

ALFRISTON COLLEGE
Board of Trustees

Board Meeting Minutes - Monday 25 February 2019, 6.00pm, Boardroom, Alfriston College, Porchester Road, Randwick Park			
Chair:	Sarah-Jane Whitehead		
ADMINISTRATION:			
Present:	Sarah-Jane Whitehead, Sarah Loomb, Vika Mafile'o, Teri Harnell Bruce Ringer, Robert Solomone, Steve Miller		
Apologies:	Diane Black, Jolie Kay-Cassin [Minute Secretary]		
Declaration of conflict of interest:	Teri - in committee possibility		
Members of the Public:	Nil		
In attendance:	Nil		
Presentation by:	Nil		
In-Committee:	At: 6.10pm <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: Teri Harnell Seconded: Sarah-Jane Whitehead Carried		
Out of In-committee:	At: 7.50pm <i>It was moved that the meeting now enable the public to attend</i> Moved: Sarah-Jane Whitehead Seconded: Robert Solomone Carried		
TABLED DISCUSSION:			
Subject	Discussion / Details / Resolution:	Who:	Timeframe:
2019 Board positions	Board roles and responsibilities remain unchanged until triennial election, Friday 7 June 2019: <ul style="list-style-type: none"> • Chair: Sarah-Jane Whitehead • Deputy Chair: Teri Harnell • Community Hauora [CH] subcommittee: Teri Harnell [Chair], Sarah-Jane Whitehead, Vika Mafile'o • Employment, Finance and Property [EFAP] subcommittee: Steve Miller [Chair] • Planning and Reviewing, Achievement, Teaching and Learning [PRATL] subcommittee: Bruce Ringer [Chair], Sarah-Jane Whitehead • Selected positions: Diane Black, Steve Miller 		
BOT 2019 Calendar	Tabled documents: <ul style="list-style-type: none"> • 2019 BOT Calendar EME Awards to be held on 20 March 2019 during school time, presented in whanau assemblies	BOT	20 Mar
Any other matters:	Nil		
Community Hauora report:	Discussion: <ul style="list-style-type: none"> • Refer to in-committee minutes 		
Employment, Finance and Property report:	Tabled documents: <ul style="list-style-type: none"> • Agenda/Minutes of meeting dated 18 February 2019 • 2019 Operational and Capital Budget • Draft financial statements for the year ended 31 December 2018 • International student fees 2020 		

	<p>Discussion:</p> <ul style="list-style-type: none"> ● NZCL English - offer has been made and verbal acceptable confirmed ● Discretionary leave applications: <ul style="list-style-type: none"> ○ Garry Beetham: 18 February - 22 February 2019 ○ Kataraina Ropati-Snell: 29 April - 10 May 2019 ○ Jaime McCafferty: 27 May - 9 August 2019 ○ Ananda Baskaran: 24 June - 19 July 2019 ○ Keith Mackay: 16 September - 25 October 2019 ● Disposal of school records dated 2011 or prior <p><i>It was then decided that the tabled documents be accepted:</i> Moved: Steve Miller Seconded: Robert Solomone Carried</p> <p><i>It was then decided that the discretionary leave applications be approved</i> Moved: Steve Miller Seconded: Robert Solomone Carried</p> <p><i>That the employment report for February 2019 be accepted</i> Moved: Steve Miller Seconded: Robert Solomone Carried</p> <p><i>That the 2019 operational and capital budget be accepted</i> Moved: Steve Miller Seconded: Robert Solomone Carried</p> <p><i>That the draft financial statements for the year ended 31 December 2018 be accepted</i> Moved: Steve Miller Seconded: Robert Solomone Carried</p> <p><i>That the finance report for February 2019 be accepted</i> Moved: Steve Miller Seconded: Robert Solomone Carried</p> <p><i>That the Board approve the disposal of archived school records dated 2011 or prior [including finance, payroll, professional development and out of zone enrolment records] in line with the MOE School Records Retention/Disposal Schedule</i> Moved: Steve Miller Seconded: Robert Solomone Carried</p> <p><i>That the property report for February 2019 be accepted</i> Moved: Steve Miller Seconded: Robert Solomone Carried</p> <p><i>That the Board approve the:</i></p> <ul style="list-style-type: none"> ● increase of International Students Tuition Fees to \$13,800.00 (\$3450.00 per term) and Homestay Placement Fee to \$400; this represents a 3% increase overall ● increase of weekly Homestay Fee to \$280.00 ● increase of of Outdoor Education Fee to \$220 per term; currently \$200 per term to take part in additional trips at other levels; this is a major drawcard to Alfriston College for our European market <p>Moved: Steve Miller Seconded: Robert Solomone Carried</p> <p><i>It was then moved to accept the February 2019 Report:</i> Moved: Steve Miller Seconded: Robert Solomone Carried</p>	Jolie	March
Planning/Reviewing and	<p>Tabled documents:</p> <ul style="list-style-type: none"> ● Agenda/minutes of meeting 21 February 2019 		

<p>Achievement/Teaching and Learning report:</p>	<ul style="list-style-type: none"> Engagement report Term 4, 2018 Summary engagement report for 2018 <p>Discussion: Target statements - individuals to set own targets based on target statement. Q: How do we know we are achieving if we don't have a set target? How do we evaluate how well we are doing as a school?</p> <p>Conclusion is to produce - attendance, engagement and achievement reporting that will highlight how well we are going on term basis in particular areas:</p> <ul style="list-style-type: none"> eg. Whanau Leaders - reporting breakdown and targeted report with explanations around how well we are progressing in attendance or engagement. Termly reports tabled in BOT and published on websites <p>Bruce referred to September meeting re the systematic reporting of 5 key areas. <i>Copy from minutes 10 September:</i></p> <ul style="list-style-type: none"> <i>Performance measures: already in place, require revisiting and reviewing to accommodate new learning model engagement, attendance and achievement. Bruce commented that the essential performance measures of student achievement are:</i> <ul style="list-style-type: none"> <i>i. 'value added' by AC during Y9-10 (incl. ASTLE data)</i> <i>ii. NCEA and UE success rates (suggested to add pathway in eg. NCEA, UE and Pathway success rates)</i> <i>iii. school leaver data</i> <i>iv. absenteeism and disciplinary data</i> <i>v. other student activities and opportunities</i> <i>Recommend there is a parent overview sent each term to inform parents of school performance criteria. Principal's report to be posted monthly on school website and to include the above five factors.</i> <p>Steve - can't have generic vague statements. We need something tangible to be able to see whether we are making progress - compared to previous years etc. Allow for us to transfer resourcing. Robert - targeted in line with what is happening in the school. Not an airy fairy target but measurable data within specific areas. Ministry do not want us to keep saying we are going to achieve something that is unrealistic or we are nowhere near. Ministry want us to create the pathway that we are going to take to make sure improvement happens.</p> <p><i>It was then decided that the tabled documents (including minutes in draft form) be accepted:</i> Moved: Sarah-Jane Whitehead Seconded: Bruce Ringer Carried</p> <p>Discussion:</p> <ul style="list-style-type: none"> Amendments to Learning at Home Days [now called Amokura Days] <ul style="list-style-type: none"> Monday 11 March 2019 Monday 17 June 2019 Monday 23 September 2019 <p>Bruce left the meeting at 8.27pm</p> <p>Need to ensure clarification around what goes home so parents are sure on what is going on and the purpose behind these days.</p> <p><i>That the Board approve the amended Amokura Days as tabled</i> Moved: Sarah-Jane Whitehead Seconded: Robert Solomone Carried</p> <p><i>It was then moved to accept the February 2019 Report:</i> Moved: Sarah-Jane Whitehead Seconded: Vika Mafle'o Carried</p>		
<p>Principal's report:</p>	<p>Tabled documents:</p> <ul style="list-style-type: none"> Principal's report Human resources report February 2019 2019 Annual Plan Alfriston Kahui Ako Framework 2019 and 2020 [COL action plan] 		

	<p>Discussion:</p> <ul style="list-style-type: none"> COL have an action plan now. Coincides with what we want to do. Raised at first meeting with principals around making sure that the COL doesn't interfere with what we are wanting to do by directing our in-school teachers what to do that doesn't support what we are doing. It can't take our in-school teachers focus away from what we're doing. External PLD providers will work with Sarah Loomb and in school teachers and not come into school to deliver on a school-wide scale. Tomorrow schools review - dig around and read up to inform ourselves Analysis of Variance (deferred to March meeting) <p><i>It was then decided that the tabled documents be accepted:</i> Moved: Sarah-Jane Whitehead Seconded: Teri Harnell Carried</p> <p><i>It was then moved to accept the February 2019 Report:</i> Moved: Sarah-Jane Whitehead Seconded: Teri Harnell Carried</p>	Robert	Mar BOT mtg
Minutes of previous meeting and matters arising from the minutes:	<p>Matters arising:</p> <p>Communication strategy - item still to be followed up on. Learners to design youtube clip for sharing with whanau. PRATL to follow-up. Add to PRATL agenda. Render Gathering - potential to explore.</p> <p><i>It was moved that the minutes of 3 December 2018 meeting be taken as read and accepted as a true and accurate record</i> Moved: Robert Solomone Seconded: Steve Miller Carried</p>	PRATL	Mar PRATL mtg
Correspondence:	<p>Additional Correspondence:</p> <ul style="list-style-type: none"> 30 Jan Andrea Crook - EOTC approval re L3 Outdoor Education trip, Tongariro Outdoor Pursuits Centre, Sunday 3 March - Friday 8 March 2019, 20 learners <p>Discussion:</p> <ul style="list-style-type: none"> Vika confirmed she attended Spirit of Adventure leadership trip - departed from Invercargill <p><i>It was moved that an external funding application be made to Trillian Trust for \$9,592.00 towards costs of staging, cover and sound equipment for the Cultural Hauora Day on Saturday 9 March 2019 be approved</i> Moved: Robert Solomone Seconded: Sarah-Jane Whitehead Carried</p> <p>Preliminary Approval L3 Outdoor Education trip Tongariro Outdoor Pursuits Centre Sunday 3 March - Friday 8 March 2019 20 learners</p> <p>Preliminary Approval Senior Girls Waka Ama Blue Lake, Rotorua Sunday 24 March - Saturday 29 March 2019 6 learners</p> <p>Preliminary Approval Senior Girls Softball Team Mizuno Park, Christchurch Sunday 24 March - Saturday 29 March 2019 12 learners</p> <p><i>It was moved that preliminary approval be given to overnight EOTC trip applications tabled this meeting and final approval given by Robert following completion of process, documentation and finalisation by Sarah Loomb</i> Moved: Robert Solomone Seconded: Sarah-Jane Whitehead Carried</p>	Jolie	ASAP

	<p><i>It was then moved that the inwards and outwards correspondence be received and accepted</i></p> <p>Moved: Robert Solomone</p> <p>Seconded: Sarah-Jane Whitehead</p> <p>Carried</p>	Robert/Sarah	ASAP
IDENTIFIED AGENDA ITEMS FOR NEXT MEETING:	PRATL - Communication strategy - item still to be followed up on. Learners to design youtube clip for sharing with whanau. Render gathering - potential to explore.	PRATL	Mar PRATL mtg
PREPARATION FOR NEXT MEETING:	<ul style="list-style-type: none"> • Community Hauora, 4.00pm, Monday 18 March 2019 • Employment, Finance and Property, 5.00pm, Monday 18 March 2019 • Planning/Reviewing and Achievement/Teaching and Learning, 5.00pm, Thursday 21 March 2019 • BOT monthly meeting, 6.00pm, Monday 25 March 2019 		
MEETING CLOSURE:	At: 8.52pm		
ACTIONS FOR BOT SECRETARY:	<ul style="list-style-type: none"> • Passwords and access to BOT team drive documents - Steve still having access issues 		

Signed by Board Representative:

Dated: