ALFRISTON COLLEGE Board of Trustees

	oard Meeting Agenda and Minutes Monday 26 August, 6.00pm, oardroom, 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), Vika Mafile'o (VM), Steve Miller(SM), Salava Sefilino (SS)		
Apologies:	Diane Black (DB)		
Declaration of conflict of interest:	Robert - in committee		
Members of the Public:	Nil		
In attendance:	Nil		
Presentation by:	Nil		
IN-COMMITTEE DISCUS	SION:		
In-Committee: At:6.22pm			
	It was moved that in order to discuss financially sensitive and ensure a individuals the public is removed from the next section of this meeting Moved: S-J Whitehead Seconded: R Solomone Carried	the privacy o	f
Out of In-committee:	At :7.25pm		
	It was moved that the meeting now enable the public to attend Moved: R Solomone Seconded: V Mafile'o Carried		
TABLED DISCUSSION:			
Subject	Discussion / Details / Resolution:	Who:	Timefra me:
Any other matters:	Nil		
MONITORING / STRATE	GIC:	•	
Subject	Discussion / Details / Resolution:	Who:	Timefra me:
Chair's report:	Discussion: Refer to in-committee minutes		
Community Hauora [CH] report:	Discussion: Refer to in-committee minutes		
Employment, Finance and Property [EFAP] report:	Tabled documents: Agenda/minutes of meeting 21 August 2019 Human resources report for August 2019 Financial summary report July 2019 Monthly management accounts for July 2019 Property report for July 2019 Discussion: Discussion around the need to rationalise staffing and spending refer in-committee minutes		

 Toilet blocks - cleaners came in on weekend. All toilet blocks, with the exception of Auaha and Gym, water blasted and deep cleaning of all surfaces and tops completed. Basic standard now to be adhered to. Whanau Leaders to track the cleaning of toilets for the next two weeks to enable clarity on the issues raised Capital works - advised that they have appointed a new delivery manager. Update at next meeting. Property staff minor repairs Property staff continuing to make minor repairs around the school. Work in progress. It was then decided that the tabled documents be accepted Moved: S Miller Seconded: R Solomone Carried It was moved that the financial statements for July 2019 be accepted Moved: S Miller Seconded: R Solomone Carried It was then moved to accept the 21 August 2019 EFAP Report Moved: S Miller Seconded: R Solomone Carried Recommendations: Recommendations: Recommend rationalisation of teaching and support staff, general tightening of the budget Robert to approach Property Advisor about roof clean/wash query Project manager to start redesign of toilets Accepts Turf Tech quote to remove poplar trees Appoint Nick Bradley as the 10 Year Property Plan (10YPP) Consultant It was moved that the above recommendations of the EFAP committee be accepted 	WL Se Se Se Se	
Tabled documents: Agenda/minutes of meeting 22 August 2019 2018 NCEA learner achievement report (Cn) 2018 NCEA L2 analysis August 2019 (Se) 2018 NCEA L3 analysis August 2019 (Se) Discussion: Leaving school procedure policy - updated policy ratified. Intention behind procedure discussed 2018 learner achievement report and L2 and 3 data analysis - noted that data given is good to see. Further clarification sought around what this means: Previously NZCL would talk about what is happening in learning areas with BOT Data to be used to inform the conversations between Se and NZLC and WL It was then decided that the tabled documents be accepted Moved: S Miller Seconded: S-J Whitehead Carried It was then moved to accept the 22 August 2019 PRATL Report Moved: S Miller Seconded: R Solomone Carried		
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	Recommendations PRATL Procedures #22 School Leavers - recommend this be ratified and added to 2019 procedures Employer responsibilities policies v4: B9 School Leader performance management policy, D3 Personnel (NAG3) policy, D3.1 Appointments policy, D7 Child protection policy, D8 Managing challenging behaviour and physical restraint policy, D9 Concerns and complaints policy - recommend these be ratified AC Charter, Governance and Operational Policies 2018 v4 It was moved that the above recommendations of the PRATL committee be accepted Moved: S Miller Seconded: S-J Whitehead Carried Matters arising: Engagement Report, Term 2 2019 - Term 2 2019 to be generated for September 2019 meeting	Se	Sept mtg
School Leader's report:	Tabled documents: ● Principal's report		
	Discussion: Community consultation resolution - Board must resolve a		
	statement around how we deliver health education in our school to start the process of initiating a consultation review within the school. To be actioned by Se alongside Lb and So for ratification at the September meeting.	Se/Lb/ So	Sept mtg
	10YPP - work in progress over the next few months. Full scale review of the property alongside Project Manager		
	Student trustee elections - nominations over the next few weeks. Intention to have 2020 student trustee in place before the end of the term to allow for transition period alongside Vika	ROB	Sept mtg
	Performance successes - Arts Learning Area successes. Dance Crew upcoming engagement in National Secondary Schools Hip Hop finals competition in Queenstown at the end of September		
	Cognition Education and MOE integrated learning project - media crew in last week - Ministry sponsored. New NCEA package confirms that Project Based Learning (PBL) is still the way to make this happen. Alastair Caine and Marianne Wullings are the staff connected to this project. Have been attending hui in Wellington alongside other schools. Six key schools identified around the country		
	Y11 2020 - review of PBL and decision around change from trimester to semester. Strengthening of Awhina Hub and staffing of a teacher to support targeted learners and learning needs. Senior Leadership oversight with Karyn White ensuring effective team functioning across the school		
	Measles - no measles outbreak identified in the school. Following process with ARPHS. Policy around vaccinations will be in place moving forward - Nurses currently being trained to administer	Se	
	KPMG lock down report - vulnerable in terms of lock down process due to school design and construction. New emergency plan has been updated in line with policy. Key learnings include the need for communications policy, use of silent alarm and key members of the leadership team to have designated safety roles.	Se	
	 MOE tool - newly available to all schools around mass communication for contacting all schools in the event of an emergency. Se to investigate further. Outsider facility usage emergency plan - need to investigate the procedures and communications around the use of facilities by outside users. Health and safety committee to design and distribute plan for block usage after hours and emergency procedures for outside users. 	Se Se/ HSRs	

	It was then decided that the tabled documents be accepted Moved : R Solomone Seconded : S-J Whitehead Carried		
	It was then moved to accept the August 2019 Principals Report Moved: S-J Whitehead Seconded: S Miller Carried		
Minutes of previous meeting and matters arising from the minutes:	It was moved that the minutes of 29 July 2019 meeting be taken as read and accepted as a true and accurate record Moved: R Solomone Seconded: S Loomb Carried		
	Matters arising: BOT meeting - 30 October needs to be changed to another date due to the Senior Prize giving that evening.		
	It was then decided to reschedule the October Monthly BOT meeting from Monday 30 October to Monday 21 October 2019 at 6pm Moved: R Solomone Seconded: S Miller Carried		
	Action: Reschedule October BOT and EFAP, PRATL subcommittee meetings to the week earlier	ROB	
Correspondence:	Additional inwards and outwards correspondence:		
	Discussion: • EOTC applications missed out of inwards correspondence. Amendment required to include:		
	Preliminary and final approval - overnight trip Year 11/12/13 Te Parawhakawai Manurewa Marae Friday 23 August 2019 - Saturday 24 August 2019 19 learners Self funded	WEI/ROB	
	Preliminary and final approval - overnight trip International learners Ruapehu - Whakapapa Monday 2 September 2019 - Wednesday 4 September 2019 8 learners Self funded	WEI/ROB	
	It was then moved that preliminary and final approval be given to EOTC trip applications tabled at this meeting Moved: S-J Whitehead Seconded: S Loomb Carried		
	It was then moved that the inwards and outwards correspondence be received and accepted subject to amendments around inclusion of EOTC applications Moved: S Miller Seconded: S Loomb Carried		
Review of AC Charter, Governance and Operational Policies 2018 v4:	Nil		
C5.1 Triennial review programme [internal evaluation process]	Nil		

IDENTIFIED AGENDA ITEMS FOR NEXT MEETING:	 Capital works update Acknowledgement of past BOT members and new BOT members still to be set up Engagement Report, Term 2 2019 - to be generated for discussion Health education consultation delivery statement - ratification of statement ready for consultation process Student Trustee Election update 	Se	
PREPARATION FOR NEXT MEETING:	Community Hauora, 5.00pm, Monday 16 September 2019 Employment, Finance and Property, 3.30pm, Wednesday 18 September 2019 Planning/Reviewing and Achievement/Teaching and Learning, 5.00pm, Thursday 19 September 2019 BOT monthly meeting, 6.00pm, Monday 23 September 2019		
MEETING CLOSURE:	At: 8.42pm		
ACTIONS:	 Approach Property Advisor about roof clean/wash query Accept Turf Tech quote to remove poplar trees Appoint Nick Bradley as 10YPP Consultant AC Charter, Governance and Operational Policies 2018 v4 tabled Engagement report - Term 2 2019 to be generated for September 2019 meeting Development of statement around how we deliver health education in our school for BOT to start consultation process Student Trustee election update Policy around vaccinations KPMG lock down report required changes MOE tool investigation Health and safety committee to design and distribute plan for block usage after hours and emergency procedures for outside users Reschedule BOT and subcommittee meetings EFAP, PRATL as appropriate to the week earlier. Amendments to inwards correspondence to include EOTC applications Acknowledgement of past BOT - gift for past BOT members to recognise their contribution prior to being recognised with a formal gathering. Robert to deliver and confirm how we acknowledge formally 	Se Se Se Se Se Se/Lb/So ROB Se Se Se Se/HSRs ROB WEI/ROB Se	Actioned

Signed	by Board	Represen	itative:

Dated: