

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

<b>Board Meeting Agenda and Minutes - Monday 1 July 2019, 6.00pm, Boardroom, Alfriston College, Porchester Road, Randwick Park</b>	
<b>Chair:</b>	Robert Solomone; handed over to Sarah-Jane Whitehead after election as Chair
<b>ADMINISTRATION:</b>	
Present:	Sarah-Jane Whitehead (SJ), Robert Solomone (Se), Isaac Teka (IT), Salava Sefilino (SS), Steve Miller (SM), Diane Black (DB), Vika Mafile'o (VM), Sarah Loomb (Lb)
Apologies:	NA
Declaration of conflict of interest:	Nil
Members of the Public:	Nil
In attendance:	SLT: Alastair Caine, Karyn White, Eli Davie, Richard Ghent, Julie-Anne Roberts (SLT PA, Minutes Secretary)
Presentation by:	SLT - Introduction to AC for BOT
<b>Election of Officers</b>	<p><b>Chairperson - Sarah-Jane Whitehead</b>  <b>Nominated:</b> Se  <b>Seconded:</b> DB            No further nominations, nominations closed.  <i>It was moved that Sarah-Jane Whitehead be appointed as Alfriston College BOT Chairperson for the 2019 term</i>  <b>Moved:</b> Se  <b>Seconded:</b> Lb  <b>Carried</b></p> <p><b>Deputy Chair - Steve Miller</b>  <b>Nominated:</b> Se  <b>Seconded:</b> DB            No further nominations, nominations closed.  <i>It was moved that Steve Miller be appointed as Alfriston College BOT Deputy Chairperson for the 2019 term</i>  <b>Moved:</b> SJ  <b>Seconded:</b> Lb  <b>Carried</b></p>
<b>Sub Committee</b>	<p><b>See Governance Framework, Part A4 and Part C2</b>            Agreed to continue with three key committees, Employment, Finance and Property (EFAP), Hauora (HAO) and Planning, Reviewing, Achievement, Teaching and Learning (PRATL)            Each to be chaired by a Parent Trustee; SLT member appointed to each to support and inform; relevant staff appointed as appropriate or necessary            Strength-based; can consider co-option if necessary            To meet during the week prior to the BOT meeting</p> <p><b>HAO - SJ, IT</b></p> <p><b>EFAP - SM</b></p> <p><b>PRATL - SS, SJ</b></p>
<b>IN-COMMITTEE DISCUSSION:</b>	
In-Committee:	<p><b>At: 7.30pm</b></p> <p><i>It was moved that in order to discuss <b>financially sensitive and ensure the privacy of individuals</b> the public is removed from the next section of this meeting</i>  <b>Moved:</b> Se  <b>Seconded:</b> Lb  <b>Carried</b></p>

Out of In-committee:	<p><b>At:</b> 7.49pm</p> <p><i>It was moved that the meeting now enable the public to attend</i></p> <p><b>Moved:</b> Se  <b>Seconded:</b> Lb  <b>Carried</b></p>		
<b>TABLED DISCUSSION:</b>			
<b>Subject</b>	<b>Discussion / Details / Resolution:</b>	<b>Who:</b>	<b>Timeframe:</b>
<ul style="list-style-type: none"> <li>● AC Governance Framework</li> <li>● Committee appointments</li> <li>● Meeting the staff</li> </ul>	<p>Encouraged all to familiarise themselves with the Governance Framework</p> <p>Disciplinary Committee made up of all Trustees except School Leader, Staff Trustee and Student Trustee, who meet as required and when required</p> <p>Friday 5 July - 3.30pm, Matariki staff dinner  Wednesday 24 July - BOT Breakfast</p>		
<p>Any other matters:</p> <p>Alfriston College 2019 Senior Ball Committee</p>	<p><b>Tabled documents:</b></p> <p>Alfriston College 2019 School Ball proposal - Pulman Hotel  BOT to cover the cost of the buses to and from the ball  If not coming back on the bus have to leave the ball by 11.20pm  Cost for staff members to attend the ball</p> <p><i>Motion:</i> that the Alfriston College BOT pay for the transport to and from the ball  <b>Moved:</b> SM  <b>Seconded:</b> DB  <b>Carried:</b></p> <p><i>Motion:</i> that Alfriston College BOT subsidize the cost of a staff member who is in a supervisory role at the ball  <b>Moved:</b> SM  <b>Seconded:</b> Lb  <b>Carried:</b></p>		
<b>MONITORING / STRATEGIC:</b>			
<b>Subject</b>	<b>Discussion / Details / Resolution:</b>	<b>Who:</b>	<b>Timeframe:</b>
Chair	<p>Welcome to AC; thanked SLT for introduction to the school community  Discussed Induction Pack; to visit the campus as soon as possible</p> <p><i>Motion: moved to accept the <b>Chair's Report</b></i>  <b>Moved:</b> SM  <b>Seconded:</b> Lb  <b>Carried</b></p>	Se	Term 3
Community Hauora report:	<p><b>Tabled documents:</b></p> <p><b>Discussion:</b>  Refer to in-committee minutes</p>		
Employment, Finance and Property report:	<p><b>Tabled documents:</b></p> <ul style="list-style-type: none"> <li>● Agenda/minutes of meeting 19 June</li> <li>● 2018 Annual Report</li> <li>● 2018 Finances Auditors Report</li> <li>● Monthly management accounts for June</li> <li>● Proposal for drums for Cook Island Cultural Group</li> <li>● HR Report</li> <li>● Property Report</li> </ul> <p><b>Discussion:</b>  Finances tracking well; 2nd half Budget review to be presented in September  Recommend we accept Auditors and Annual Report</p>		

	<p>Recommend we approve the purchase of new drums for Cook Island group as per their proposal</p> <p><i>It was then decided that the <b>tabled documents</b> be accepted</i>  <b>Moved: Se</b>  <b>Seconded: SM</b>  <b>Carried</b></p> <p><i>It was then decided that the <b>Cook Island Group proposal and request</b> be accepted and purchase of drums be approved as outlined in the proposal</i>  <b>Moved: Se</b>  <b>Seconded: Lb</b>  <b>Carried</b></p> <p><i>It was moved that the <b>financial statements for June and 2018 Annual Report</b> be accepted</i>  <b>Moved: Se</b>  <b>Seconded: SM</b>  <b>Carried</b></p> <p><i>It was then moved to accept the <b>EFAP Report</b></i>  <b>Moved: SJ</b>  <b>Seconded: Lb</b>  <b>Carried</b></p>		
Planning, Reviewing, Achievement, Teaching and Learning report:	<p><b>Tabled documents: No meeting was held in July</b></p> <p><b>Discussion:</b>  That the 2018 NCEA report be presented to this committee and BOT at next monthly meeting</p>		
School Leader's report:	<p><b>Tabled documents:</b></p> <ul style="list-style-type: none"> <li>Principal's report</li> </ul> <p><b>Discussion:</b>  Business as usual for this time of the year  Recommended to keep abreast of changes; NCEA change package now released and confirmed to replace NCEA by 2023; Level 1 changes to be trialled in 2020 and replace NCEA Level 1 in 2021</p> <p><i>It was then decided that the <b>tabled documents</b> be accepted</i>  <b>Moved: Lb</b>  <b>Seconded: SJ</b>  <b>Carried</b></p> <p><i>It was then moved to accept the <b>Principal's Report</b></i>  <b>Moved: Lb</b>  <b>Seconded: SJ</b>  <b>Carried</b></p>		
<b>MINUTES OF PREVIOUS MEETING</b>			
	<p><b>Motion:</b> Moved that the minutes of <b>the 29 May 2019</b> meeting be taken as read and accepted as a true and accurate record</p> <p><b>Moved:Lb</b>  <b>Seconded: VM</b>  <b>Carried</b></p>		
<b>MATTERS ARISING</b>			
Matters Arising from the previous meeting	<ul style="list-style-type: none"> <li>BOT thank you for previous BOT members and welcome new board members</li> <li>Proposal from Peter Gall Re: Principal appraisal</li> </ul>	Robert SJ	
<b>CORRESPONDENCE</b>			
Correspondence:	<p><b>See Attached Correspondence Schedule:</b></p> <p><b>Additional inwards and outwards correspondence:</b></p>		

	<b>Discussion:</b> [to be confirmed]		
<b>MATTERS ARISING FROM CORRESPONDENCE</b>			
Matters arising from correspondence	[to be confirmed]		
<b>Review of AC Charter, Governance and Operational Policies 2018 v3:</b>	<b>Tabled documents:</b> NA		
<b>IDENTIFIED AGENDA ITEMS FOR NEXT MEETING:</b>	<ul style="list-style-type: none"> <li>• BOT Dinner</li> <li>• Term 4 meeting 30 October, same night as Senior Prize giving</li> <li>• Motion for Out of Zone - 50 learners from out of zone</li> </ul>		
<b>PREPARATION FOR NEXT MEETING:</b>	<p><b>BOT Breakfast, 7.00am, Wednesday 24 July</b></p> <p>That all committee meetings be deferred to August after the BOT breakfast</p> <p><b>BOT monthly meeting, 6.00pm, Monday 29 July</b></p>		
<b>MEETING CLOSURE:</b>	9.09pm		
<b>ACTIONS FOR BOT SECRETARY:</b>	<ul style="list-style-type: none"> <li>• Email NZSTA link to BOT members .</li> <li>• Check for the registrar of other boards on NZSTA website</li> <li>• NZSTA Conference 12-14 July Dunedin. Organise registration for Salava</li> <li>• Send outlook invites to sub committee members</li> <li>• MOE NCEA link</li> <li>• BOT Dinner for past and new board members (Robert to do)</li> <li>• Update Inwards/outwards correspondence</li> <li>• EOTC - add International learners trip to inwards correspondence</li> </ul>		<p>2/7/19</p> <p>2/7/19</p>

Signed by Board Representative:

Dated: