

ALFRISTON COLLEGE
Board of Trustees

Board Meeting Agenda and Minutes - Monday 29 July 2019, 6.00pm, Boardroom, Alfriston College, Porchester Road, Randwick Park			
Chair:	Sarah-Jane Whitehead		
ADMINISTRATION:			
Present:	Sarah-Jane Whitehead (SJ), Robert Solomone (Se), Isaac Teka (IT), Sarah Loomb (Lb)		
Apologies:	Vika Mafile'o (VM), Diane Black(DB) , Steve Miller(SM) (Alfriston Kahui ako NZSTA Mtg), Salava Sefilino (SS) (Alfriston Kahui ako NZSTA Mtg)		
Declaration of conflict of interest:	Nil		
Members of the Public:	Nil		
In attendance:	Nil		
Presentation by:	Nil		
IN-COMMITTEE DISCUSSION:			
In-Committee:	<p>At: 6.30pm</p> <p><i>It was moved that in order to discuss financially sensitive and ensure privacy of individuals the public is removed from the next section of this meeting</i></p> <p>Moved: SJ Seconded: Se Carried</p>		
Out of In-committee:	<p>At:7.04pm</p> <p><i>It was moved that the meeting now enable the public to attend</i></p> <p>Moved: SJ Seconded: Se Carried</p>		
TABLED DISCUSSION:			
Subject	Discussion / Details / Resolution:	Who:	Timeframe:
Student Trustee	<p>Appointment of Returning officer for 2020 elections</p> <p><i>It was then decided that Julie-Anne Roberts be appointed as the 2020 AC Student trustee Elections Returning Officer</i></p> <p>Moved: Se Seconded: SJ Carried</p> <p>Action: Confirm ROB as 2020 AC Student trustee Elections Returning Officer</p>	WEI	Complete 21.08
Any other matters:	<p>Out of Zone Enrolments for 2019</p> <ul style="list-style-type: none"> ● 40 places at Year 9 ● 10 places at each year level, Year 10-13 <p><i>It was then decided that the Out of Zone Enrolments in 2020 be confirmed as:</i></p> <ul style="list-style-type: none"> ● 40 places at Year 9 ● 10 places at each year level Year 10-13 <p>Moved: Se Seconded: IT</p>		

	<p>Carried Action: Rob to include in enrolment package and out of zone publications</p>	ROB	
MONITORING / STRATEGIC:			
Subject	Discussion / Details / Resolution:	Who:	Timeframe:
Chairperson	<p>HSR Meeting BOT requests reassurance around level of risk and hazards in the school. Suggests a termly statistical report around incidents and responses.</p> <p>Board procedures BOT requests confirmation and clarification of secretarial support.</p> <p>To action: Se to meet with Executive office Se to communicate with SLT and HSR about health and safety reporting</p>	Se Se	
Community Hauora report:	<p>Tabled documents: No meeting was held in July 2019</p> <p>Discussion:</p> <ul style="list-style-type: none"> Refer to in-committee minutes 		
Employment, Finance and Property report:	<p>Tabled documents: No meeting was held in July 2019</p> <ul style="list-style-type: none"> refer to Correspondence <p>Discussion: Financial management workshop. Se to attend the West Auckland workshop on 5 September. If other members would like to attend refer to the information below from the School Leaders bulletin and register.</p> <p><i>The beginning of a board's term is an opportunity to better understand its role and responsibility regarding financial management. Throughout August, September and October, MOE school financial advisors are running workshops to provide advice and guidance on the fundamentals of school finance. The workshops are designed for board members, principals and business managers and will cover:</i></p> <ul style="list-style-type: none"> governance and management structure in relation to school finance roles and responsibilities in relation to school finance common financial risk areas financial management "good practices" financial compliance – what your financial obligations are key transactions and areas of focus – common challenges in managing school finances. <p>Workshop details Workshops details are listed on page 8 – doors will open 30 minutes prior to the indicated start time.</p> <p>Register your interest by sending the workshop location, attendee names, school, and e-mail contact details to school.finances@education.govt.nz or contact your local school financial advisor</p> <p>Auckland – North Albany Senior High School 12 Sep 5.30pm Auckland – Central Auckland Girls' Grammar 1 Aug 5.30pm Auckland – South Papakura High School 10 Sep 5.30pm Auckland – East Pakuranga Intermediate 29 Aug 5.30pm Auckland – West Kelston Boys' High School 5 Sep 5.30pm Auckland – South-West Otahuhu Intermediate 3 Sep 5.30pm</p> <p>Finance Leader to prepare the second half of 2019 accounts. Tracking well.</p> <p>Novopay has informed us because of the recent ratified STCA the \$1500 payment for grant paid staff and relievers is the BOT responsibility.</p> <p>Action: Email to be sent to all BOT members regarding the upcoming Financial management hui.</p>	WEI	Complete 21.08
Planning/Reviewing and Achievement/Teaching and Learning report:	<p>Tabled documents: No meeting was held in July 2019 Nil</p> <p>Discussion:</p> <ul style="list-style-type: none"> Curriculum Area reports 		

	<p><i>Se to present these after his 1 to 1 meetings with respective leaders</i></p> <ul style="list-style-type: none"> <i>In May, the Minister of Education announced changes to NCEA that will strengthen the qualification for all our young people. MOE are running 26 regional hui that are open to anyone wanting to learn more about the changes: • what we heard from New Zealanders last year that led to the changes. • key things you need to know about the changes. • how the changes will impact and benefit students, teachers and kaiako, parents and whānau, and the wider community. • when the changes will happen. Register here for an event in your region. The workshops will run from 6.30 – 8.30pm and catering will be provided. All ages welcome. Please share this notice with your relevant networks.</i> http://www.conversation.education.govt.nz/events <p>Action: Email to be sent to all BOT members regarding the upcoming hui.</p>	Se WEI	Sep Monthly Complete 21.08
School Leader's report:	<p>Tabled documents:</p> <ul style="list-style-type: none"> Principal's report <p>Discussion: AC collaborating with MSD and MOJ to increase the number of learners with driver licences - Learners and restricted. Part of MSD Driving futures initiative.</p> <p>Collaborating with University of Auckland and Buchanan trust on initiative to drive higher education through monitoring, mentoring and guidance programme. Project involving AC alongside Tangaroa College and Aorere College. Programme launch on September 25th at 4.30pm at AC. Media coverage will be present.</p> <p>CCTV underway. Appointing contractor by the end of the week. Coming out of 5YA money. 68 cameras around the school - state of the art technology with wireless capability.</p> <p><i>It was then decided that the tabled documents be accepted</i> Moved: Lb Seconded: SJ Carried</p> <p><i>It was then moved to accept the July 2019 School Leader's Report</i> Moved: Lb Seconded: SJ Carried</p> <p>Action: WEI to collaborate with Hauora Leader around the opening of Buchanan project on 25th September</p> <p>Invitation to BOT members to Buchanan project launch</p>	WEI ROB	Ongoing
Minutes of previous meeting and matters arising from the minutes:	<p><i>It was moved that the minutes of 1 July 2019 meeting be taken as read and accepted as a true and accurate record</i> Moved: Seconded: Carried</p> <p>Matters arising: Formally contact Al Caine to receive the 2018 NCEA report Amend date of May 2019 minutes meeting to read as 29 May 2019 meeting</p>	WEI Lb	Complete
Review of AC Charter, Governance and Operational Policies 2018 v3:	<p>Tabled documents: Nil</p> <p>Discussion: New BOT members to read and work through sub committees.</p>		
C5.1 Triennial review programme [internal	<p>Discussion:</p>		

evaluation process]	Committees are reminded to follow the triennial review programme through the annual work plan.		
Correspondence:	<p>Additional inwards and outwards correspondence:</p> <p>Tabled documents:</p> <p>Request for leave from:</p> <ul style="list-style-type: none"> • Marc Williams Leave form (7 days) 9-17 Sept - LWOP • Robert Solomone (School Leader) Annual Leave 7-15 October • Maurice Tarei Leave form 14-25 Nov (5 days) Leave with pay • Richard Ghent Leave form 22-25 Oct (4 days) - Leave with pay <p>Discussion: BOT request the School Leader formally communicate with Executive office around the correspondence procedures and minutes/agenda procedures re Chairperson's report.</p> <p><i>It was then moved that the inwards and outwards correspondence be received and accepted</i></p> <p>Moved: SJ Seconded: Se Carried</p>		
MATTERS ARISING FROM CORRESPONDENCE			
Matters arising from correspondence	<p>Tracey Prout Phone call re cleanliness of bathrooms and tagging</p> <p>Discussion: Accept the complaint from Tracey Prout. Work in progress. Ministry request for external toilet block. Approval has been given for use of 5YA money to investigate the re design of internal toilets. Disappointing a further complaint has been raised regarding the issue. Second complaint from a parent. Continues to be a Health and safety issue that needs to be addressed.</p> <p>BOT working with property to address internal toilet issues.</p> <p>Action: ROB to provide Se with contact details and nature of complaint. Se to speak with Tracey Prout to communicate BOT plans in relation to complaint.</p> <p>Request for leave:</p> <p>Motion: <i>Moved that leave is granted for Robert Solomone from 7-15 October and delegated authority of the 'School Leader' is given to Alastair Caine during this absence.</i></p> <p>Moved: SJ Seconded: IT Carried</p> <p>Motion: <i>Moved that leave is granted for Marc Williams, Leave from (7 days) 9-17 Sept - LWOP</i></p> <p>Moved: SJ Seconded: IT Carried</p> <p>Motion: <i>Moved that leave is granted for Maurice Tarei, Leave from 14-25 Nov (5 days) Leave with pay</i></p> <p>Moved: Se Seconded: IT</p>	WEI Se	Complete 21.08

	<p>Carried</p> <p>Motion: Moved that leave is granted for Richard Ghent, Leave from 22-25 Oct (4 days) - Leave with pay</p> <p>Moved: Se</p> <p>Seconded: IT</p> <p>Carried</p> <p>Action: WEI acknowledge confirmation of approval of leave requests and scheduling on school calendar</p> <p>WEI to confirm Delegated authority to Alastair Caine during period of Se PLD absence and annual leave 1-15 October 2019.</p>	WEI WEI	Complete 19.08 Complete 21.08
IDENTIFIED AGENDA ITEMS FOR NEXT MEETING:	2018 NCEA report from Al Caine		
PREPARATION FOR NEXT MEETING:	<p>Community Hauora, 5.00pm, Monday 19 August</p> <p>Employment, Finance and Property, 3.30pm, Wednesday 21 August</p> <p>Planning/Reviewing and Achievement/Teaching and Learning, 5.00pm, Thursday 22 August</p> <p>BOT monthly meeting, 6.00pm, Monday 26 August</p>		
MEETING CLOSURE:	At: 8.05pm		
ACTIONS FOR BOT SECRETARY:	<ul style="list-style-type: none"> ● Confirm Julie-Anne Roberts as 2020 Student trustee returning officer. ● Include out of zone in enrolment package and out of zone publications. ● Se to meet with Executive office . ● Se to communicate with SLT and HSR about Health and safety reporting. ● Formal request for 2018 NCEA report from Al Caine. ● Email to be sent to all BOT members regarding the upcoming hui's - NCEA Change workshop/Financial management workshop. ● Amend date of May 2019 minutes meeting to read as 29 May 2019 meeting. ● Confirmation of correspondence actions. ● Invitation to BOT members to Buchanan project launch ● Calendar invites for all meetings sent to all members - all members to be on the same invite so that attendees on the same calendar invite. ● Rob to provide Se with contact details and nature of complaint. ● Se to speak with Tracey Prout to communicate BOT plans in relation to complaint. ● Move September meeting back to Monday 23 September from Wednesday 25 September. ● Acknowledge confirmation of approval of leave requests and scheduling on school calendar. ● Confirm Delegated authority to Alastair Caine during period of Se PLD absence and annual leave 1-15 October 2019. ● Collaborate with Hauora Leader around the opening of Buchanan project on 25th September. ● Invitation to BOT members to Buchanan project launch. ● Communicate motions around principals appraisal from meeting 29 May 2019 to WEI for action. 	WEI ROB SE SE WEI WEI LB WEI ROB ROB ROB SE ROB WEI WEI WEI ROB Lb	Done Done Done Done Done Done Done Done Done Done Done Done Done Done Done Done Done Done Done Ongoing Done Done

Signed by Board Representative:

Dated: