

ALFRISTON COLLEGE
Board of Trustees

Board Meeting Agenda and Minutes Monday 26 August, 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), 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 DISCUSSION:			
In-Committee:	<p>At:6.22pm</p> <p><i>It was moved that in order to discuss financially sensitive and ensure the privacy of individuals the public is removed from the next section of this meeting</i></p> <p>Moved: S-J Whitehead Seconded: R Solomone Carried</p>		
Out of In-committee:	<p>At:7.25pm</p> <p><i>It was moved that the meeting now enable the public to attend</i></p> <p>Moved: R Solomone Seconded: V Mafile'o Carried</p>		
TABLED DISCUSSION:			
Subject	Discussion / Details / Resolution:	Who:	Timeframe:
Any other matters:	Nil		
MONITORING / STRATEGIC:			
Subject	Discussion / Details / Resolution:	Who:	Timeframe:
Chair's report:	<p>Discussion:</p> <ul style="list-style-type: none"> Refer to in-committee minutes 		
Community Hauora [CH] report:	<p>Discussion:</p> <ul style="list-style-type: none"> Refer to in-committee minutes 		
Employment, Finance and Property [EFAP] report:	<p>Tabled documents:</p> <ul style="list-style-type: none"> 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 <p>Discussion:</p> <ul style="list-style-type: none"> Discussion around the need to rationalise staffing and spending - refer in-committee minutes 		

	<ul style="list-style-type: none"> • 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. <p>Property staff minor repairs</p> <ul style="list-style-type: none"> • Property staff continuing to make minor repairs around the school. Work in progress. <p><i>It was then decided that the tabled documents be accepted</i> Moved: S Miller Seconded: R Solomone Carried</p> <p><i>It was moved that the financial statements for July 2019 be accepted</i> Moved: S Miller Seconded: R Solomone Carried</p> <p><i>It was then moved to accept the 21 August 2019 EFAP Report</i> Moved: S Miller Seconded: R Solomone Carried</p> <p>Recommendations:</p> <ul style="list-style-type: none"> • 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 <p><i>It was moved that the above recommendations of the EFAP committee be accepted</i> Moved: S Miller Seconded: R Solomone Carried</p>	<p>WL</p> <p>Se</p> <p>Se</p> <p>Se</p> <p>Se</p>	
<p>Planning/Reviewing and Achievement/Teaching and Learning [PRATL] report:</p>	<p>Tabled documents:</p> <ul style="list-style-type: none"> • 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) <p>Discussion:</p> <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> ○ 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 <p><i>It was then decided that the tabled documents be accepted</i> Moved: S Miller Seconded: S-J Whitehead Carried</p> <p><i>It was then moved to accept the 22 August 2019 PRATL Report</i> Moved: S Miller Seconded: R Solomone Carried</p>		

	<p>Recommendations</p> <ul style="list-style-type: none"> • 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 <p><i>It was moved that the above recommendations of the PRATL committee be accepted</i> Moved: S Miller Seconded: S-J Whitehead Carried</p> <p>Matters arising:</p> <ul style="list-style-type: none"> • Engagement Report, Term 2 2019 - Term 2 2019 to be generated for September 2019 meeting 	Se	Sept mtg
School Leader's report:	<p>Tabled documents:</p> <ul style="list-style-type: none"> • Principal's report <p>Discussion:</p> <ul style="list-style-type: none"> • 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. • 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 • 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 • 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. • 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/Lb/ So ROB Se Se Se Se/ HSRs	Sept mtg Sept mtg

