

ALFRISTON COLLEGE
Board of Trustees

Board Meeting Agenda and Minutes - Monday 27 August 2018, 6.25pm, Boardroom, Alfriston College, Porchester Road, Randwick Park			
Chaired:	Sarah-Jane Whitehead		
ADMINISTRATION:			
Present:	Sarah-Jane Whitehead, Sarah Loomb, Donna Tupaea-Petero, Teri Harnell, Robert Solomone, Bruce Ringer, Didar Singh Jolie Kay-Cassin [Minutes]		
Apologies:	Apologies for starting late - 6.25pm Paul Monzari		
Declaration of conflict of interest:	N/a		
Members of the Public:	N/a		
In Attendance:	N/a		
Presentation by:	N/a		
In-Committee:	At: 6.27pm <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> Moved: Sarah-Jane Whitehead Seconded: Robert Solomone Carried		
Out of In-committee:	<i>It was moved that the meeting now enable the public to attend</i> Moved: Sarah-Jane Whitehead Seconded: Robert Solomone Carried At: 7.17pm		
TABLED DISCUSSION:			
Subject	Discussion / Details / Resolution:	Who:	Timeframe:
2019 Term dates and call back dates	Tabled documents: <ul style="list-style-type: none"> ● 2019 Term dates and call back dates <i>It was then decided that the 2019 term dates and call back dates be approved:</i> Moved: Robert Solomone Seconded: Sarah Loomb Carried		
Student Trustee elections - 12 noon, Friday 21 September 2018	Returning Officer - Sandie Martin <ul style="list-style-type: none"> ● Close main roll Wed 22 Aug 18 ● Call for nominations by Fri 24 Aug 18 ● Close supplementary roll Wed 5 Sep 18 ● Nominations close Fri 7 Sep 18 ● Voting papers distributed Wed 12 Sep 18 ● Election day Fri 21 Sept 18, 12 noon ● Count votes Thu 27 Sep 18 ● Student Rep takes office Fri 28 Sep 18 ● All full time learners, Y9-13, are eligible to vote 		
AC Way Guide	Day to day practises of the school <ul style="list-style-type: none"> ● How we manage our day to day practices; currently under review; copy available to BOT once completed ● BOT to come up with a list of queries for the AC Way Guide e.g. <ul style="list-style-type: none"> ○ Performance measures ○ GDC and self review 	Agenda	PRATL

2019 amended Charter and Strategic Plan	<p>Discussion:</p> <ul style="list-style-type: none"> Isolated senior leadership structures underneath, made it look more like a pod and brought back the 4 'C' Learning leadership, administration and the 4 'C' make up the leadership structure To be discussed at the next PRATL meeting then brought back to the BOT meeting 	Agenda	PRATL
Any other matters:	N/a		
Human Resources report:	<p>No meeting held in August</p> <p>Discussion:</p> <ul style="list-style-type: none"> Review of HR policies - appointments, vetting and VCA processes within the school <p><i>It was then moved to accept the August 2018 Report:</i> Moved: Robert Solomone Seconded: Teri Harnell Carried</p>		
Community Hauora report:	<p>Tabled documents - refer In-committee</p> <p>Discussion:</p> <ul style="list-style-type: none"> Apologies from Teri Harnell, unable to attend next meeting scheduled for 10 September 2018 - to be chaired by Sarah-Jane <p><i>It was then moved to accept the August 2018 Report:</i> Moved: Robert Solomone Seconded: Teri Harnell Carried</p>	Sarah-Jane	
Health and Safety report:	<p>No meeting held in August</p> <p>Discussion:</p> <ul style="list-style-type: none"> Opportunity to combine the HAS subcommittee and school HSR Teachers are covered by MOE risk insurance scheme; support staff are not covered by this scheme - the school would have to carry any costs associated with a claim Risk is higher for the school with counsellors who are not registered - accountability measures of their own [Michael covered by NZCA] EOTC update full document Review of traumatic incident policy along with T4 Suicide Prevention Guideline <p>Tabled documents:</p> <p>Preliminary and Final Approval L3OED class cycle trip Hauraki Rail Trail Miranda to Thames, to Waihi and Te Aroha Tuesday 21 August - Friday 24 August 2018 13 learners</p> <ul style="list-style-type: none"> Cam Kilgour replaced by Leon Wech <p>Preliminary and Final Approval L2OED and L3OED class optional ski trip Whakapapa, Mt Ruapehu Monday 3 September - Wednesday 5 September 2018 20 learners</p> <p>Preliminary and Final Approval L2OED class Camp Sladdin, Clevedon, Auckland Thursday 20 September - Friday 21 September 2018 19 learners</p> <p><i>It was then decided that the tabled EOTC applications be approved:</i> Moved: Sarah-Jane Whitehead Seconded: Sarah Loomb Carried</p> <p><i>It was then moved to accept the August 2018 Report:</i> Moved: Robert Solomone Seconded: Teri Harnell Carried</p>	Agenda	Oct HAS mtg

<p>Planning/Reviewing and Achievement/Teaching and Learning report:</p>	<p>No meeting held in August</p> <p>Tabled documents:</p> <ul style="list-style-type: none"> • Summary of school leaver data • Technology Curriculum Area 2017 ATL Variance Report <p>Discussion:</p> <ul style="list-style-type: none"> • Summary of school leaver data: <ul style="list-style-type: none"> ○ L1 - similar pattern to national data ○ L2 - working on attacking target groups; looking at within 10, within 20 target for numeracy and literacy; similar pattern to national data ○ L3 and UE - significant; must find alternatives to the senior school provision; continue to change the way we structure the senior school; if the later learners are not able to achieve then the school must do something; still a significant number of learners leaving school with no qualifications ○ Restructure of Trades Academy will show in 2018 data; minor influence on 2017 results • Technology Curriculum Area 2017 ATL Variance Report: <ul style="list-style-type: none"> ○ Variance Visualizer Tool [VVT] pulls data from Kamar for each course; tool will then create graph of variations [above positive difference; below negative difference]; then provides an interpretation of results ○ Learner reflections should be informing the way forward; deliberate actions ○ BOT to go back to Curriculum Area Leader with feedback [3-4 things for consideration]; Donna to come up with response template ○ Robert to bring the next Curriculum Area 2017 ATL Variance Report to the next PRATL meeting [Social Sciences] ○ If the process works then the timeframe needs to be quicker - improvements need to be timely • Meeting time changing to 5.00pm, 2nd Thursday of the month <p><i>It was then decided that the PRATL meeting move to the 2nd Thursday of the month</i> Moved: Sarah-Jane Whitehead Seconded: Bruce Ringer Carried</p> <p><i>It was then moved to accept the August 2018 Report:</i> Moved: Robert Solomone Seconded: Teri Harnell Carried</p>	<p>Agenda</p> <p>Agenda</p> <p>Jolie</p>	<p>PRATL</p> <p>PRATL</p>
<p>Finance and Property report:</p>	<p>Cyclone Computing MOU</p> <p><i>That we do not sign the updated Cyclone Computing MOU:</i></p> <ul style="list-style-type: none"> • that we see the current MOU to its end [2020] • that we strictly monitor any new applications and keep Cyclone Computing clients to a minimal and manageable size • that we continue to promote the purchase of devices other than Cyclone Computers, especially for 2019 new enrolments • that we continue to recommend the Chrome Notebook as the school's preferred device • that we continue to explore our own schemes <p>Moved: Robert Solomone Seconded: Teri Harnell Carried</p> <p>Tabled documents:</p> <ul style="list-style-type: none"> • Agenda/minutes of meeting 20 August 2018 • Summary of July management accounts for July 2018 • Monthly management accounts for July 2018 • External funding proposal • Property report - August <p>Discussion:</p> <ul style="list-style-type: none"> • Ananda and Sarah-Jane to attend FAP meetings <p><i>It was then decided that Teshwill Martin be paid Higher Duties Allowance at the rate of half the difference between his current rate</i></p>	<p>Jolie</p>	

	<p><i>of pay and that of the higher duties position for the period 23 July to 28 September 2018</i> Moved: Robert Solomone Seconded: Teri Harnell Carried</p> <p><i>It was then moved that the Monthly Management Accounts for July 2018 be accepted:</i> Moved: Robert Solomone Seconded: Teri Harnell Carried</p> <p><i>It was then moved that application be made to Lottery Community Facilities for two thirds of the project cost towards a new basketball facility at Alfriston College and that we commit capital expenditure for the remaining one third project cost.</i> Moved: Teri Harnell Seconded: Robert Solomone Carried</p> <p><i>It was then decided that the Board gift the School Leader \$500 to spend to aid and support the 2018 School Ball (Ryder - This is not an expectation; this must be supported by the School Leader)</i> Moved: Robert Solomone Seconded: Teri Harnell Carried</p> <p><i>It was then decided that we advertise for a Leadership Support [LdS] Leader - Facilities Management as soon as possible and work towards getting someone into the position as soon as possible</i> Moved: Robert Solomone Seconded: Teri Harnell Carried</p> <p><i>It was then moved to accept the August 2018 Report, including the update of Current Major Works:</i> Moved: Robert Solomone Seconded: Teri Harnell Carried</p>		
Principal's report:	<p>Discussion:</p> <ul style="list-style-type: none"> ● Vacancy for Property Leader and Caretaker [retiring at the end of the year]; rather than bringing in another staff member consider bringing in a contractor to look after the grounds ● Confirmed ERO report will be available in two weeks; have been given a 3-year review period ● TeachNZ Study Awards seen as an opportunity to make changes <p><i>It was then moved to accept the August 2018 Report:</i> Moved: Robert Solomone Seconded: Donna Tupaea-Petero Carried</p>		
Minutes of previous meeting and matters arising from the minutes:	<p><i>No matters arising</i></p> <p><i>It was moved that the minutes of 30 July 2018 meeting be taken as read and accepted as a true and accurate record</i> Moved: Robert Solomone Seconded: Teri Harnell Carried</p>		
Correspondence:	<p><i>It was then moved that the inwards and outwards correspondence be received and accepted</i> Moved: Sarah Loomb Seconded: Sarah-Jane Whitehead Carried</p>		
IDENTIFIED AGENDA ITEMS FOR NEXT MEETING:	<ul style="list-style-type: none"> ● School celebrations: <ul style="list-style-type: none"> ○ Maori Success Awards - 6.30pm, Thursday 27 September 2018 ○ Pasifika Success Awards - 6.30pm, Thursday 18 October 2018 ○ Sports Awards - Tuesday 6 October 2018 		

	<ul style="list-style-type: none"> ○ Y11 Awards - Thursday 6 December 2018 ○ Junior School Awards - Friday 14 December 2018 ● 2019 Student Trustee Rep - attend September meeting with current BOT Student Representative ● Staff awards - applications to September meeting ● BOT EOY event ● Senior Leader appointment 	Sarah	
PREPARATION FOR NEXT MEETING:	<p>Human Resources, 5.00pm, Monday 3 September 2018</p> <p>Community Hauora, 4.00pm, Monday 10 September 2018</p> <p>Health and Safety, 5.00pm, Monday 10 September 2018</p> <p>Planning/Reviewing and Achievement/Teaching and Learning, 5.00pm, Thursday 13 September 2018</p> <p>Finance and Property, 5.00pm, Monday 17 September 2018</p> <p>BOT, 6.00pm, Monday 24 September 2018</p>		
MEETING CLOSURE:	At: 8.24pm		
ACTIONS FOR BOT SECRETARY:	<ul style="list-style-type: none"> ● Agenda PRATL mtg: <ul style="list-style-type: none"> ○ List of queries for the AC Way Guide ○ 2019 amended Charter and Strategic Plan ○ Response template for NZCL re Curriculum Area ATL Variance Report ○ 2017 Curriculum Area ATL Variance Report - Social Sciences ● Agenda October HAS mtg - review of traumatic incident policy along with T4 Suicide Prevention Guideline ● Update meeting request re PRATL meeting, 2nd Thursday of the month ● Meeting request to Ananda and Sarah-Jane re FAP meetings 	<p>Actioned</p> <p>Actioned</p> <p>Actioned</p>	

Signed by Board Representative:

Dated: