

ALFRISTON COLLEGE
Board of Trustees

Board Meeting Agenda and Minutes - Monday 24 September 2018, 6.07pm, Boardroom, Alfriston College, Porchester Road, Randwick Park			
Chair:	Sarah-Jane Whitehead		
ADMINISTRATION:			
Present:	Teri Harnell, Sarah Loomb, Sarah-Jane Whitehead, Diane Black, Didar Singh, Bruce Ringer, Robert Solomone Jolie Kay-Cassin [Minute Secretary]		
Apologies:	Donna Tupaea-Petero		
Declaration of conflict of interest:	Nil		
Members of the Public:	Steve Miller		
In Attendance:	Nil		
Presentation by:	Nil		
TABLED DISCUSSION:			
Subject	Discussion / Details / Resolution:	Who:	Timeframe:
Welcome to Steve Miller	Lived in Canterbury until 12 yrs of age then moved to Manurewa, attended JCHS, Auckland University, worked at Air NZ for 9 years [built cabin crew rosters], Youth Pastor, launched Manurewa Youth Network, involved with Manurewa Advisory Group, Manurewa Christmas in the Park, Pastor of New Life Church, married Susan, had 7 children, two learners have attended AC, member of the Manurewa East School Board, New Foundation Board and Life Church Board		
School celebrations	<ul style="list-style-type: none"> • Maori Success Awards - 6.30pm, Thursday 27 September 2018 <ul style="list-style-type: none"> ○ Sarah-Jane, Didar Singh, Sarah Loomb and Diane Black attending ○ Mere to advise SJ of what she needs to do, if anything • Wayne's farewell, 3.00pm, Friday 28 September 2018 <ul style="list-style-type: none"> ○ Teri attending; will say something on behalf of Board • Pasifika Success Awards - 6.30pm, Thursday 18 October 2018 <ul style="list-style-type: none"> ○ Sarah-Jane attending • Y12-13 Prizegiving - 6.30pm, Thursday 1 November 2018 <ul style="list-style-type: none"> ○ Teri attending • Sports Awards - 2.00pm, Tuesday 6 November 2018 <ul style="list-style-type: none"> ○ Teri attending • Y11 Awards - 2.00pm, Thursday 6 December 2018 <ul style="list-style-type: none"> ○ Teri attending • Junior School Awards - 10.00am, Friday 14 December 2018 • Staff end of year event - 1.00pm, Friday 14 December 2018 • Let Jolie know if you can attend any of the above events 	Mere	ASAP

2019 Student Trustee Election	<ul style="list-style-type: none"> 9 nominations received Voting closed at 12 noon, 21 September 2018; Votes counted Thursday 27 September 2018 2018-19 Student Rep takes office Friday 28 September 2018 <ul style="list-style-type: none"> Jolie to advise Board Invited to attend October BOT meeting with Didar 2019 Spirit of Adventure application - applications close 5 October 2018 Student Rep training day - Friday 26 October or Friday 2 November 2018 	Jolie Robert Robert	29 Oct 18 5 Oct 18
BOT end of year event	<ul style="list-style-type: none"> Sarah-Jane will host BBQ, date to be circulated 	SJ	
Health and Safety report:	<p>No meeting held in September</p> <p>Discussion:</p> <ul style="list-style-type: none"> Robert and Sarah-Jane to meet and restructure HAS into other meetings; formalise process for next BOT meeting <p><i>It was moved that the minutes of 11 June 2018 meeting be taken as read and accepted as a true and accurate record</i> Moved: Sarah-Jane Whitehead Seconded: Didar Singh Carried</p> <p><i>It was then moved to accept the September 2018 Report:</i> Moved: Sarah-Jane Whitehead Seconded: Sarah Loomb Carried</p>	Robert/ SJ	Oct mtg
Planning/Reviewing and Achievement/Teaching and Learning report:	<p>Tabled documents:</p> <ul style="list-style-type: none"> Agenda/minutes of meeting 13 September 2018 Revised BOT subcommittee roles and responsibilities September 2018 Review of Governance Policy 1 and 5 <p>Discussion:</p> <ul style="list-style-type: none"> Significant items should go directly to the BOT meeting rather than through subcommittee first SLT to review AC procedure policies, child protection, and staff guidelines for the safe use of digital technology Principal's Performance Appraisal - Sarah to provide structure behind performance appraisal for Oct meeting VVT documents - more clarification required; acknowledge work done in this area so far; need response for Technology and Social Sciences Remaining NZC area reports available Oct meeting Confirm appointment of Chair for each subcommittee <ul style="list-style-type: none"> Teri to chair CH Sarah-Jane to chair EFAP Bruce to chair PRATL NZSTA PLD for BOT: Finance 101, Papakura High School, 6-8pm, Thursday 1 November 2018, option for Steve to attend Key changes to 2019-2020 Charter Strategic Annual Plan - includes the 4 C's in the pod and removes the leadership roles from the bottom of the pod, includes learning administration and learning leadership, realign the strategic goals and targets <ul style="list-style-type: none"> Wait until we see what MOE changes will be in 2020 before we seek community consultation Realign the policies to new NZSTA framework document 2018 for Oct meeting <p><i>It was then moved that the 2019-2020 Charter Strategic Annual Plan be approved</i> Moved: Sarah Loomb Seconded: Didar Singh Carried</p> <p><i>It was then moved that the reviewed Board subcommittee roles and responsibilities dated September 2018 be approved and actioned</i> Moved: Bruce Ringer Seconded: Teri Harnell Carried</p>	Agenda Agenda Steve Robert	Oct BOT mtg Oct PRATL 1 Nov 18 Oct BOT mtg

	<p><i>It was then moved to accept the September 2018 Report:</i> Moved: Sarah-Jane Whitehead Seconded: Robert Solomone Carried</p>		
Community Hauora report:	<p>Discussion:</p> <ul style="list-style-type: none"> • Petition to the BOT for a uniform modification - 102 signatures • Subcommittee formed to review uniform requirements - Sarah to report back to October CH meeting <p><i>It was then moved to accept the September 2018 Report:</i> Moved: Sarah-Jane Whitehead Seconded: Sarah Loomb Carried</p>	Sarah	Oct CH Mtg
Employment, Finance and Property report:	<p>Matters arising: <i>It was then moved that application be made to Lottery Community Facilities for 2/3rds of the project cost towards building a new basketball facility at Alfriston College and that we commit capital expenditure for the remaining 1/3rd project cost</i> Moved: Sarah-Jane Whitehead Seconded: Robert Solomone Carried</p> <p>Tabled documents:</p> <ul style="list-style-type: none"> • Agenda/minutes of meeting 20 September 2018 • HR Leaders Report September 2018 • HR meeting dashboard September 2018 • Financial Summary Report August • Monthly Management Accounts August • Quote for Alfriston College VLS6 60 60 watt August 2018 • VLS Platform Series <p>Discussion:</p> <ul style="list-style-type: none"> • Tracking well in the monthly accounts [in the black albeit a red budget]; anticipating that we will end up in the black • Applied for a number of community grants this year including Lotteries Community grant towards the basketball court [decision due Nov 2018]; Papakura Council interested in turning the old sand court into an outdoor basketball court • ESOL area has grown considerably; funding for chromebooks available from special education funding • New Laser cutter - number of projects being thought of but don't have laser cutter; suggested we put new laser cutter into a clean area [turn old computer room into high spec technology area]; 2 year service contract and ongoing phone support built into the cost of new laser cutter • Zirka Circus approval - insufficient time to feel comfortable for this to proceed, especially around health and safety; happy to sit down and go through options for further consideration • Zumba - offered 20% reduction on outstanding hireage costs plus on costs to the end of the year; need to be clear about our obligations moving forward • Contract out grounds and green spaces maintenance to a contractor - involves making a grounds staff member redundant; one quote receive; will still need a property team to look after our buildings - Caretaker and Handyman instead of Property Leader/Facilities Management [advertised twice with no takers] <ul style="list-style-type: none"> ◦ Closed tender [at least two quotes] - dont need to go to tender via GETS; • HR tracking well, no issues. Staffing not impacting on the quality of delivery but this does mean that SLT are teaching more; STP noted • Cheryl Weijermans commenced today as School Leaders PA • Steve Miller invited to attend EFAP meeting for Oct <p><i>It was then decided that we purchase 12 chromebooks for ESOL and a new laser cutter; the cost to come from capital expenditure not spent in 2018</i> Moved: Robert Solomone Seconded: Sarah-Jane Whitehead Carried</p>	Robert Robert Robert Robert Jolie	Ongoing Oct EFAP mtg

	<p><i>It was then decided that we go ahead with a closed tender for grounds and green spaces maintenance contract; that we disestablish the grounds position and go through the process in accordance with the Grounds Staff in Schools Collective Agreement</i> Moved: Robert Solomone Seconded: Didar Singh Carried</p> <p><i>It was moved that the Monthly Management Accounts for August 2018 be accepted:</i> Moved: Sarah Loomb Seconded: Didar Singh Carried</p> <p><i>It was then moved to accept the September 2018 Report:</i> Moved: Sarah Loomb Seconded: Didar Singh Carried</p>		
Principal's report:	<p>Discussion:</p> <ul style="list-style-type: none"> Where do we go with BYOD? Y8 Information evening - show how devices are used, enhance learning; clarity around what device is used for and security; feeder school community needs <p><i>It was then moved to accept the September 2018 Report:</i> Moved: Diane Black Seconded: Teri Harnell Carried</p>		
Minutes of previous meeting and matters arising from the minutes:	<p><i>It was moved that the minutes of 27 August 2018 meeting be taken as read and accepted as a true and accurate record</i> Moved: Didar Singh Seconded: Sarah Loomb Carried</p>		
Correspondence:	<p>Additional correspondence:</p> <ul style="list-style-type: none"> 23 Sep Resignation from BOT - Donna Tupaea-Petero <p><i>It was then moved that the inwards and outwards correspondence be received and accepted</i> Moved: Sarah-Jane Whitehead Seconded: Sarah Loomb Carried</p> <p>Discussion:</p> <p>Preliminary and Final Approval <i>Te Parawhakawai wananga #4</i> <i>Kia Aroha College</i> <i>Friday 28 September - Saturday 29 September 2018</i> <i>11 learners</i></p> <p>Preliminary Approval <i>International Student enrichment trip</i> <i>Rotorua</i> <i>Tuesday 6 November - Friday 9 November 2018</i> <i>7 learners</i></p> <p>Preliminary Approval <i>International Student enrichment trip</i> <i>Whangapoua</i> <i>Monday 12 November - Friday 16 November 2018</i> <i>7 learners</i></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 decided that we appoint CES [Canterbury Education Services] as Returning Officer for the 2019 BOT Parent Elections and that we accept their quote of \$8273.51 for Returning Officer services</i> Moved: Teri Harnell Seconded: Didar Singh</p>	<p>Agenda</p> <p>Agenda</p>	<p>Oct BOT Mtg</p> <p>Oct BOT Mtg</p>

	<p>Carried</p> <p><i>It was then decided that we remove Wayne Rangihuna and add Elinor Davie as cheque signatory to the Alfriston College bank account</i></p> <p>Moved: Teri Harnell</p> <p>Seconded: Sarah-Jane Whitehead</p> <p>Carried</p> <p><i>It was then decided that we accept Donna Tupaea-Petero's resignation from the Board of Trustees</i></p> <p>Moved: Sarah-Jane Whitehead</p> <p>Seconded: Sarah Loomb</p> <p>Carried</p>		
IDENTIFIED AGENDA ITEMS FOR NEXT MEETING:	<ul style="list-style-type: none"> • Restructure HAS into other meetings; formalise process for next BOT meeting • Principal's Performance Appraisal - Sarah to provide structure behind performance appraisal for Oct meeting • Remaining NZC area reports available Oct PRATL meeting • Realign the policies to new NZSTA framework document 2018 for Oct meeting • Subcommittee formed to review uniform requirements - Sarah to report back to Oct CH meeting • Final approval re international student enrichment trip, 6-9 Nov 18 • Final approval re international student enrichment trip, 12-16 Nov 18 		
PREPARATION FOR NEXT MEETING:	<p>Community Hauora, 4.00pm, Wednesday 24 October 2018</p> <p>Employment, Finance and Property, 5.00pm, Wednesday 24 October 2018 [changed due to Labour Day]</p> <p>Planning/Reviewing and Achievement/Teaching and Learning, 5.00pm, Thursday 26 October 2018</p> <p>Board of Trustees monthly meeting, 6.00pm, Monday 29 October 2018</p>		
Any other matters:	<p>Steve indicated his willingness to be co opted onto the Board</p> <p>Steve left the meeting at 8.03pm</p>		
In-Committee:	<p>At: 8.05pm</p> <p><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></p> <p>Moved: Sarah-Jane Whitehead</p> <p>Seconded: Sarah Loomb</p> <p>Carried</p>		
Out of In-committee:	<p><i>It was moved that the meeting now enable the public to attend</i></p> <p>Moved: Sarah-Jane Whitehead</p> <p>Seconded: Sarah Loomb</p> <p>Carried</p> <p>At: 9.09pm</p>		
MEETING CLOSURE:	At: 9.10pm		
ACTIONS FOR BOT SECRETARY:	<ul style="list-style-type: none"> • Jolie to advise Board of outcome of 2018-19 Student Rep election • Steve Miller invited to attend EFAP meeting for Oct 		

Signed by Board Representative:

Dated: