

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

Board Meeting Minutes - Monday 27 May 2019, 6.00pm, Boardroom, Alfriston College, Porchester Road, Randwick Park			
Chair:	Sarah-Jane Whitehead		
<b>ADMINISTRATION:</b>			
Present:	Sarah-Jane Whitehead, Teri Harnell, Vika Mafile'o, Sarah Loomb, Diane Black, Bruce Ringer, Steve Miller		
Apologies:	Robert attending 2019 SPANZ Conference, Jolie Kay-Cassin [Minute Secretary]		
Declaration of conflict of interest:	Nil		
Members of the Public:	Nil		
In attendance:	Nil		
Presentation by:	Nil		
<b>IN-COMMITTEE DISCUSSION:</b>			
In-Committee:	<p><b>At:</b> 7.54pm</p> <p><i>It was moved that in order to discuss <b>financially sensitive and ensure privacy of individuals</b> the public is removed from the next section of this meeting</i></p> <p><b>Moved: Sarah-Jane</b> <b>Seconded: Steve</b> <b>Carried</b></p>		
Out of In-committee:	<p><b>At:</b> 9.03pm</p> <p><i>It was moved that the meeting now enable the public to attend</i></p> <p><b>Moved: Sarah-Jane Whitehead</b> <b>Seconded: Sarah Loomb</b> <b>Carried</b></p>		
<b>TABLED DISCUSSION:</b>			
Subject	Discussion / Details / Resolution:	Who:	Timeframe:
Health and safety emergency safety plan	Based on Ministry guidelines and procedures Discussion around the installation of bank on Auaha hill.		
Any other matters:	<b>Tabled documents:</b> NA		
<b>MONITORING / STRATEGIC:</b>			
Subject	Discussion / Details / Resolution:	Who:	Timeframe:
Chair's report:	<p><b>Tabled documents:</b> NA</p> <p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>• Hazard management</li> <li>• Emergency planning and procedures</li> </ul> <p><i>Motion: moved that the <b>tabled documents</b> be accepted</i></p> <p><b>Moved: Sarah-Jane Whitehead</b> <b>Seconded: Teri Harnell</b> <b>Carried</b></p> <p><i>Motion: moved to accept the <b>BOT Chair's Report</b></i></p> <p><b>Moved: Sarah Loomb</b></p>		

	<b>Seconded:</b> Steve Miller <b>Carried</b>		
Community Hauora report:	<b>Tabled documents:</b> NA <b>Discussion:</b> <ul style="list-style-type: none"> <li>Refer to in-committee minutes</li> </ul>		
Employment, Finance and Property report:	<p><b>Tabled documents:</b></p> <ul style="list-style-type: none"> <li>Minutes of May Meeting</li> <li>Human resources report for May</li> <li>Monthly Financial summary report for April</li> <li>Property report for April</li> </ul> <p><b>Discussion:</b> Request to reconsider Theatre Seating discussion held at EFAP Meeting: that the BOT recommend seating in the Theatre be replaced as soon as possible</p> <p><b>Motion:</b> Moved to action a <b>funding application for half the cost of replacement of Theatre seating.</b> <b>Moved:</b> Steve <b>Seconded:</b> Sarah -Jane <b>Carried</b></p> <p><b>Motion:</b> Moved to sign off that <b>complete replacement takes place within 2019.</b> <b>Moved:</b> Steve Miller <b>Seconded:</b> Sarah-Jane Whitehead <b>Carried</b></p> <p><b>Discussion:</b> Need to action a current assessment of safety risk of theatre seating.</p> <p><b>Motion:</b> It was then resolved to complete a <b>Recruitment, retention and responsibility National fund [3RNF] application for Sapatī Tima</b> <b>Moved:</b> Steve Miller <b>Seconded:</b> Sarah-Jane Whitehead <b>Carried</b></p> <p><b>Motion:</b> It was then moved to <b>approve the appointment of permanent positions for 7 current fixed term staff members in high needs areas of the school</b> - Lia Stowers, Rhys Fallen, Rebecca Jefferies (HPE), Kirti Kumar, Reshmi Lata (SCIENCE), Roxathina Falepeau (ENG), Swahella Sahib (MATHS). <b>Moved:</b> Steve Miller <b>Seconded:</b> Teri Harnell <b>Carried</b></p> <p><b>Discussion:</b> Leave not approved for Justin Joe. EFAP does not support.</p> <p><b>Render Gathering</b></p> <p><b>Discussion :</b> Loose contract in place. Requested a 5 year contract. Has been set up by Ananda. Includes an annual review. Structured contract in place.</p> <p><b>Motion:</b> Moved that <b>Render Gathering contract</b> be accepted <b>Moved:</b> Steve Miller <b>Seconded:</b> Sarah-Jane Whitehead <b>Carried</b></p> <p><b>Motion:</b> Moved that the <b>tabled documents</b> be accepted <b>Moved:</b> Steve Miller <b>Seconded:</b> Teri Harnell <b>Carried</b></p> <p><b>Motion:</b> Moved that the <b>Financial Statements for April</b> be accepted <b>Moved:</b> Steve Miller <b>Seconded:</b> Sarah-Jane Whitehead <b>Carried</b> <b>Discussion:</b></p>	Robert/ Ananda	
		Robert	
		Robert	
		Robert	

	<p>Purchased sound system Scoping signage around property.</p> <p><b>Motion:</b> Moved to accept the <b>Property Report</b> for April <b>Moved:</b> Steve Miller <b>Seconded:</b> Teri Harnell <b>Carried</b></p> <p><b>Motion:</b> Moved to write to <b>Finance Leader acknowledging and commending his work on completing 2018 Financial Audit and Accounts</b> <b>Moved:</b> Robert Solomone <b>Seconded:</b> Steve Miller <b>Carried</b></p> <p><b>Motion:</b> Moved that the <b>AC EFAP Procedures 2019 v1</b> be accepted subject to changes listed. <b>Moved:</b> Steve Miller <b>Seconded:</b> Sarah-Jane Whitehead <b>Carried</b></p> <p><b>Changes to be made:</b> #20 Use of credit cards - remove without BOT approval #14 Clarify leave that EFAP recommend for BOT approval</p>	<p>Robert</p> <p>Robert</p>	<p>ASAP</p> <p>ASAP</p>
<p>Planning/Reviewing and Achievement/Teaching and Learning report:</p>	<p><b>Tabled documents:</b></p> <ul style="list-style-type: none"> <li>● AC Policies and Procedures Framework document</li> <li>● 2019 AC Procedures v1</li> <li>● NCEA Change Package email from MOE</li> <li>● International students report</li> <li>● Learning support report</li> </ul> <p><b>Discussion:</b> <i>No minutes of the meeting tabled. To be reviewed at next meeting.</i> <i>Engagement report 2019</i> <i>Suspension of 15 learners in March over 2 incidents.</i> <i>Trend - long term increase in negative behaviour across the school.</i> <i>Discussion took place around the role of the amokura and levels of connection in relation to negative behaviour. Is there a trend here?</i></p> <p><i>Request: BOT needs to ask for a long term review of behavioural issues - and the actions that are in place to address the increasing trend of disciplinary actions and negative behaviours.</i> <i>Schools responses to these trends including changes that have been made to guidance.</i></p> <p><i>Review the training being delivered to staff around safety and restraint in physical interactions.</i></p> <p><b>Motion:</b> Moved that the <b>tabled documents</b> be accepted <b>Moved:</b> Bruce Ringer <b>Seconded:</b> Teri Harnell <b>Carried</b></p> <p><b>Motion:</b> Moved that the <b>AC Hauora and PRATL Procedures 2019 v1</b> be accepted as tabled for ratification by new BOT. <b>Moved:</b> Bruce Ringer <b>Seconded:</b> Teri Harnell <b>Carried</b></p> <p><i>To be reviewed with new BOT. Suggestion by Steve to have a paper copy in folder of all for each BOT member.</i></p> <p><b>International students</b> <b>Discussion:</b> <i>Target of 20 reached. Upward trend of Vietnamese students coming.</i> <i>Recommended goal of school working towards 25.</i> <i>Se/Cn against this due to capacity and capability</i></p> <p><b>Motion:</b> Moved to accept the <b>International Students Report but the numbers continue to be capped at 20 due to resource constraints.</b> <b>Moved:</b> Bruce Ringer <b>Seconded:</b> Sarah-Jane Whitehead <b>Carried</b></p>	<p>Robert</p> <p>NEW BOT</p> <p>NEW BOT</p>	<p>June BOT Meeting</p> <p>June BOT Meeting</p> <p>June BOT Meeting</p>

	<p><b>Motion:</b> Moved to write to <b>International Students Leader acknowledging and commending her work on completing International Students Report</b>  <b>Moved:</b> Robert Solomone  <b>Seconded:</b> Bruce Ringer  <b>Carried</b></p> <p><b>Motion:</b> Moved to write to <b>Learning Support Leader acknowledging and commending her work on completing Learning Support BOT Report</b>  <b>Moved:</b> Robert Solomone  <b>Seconded:</b> Bruce Ringer  <b>Carried</b></p>	Robert	ASAP
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>  Acknowledged a lot of activities and professional learning opportunities going on.</p> <p><b>Motion:</b> Moved that the <b>tabled documents</b> be accepted  <b>Moved:</b> Sarah-Jane Whitehead  <b>Seconded:</b> Diane Black  <b>Carried</b></p> <p><b>Motion:</b> Moved to accept the <b>Principal's Report for May</b>  <b>Moved:</b> Sarah-Jane Whitehead  <b>Seconded:</b> Diane Black  <b>Carried</b></p>		
<b>MINUTES OF PREVIOUS MEETING</b>			
	<p><b>Motion:</b> Moved that the minutes of <b>the March</b> meeting be taken as read and accepted as a true and accurate record  <b>Moved:</b> Sarah-Jane Whitehead  <b>Seconded:</b> Steve Miller  <b>Carried</b></p>		
<b>MATTERS ARISING</b>			
Matters Arising from the previous meeting	<p>Board Elections</p> <p>No election - as only 5 submitted. Sarah-Jane, Steve and Diane re-elected</p> <p>Isaac Ngere - Render Gathering</p> <p>Kokoi Avau - Render Gathering</p> <p><b>Discussion:</b></p> <p>Co-option of members discussed to fill gaps.</p> <p>New BOT to discuss at June meeting.</p>	NEW BOT	June Meeting
<b>CORRESPONDENCE:</b>			
Correspondence:	<p><b>See Attached Correspondence Schedule:</b></p> <p><b>Additional inwards and outwards correspondence:</b></p> <p><b>Motion:</b> Moved that the <b>inwards and outwards correspondence</b> be received and accepted  <b>Moved:</b> Sarah-Jane Whitehead  <b>Seconded:</b> Steve Miller  <b>Carried</b></p> <p><b>Discussion:</b>  Need to action a letter of thanks acknowledge the donation of equipment through. Teri to send details through to Sarah.</p> <p><b>Motion:</b> Moved that the BOT <b>send a thank you letter to Manoj Darji for</b></p>	Teri  Robert	ASAP  ASAP

	<p><b>donation of sporting equipment.</b>  <b>Moved:</b> Sarah-Jane Whitehead  <b>Seconded:</b> Steve Miller  <b>Carried</b></p>		
<b>MATTERS ARISING FROM CORRESPONDENCE</b>			
<p>Matters arising from correspondence</p>	<p><b>1.PPTA Strike Action</b>  <b>2.Leave Applications</b>  <b>3.EOTC trips</b></p> <p><b>Discussion:</b>  1. Arrangements are sensible.</p> <p><b>Discussion:</b>  <b>Motion:</b> Moved that the following <b>discretionary leave applications</b> be approved as recommended by the EFAP committee:</p> <ul style="list-style-type: none"> <li>• Jody Tawhai, leave without pay, 6 May - 28 June 2019 [40 days]</li> <li>• Anne Marie Stade, leave without pay, 13 May - 24 May 2019 [10 days]</li> <li>• Marianne Wullings, leave with pay, 4-8 Nov 2019 [5 days]</li> <li>• Jody Lawrence, annual leave, 12-20 June [6 days]</li> </ul> <p>and the following application be declined as recommended by the EFAP committee:</p> <ul style="list-style-type: none"> <li>• Justin Joe, PLD request for leave with pay, 23 September - 27 September 2019 [5 days]</li> </ul> <p><b>Moved:</b> Steve Miller  <b>Seconded:</b> Sarah- Jane Whitehead  <b>Carried</b></p> <p><b>Discussion:</b>  Sarah-Jane and Sarah to meet to review full documentation of all trips due to April meeting. Email will be circulated by Sarah to confirm endorsement of trips for ratification by all members.</p> <p><b>Motion:</b> Moved that <b>final approval be given to April EOTC trips applications</b></p> <ul style="list-style-type: none"> <li>• International/Outdoor Education, Matapouri surfing trip, Tuesday 2 - Thursday 4 April 2019, 10 learners</li> <li>• Paine Nicholas, NZ Secondary School whitewater kayaking championships, Kawerau, Thursday 11 April- Tuesday 16 April 2019, 1 learner with mother</li> </ul> <p><b>Moved:</b> Sarah Loomb  <b>Seconded:</b> Sarah-Jane Whitehead  <b>Carried</b></p> <p><b>Motion:</b> Moved that <b>preliminary and final approval</b> be given to EOTC trips applications</p> <ul style="list-style-type: none"> <li>• L2OED (Line 1), Otorohanga Region, Sunday 26 May - Tuesday 28 May 2019, 20 learners</li> <li>• L2OED (Line 6), Otorohanga Region, Thursday 30 May - Friday 31 May 2019, 15 learners</li> <li>• Cook Island group, Gisborne, Wednesday 5 June- Friday 7 June, 14 learners</li> <li>• L2OED (Line 6), Omana regional park, Thursday 6 June - Friday 7 June, 13 learners</li> <li>• L2OED (Line 2), Otorohanga Region, Sunday 9 June - Tuesday 11 June, 19 learners</li> <li>• L3OED, Waitawheta Valley, Thursday 13 June - Friday 14 June, 19 learners</li> </ul> <p><b>Moved:</b> Sarah Loomb  <b>Seconded:</b> Sarah-Jane Whitehead  <b>Carried</b></p> <p><b>Motion:</b> Moved that the application from Andrea Crook to apply for external funding from Auckland Maritime Foundation of \$10,368.00 for a 3 day 2 night sailing expedition be approved.  <b>Moved:</b> Steve Miller  <b>Seconded:</b> Diane Black  <b>Carried</b></p> <p><b>Motion:</b> Moved to write a <b>letter of thanks to Alastair Caine and Melanie Patrix for their support of our learners on the Vietnam Expedition</b></p>	<p>Sarah</p> <p>Robert/</p>	

	<p><b>Moved:</b> Robert Solomone  <b>Seconded:</b> Bruce Ringer  <b>Carried</b></p> <p><b>Motion:</b> Moved to accept the <b>Feedback summary for the Vietnam Expedition</b>  <b>Moved:</b> Teri Harnell  <b>Seconded:</b> Bruce Ringer  <b>Carried</b></p>	Ananda	
		Robert	
<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>• Sarah-Jane - need to organise a BOT dinner to thank outgoing BOT members and invite new members to attend, including Jolie as outgoing BOT secretary. Sarah-Jane to discuss with Robert and set a date on Jolie's return.</li> <li>• Co-opt of members discussed to fill gaps. New BOT to discuss at June meeting.</li> <li>• Ratification of AC EFAP, Hauora, Health and Safety and PRATL Procedures 2019 v1.</li> </ul>	SJ	
<b>PREPARATION FOR NEXT MEETING:</b>	<p>Community Hauora, <b>5.00pm, Tuesday 18 June</b></p> <p>Employment, Finance and Property, <b>3.30pm, Wednesday 19 June</b></p> <p>Planning/Reviewing and Achievement/Teaching and Learning, <b>5.00pm, Thursday 20 June</b></p> <p>BOT monthly meeting, <b>6.00pm, Monday 24 June</b></p>		
<b>MEETING CLOSURE:</b>	At: 9.05pm		
<b>ACTIONS FOR BOT SECRETARY:</b>	<ul style="list-style-type: none"> <li>• Complete publication of AC Procedures 2019v1; amend "EFAP #20 Use of Credit Cards" procedures; amend "EFAP #14 Leave" procedures</li> <li>• Advise Ananda of Theatre seating grant application</li> <li>• Confirm 7 positions for Permanent</li> <li>• BOT Letter to Finance Leader for 2018 Accounts and audit</li> <li>• BOT Letter to International Students Leader for Report</li> <li>• BOT Letter to Learning Support Leader for Report</li> <li>• BOT Letter to Manoj Daji for donation of equipment</li> <li>• BOT Letter to Alastair Caine and Melanie Patrix for Vietnam trip</li> <li>• Include in Induction package for new BOT all AC EFAP, Hauora, Health and safety and PRATL Procedures 2019 v1. Paper copy and folder for each member.</li> </ul>		

Signed by Board Representative:

Dated: