College BOT Deputy Chairperson for the 2018 term</i> <i>Moved:</i> Robert Solomone</p>		

<p>Auditor General view of BOT Expenditure as per Herald article</p> <p>Strategic Goals for 2018 - Senior Management and BOT</p> <p>Student Driven Initiative Re: Niwa Rangihuna</p>	<p><i>Seconded: Sarah Loomb</i> <i>Carried</i></p> <p>http://www.nzherald.co.nz/nz/news/article.cfm?c_id=1&objectid=11961960</p> <p>Discussion on article led by Paul; consensus on:</p> <ul style="list-style-type: none"> ● BOT chairs to defend the spending ● Learning opportunity for AC Board ● Support SLT overseas conference but report back to the Board ● Robust discussions through the years around finance ● Once the Board endorses it then the BOT have to be accountable for it <p>Discussion on the different committees strategising to achieve the 2018 strategic goals of AC; School Leader and SLT set what they want to achieve; How as a board do we achieve this at each committee? SLT member in each Committee to work with the committee chair to ensure the strategic goals are addressed; first Committee meetings to include what strategic goals for 2018 apply and how contributions will happen</p> <p>Niwa is now a Year 10 learner. Tabled a proposal for Community Funding to build an additional basketball court. <i>It was moved that the Board endorse the initiative</i> <i>Moved: Robert Solomone</i> <i>Seconded: Sarah Loomb</i> <i>Carried</i></p> <p>Didar commented on how this process is educational for learners and commended Niwa; agreement this is an outstanding initiative Do we have a policy around applying for Grants from Trusts? What are our priorities? <i>It was then decided that Niwa be invited to present his proposal in person to the next F&P committee meeting, which would then make further recommendations:</i> <i>Moved: Paul Monzari</i> <i>Seconded: Didar Singh</i> <i>Carried</i></p>	<p>All</p> <p>Committee Chairs</p> <p>ROB / Se</p>	<p>On-going</p> <p>Next sub-committee meetings</p> <p>Next F&P committee meeting</p>
<p>Community Hauora</p>	<p><i>It was moved the minutes of November meeting be taken as read and accepted as a true and accurate record:</i> <i>Moved: Teri Harnell</i> <i>Seconded: Sarah-Jane</i> <i>Carried</i> AC Cultural Day - Saturday 10 March, Board to have a presence at the day</p>	<p>All</p>	<p>Before 10 March</p>
<p>Achievement, Teaching and Learning</p>	<p><i>It was moved the minutes of February meeting be taken as read and accepted as a true and accurate record:</i> <i>Moved: Donna</i> <i>Seconded: Teri</i> <i>Carried</i> EME Awards 2016 Merit 30.5% 2017 Merit 42.5% Quality over quantity; Sarah-Jane to attend on behalf of the Board</p>	<p>Sarah-Jane</p>	<p>8 March</p>
<p>Planning and Reviewing</p>	<p><i>It was moved the minutes of November meeting be taken as read and accepted as a true and accurate record:</i> <i>Moved: Bruce Ringer</i> <i>Seconded: Robert Solomone</i> <i>Carried</i> Charter and Annual Plan 2018 - amendments and changes implemented; full version presented to the board as a package at next meeting Policy for amendments to granting leave to be discussed at H&R meeting New meeting time and structure to be discussed at next committee meeting</p>	<p>Se / ROB</p> <p>Bruce / ROB</p>	<p>Next BOT meeting</p> <p>Next P&R meeting</p>
<p>Finance and Property</p>	<p><i>It was moved the minutes of November meeting be taken as read and accepted as a true and accurate record:</i> <i>Moved: Robert Solomone</i> <i>Seconded: Paul Monzari</i> <i>Carried</i> Property Leader to continue with running record of projects and property work but to also do a one pager for the month.</p>	<p>Se</p>	<p>Next F&P meeting</p>

	<p><i>It was then decided that the Circus proposal be declined:</i> Moved: Paul Monzari Seconded: Saraj-Jane Carried</p> <p>The New Era ICT Plan to be discussed at next meeting Board members to view the Executive Summary and the budget and feedback by Friday; consider the School Costs Feb 2018 doc as part of the Executive Summary</p> <p><i>It was then decided that the proposed International Fees schedule for 2019 be accepted</i> Moved: Paul Monzari Seconded: Donna Tupaea-Petero Carried.</p>	Se / ROB	End of month
Health and Safety	<i>There was no H&S Committee in February</i>		
Human Resources	<p><i>It was moved the minutes of November meeting be taken as read and accepted as a true and accurate record:</i> Moved: Robert Solomone Seconded: Teri Harnell Carried</p> <p>Staff Leave applications to be delegated to HR sub committee meetings as this is where the knowledge and understanding is; the committee may recommend further action to the BOT if necessary</p>	ROB	on-going
Principal's report	<p>Robert spoke to his report, focusing on:</p> <ul style="list-style-type: none"> • Analysis of Variance and charter deferred to next Planning & Review meeting • Alfriston Kahui Ako - appointing 8 learning leaders for within school roles; LL expected to conduct inquiry related to the COL's achievement challenge; 4 days time allowance per term plus \$8000 allowance per learning leader; fixed term positions; relievers will be paid through entitlement. • Analysis of variance indicates improvement relating to retention; highlights need to continue to target Year 11 <p><i>It was then moved to accept the February Principal Report:</i> Moved: Paul Monzari Seconded: Sarah Loomb Carried</p>		
Minutes of previous meeting	<p><i>It was moved that the minutes of November meeting be taken as read and accepted as a true and accurate record:</i> Moved: Robert Solomone Seconded: Paul Monzari Carried</p>		
Correspondence	<p><i>It was moved that the inwards and outwards correspondence be received and accepted</i> Moved: Robert Solomone Seconded: Sarah Loomb Carried</p> <p>Additional Outwards Correspondence</p> <ul style="list-style-type: none"> • 23 February - Stand down letter <p>Additional Inwards Correspondence</p> <ul style="list-style-type: none"> • <i>It was moved that the Alfriston College Sports Department apply for \$8975.00 funding from Grassroots Trust for Accommodation and Transportation for the 2018 Softball Girl Nationals Competition in Lower Hutt at the end of March.</i> Moved: Robert Solomone Seconded: Sarah Loomb Carried • <i>It was moved that the Alfriston College Sports Department apply for funding from NZCT for Accommodation and Transportation for the 2018 Softball Girl Nationals Competition in Lower Hutt at the end of March.</i> Moved: Robert Solomone Seconded: Sarah Loomb Carried • <i>It was moved that the BOT approve the destruction of archived material as suggested by MOE guidelines</i> Moved: Robert Solomone Seconded: Sarah Loomb 	ROB ROB ROB	

	<p><i>Carried</i></p> <ul style="list-style-type: none"> It was moved that the preliminary approval be given for EOTC on 5 - 7 March Surfing trip, 18 March - 23 March OEd trip, 5 April - 6 April OEd trip <p><i>Moved: Robert Solomone</i> <i>Seconded: Sarah Loomb</i></p> <p><i>Carried</i></p> <ul style="list-style-type: none"> It was moved that approval be given for the 2018 Softball Girl Nationals Competition in Lower Hutt at the end of March as per their application <p><i>Moved: Robert Solomone</i> <i>Seconded: Sarah Loomb</i> <i>Carried</i></p>	ROB	
Identify agenda items for next meeting:	BOT Photos Sarah-Jane opening March meeting	ROB	next meeting
Preparation for next meeting:	Sub Committee Chairs to communicate with Julie-Anne their agenda items for next meetings	Committee Chair	2 March
Meeting Closure	At 8.47pm		

ACTIONS FOR BOT SECRETARY:	<p>Update H & S staff members Robert to approach a H & S staff member to be part of the BOT sub-Committee Agenda item - BOT photos for website.</p> <p>Planning & Review, ATL an agenda item 12 March 6.00pm - 7.00pm, Invite SJ, Bruce. Done Send invite Niwa to present slide show to Finance & Property meeting. Done Student Driven Initiatives to go to appropriate committees. ATL - Move February minutes into BOT folder Amend the policy around staff leave and bring to next BOT meeting for approval Share Budget Summary and full budget to all Board members. Done Friday this week - feedback around the budget. Done HR Committee - COL's appointments. 1 set of BOT information for monthly meeting for on the table. Send SJ an invite for EME Awards 7 March. Done Email Roberts PLD information to BOT for decision Done Sarah-Jane update for end of term Done Sarah-Jane opening March meeting Done NZSTA delegation for Sarah-Jane to sign, advise NZSTA that Sarah-Jane new chair Done</p>		
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