

ALFRISTON COLLEGE
Board of Trustees

Board Meeting Agenda and Minutes Monday 23 September 2019, 6.00pm, Boardroom, Alfriston College, Porchester Road, Randwick Park			
Chair:	Sarah-Jane Whitehead		
ADMINISTRATION:			
Present:	Sarah-Jane Whitehead, Diane Black, Sarah Loomb, Robert Solomone, Steve Miller		
Apologies:	Issac Takei [for lateness], Saliva Sefilino, Vika Mafile'o		
Declaration of conflict of interest:	Nil		
Members of the Public:	Nil		
In attendance:	Jolie Kay-Cassin [Minutes]		
Presentation by:	Nil		
TABLED DISCUSSION:			
Subject	Discussion / Details / Resolution:	Who:	Timeframe:
Work in progress:	<ul style="list-style-type: none"> • Acknowledgement of past BOT members <ul style="list-style-type: none"> • Invite Bruce, Vika and Teri to BOT end of year event; Sarah-Jane to email some dates for event • Health education consultation delivery statement - ratification of statement ready for consultation process <ul style="list-style-type: none"> • Hauora subcommittee will come up with context for understanding, process for consultation and who will do the consultation; Sarah will attend meeting with information • Student Trustee Election update - two nominees; welcome successful candidate at next meeting 	S-J HAU Lb S-J	Oct mtg 14 Oct
Any other matters:	<ul style="list-style-type: none"> • 2020 term dates and call back dates <ul style="list-style-type: none"> • Includes 3-day conference for Y9-13 during 3-5 February with MC, guest speakers <p><i>It was then decided that the 2020 term dates and call back dates be approved:</i> Moved: S-J Whitehead Seconded: S Miller Carried</p>		
MONITORING / STRATEGIC:			
Subject	Discussion / Details / Resolution:	Who:	Timeframe:
Chair's report:	<p>Discussion:</p> <ul style="list-style-type: none"> • Upcoming dates: <ul style="list-style-type: none"> • Buchanan Project launch, 4.00pm, Wharenuui - Sarah-Jane, Diane and Steve attending • Maori Success Awards, 6.00pm, Gymnasium - Diane and Isaac attending • PRATL meeting, 17 October, changed time to 4-5.30pm • Pasifika Success Awards - 6.30pm, Gymnasium, Steve will attend • Senior Prizegiving, 30 October, 6.30pm, BOT opening address • Ref Hauora and in-committee minutes 	KAY	17 Oct
Hauora [HAU] report:	<p>Discussion:</p> <ul style="list-style-type: none"> • Refer to in-committee minutes 		

<p>Employment, Finance and Property [EFAP] report:</p>	<p>Tabled documents:</p> <ul style="list-style-type: none"> • Agenda/minutes of meeting 18 September 2019 • Human resources report for September 2019 • Financial summary report and monthly management accounts for August 2019 • Reallocation of capital expenditure for furnishing whaanau block commons furniture • MOE special bulletin - donations requirements for schools <p>Discussion:</p> <ul style="list-style-type: none"> • Awaiting on paperwork from Anthony Strickland [Learning Leader - Itinerant Music] to apply for LAT and get him on the payroll • Endorsement for Faye Walker and Jan Snowden's practising certificate has been processed • Render Gathering - limited access [Production Manager only] to gantry; agreement/clarification around lighting and noise control • Going forward would like timelines to complete projects and capital works <p><i>It was then decided that the tabled documents be accepted</i> Moved: S Miller Seconded: S Loomb Carried</p> <p><i>It was moved that the monthly management accounts for August 2019 be accepted</i> Moved: S Miller Seconded: S Loomb Carried</p> <p><i>It was then moved that the 18 September 2019 EFAP Report be accepted</i> Moved: S Miller Seconded: S Loomb Carried</p> <p>Recommendations:</p> <ul style="list-style-type: none"> • That 2019 capital expenditure be reallocated to complete re furnishing of the five whaanau block commons in 2019 • That Alfriston College opt in to the MOE donation requirements for schools scheme for 2020 • That Alfriston College support the Randwick Park community nursery in principle <p><i>It was moved that the above recommendations of the EFAP committee be accepted</i> Moved: S Miller Seconded: S Loomb Carried</p>		
<p>Planning/Reviewing and Achievement/Teaching and Learning [PRATL] report:</p>	<p>Tabled documents:</p> <ul style="list-style-type: none"> • Term 1 attendance report • Term 2 attendance report • Term 2 engagement report <p>Discussion:</p> <ul style="list-style-type: none"> • Attendance - still tracking as it has been for the past few years; learners who attend regularly 60-70%; high attendance Y9-10 learners; poor attendance Y13 learners, still struggles with Maori/Pasifika learners; attendance data skewed by justified absences/complying with MOE coding • Engagement - sudden jump compared to the last few years, drug related [marijuana not synthetic] - build capacity, close contact with whaanau, education, deal with the issue not ignore it • Needs community conversation around value, perceived value, culture requirements and respect; a • MOE, Southern Initiate and COL resourcing study around improving attendance • Might need to look at vertical structure [year 9-13] in whaanau advisory • NCEA analysis - focus of next PRATL meeting 	<p>PRATL</p>	<p>Oct Mtg</p>

	<p><i>It was then decided that the tabled documents be accepted</i> Moved: R Solomone Seconded: S-J Whitehead Carried</p>		
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"> No longer need a school charter in 2021; NELP [National Education and Learning Priorities] and TES [Tertiary Education Strategy] will be used to create 3-5 year strategic plan; big shift NCEA - read before next meeting Measles <ul style="list-style-type: none"> One confirmed case - impact on 3 classes; 5 learners not immunised; asked to remain at home this week; offered vaccinations CMDHB to send a team of nurses to vaccinate on site on Tuesday 22 October; under 16 years will need consent Provisional staffing for 2020 - one staff member over staffed; STP staffing for 10 staff [used to fund high need/growth areas of the school] <p><i>It was then decided that the tabled documents be accepted</i> Moved: S-J Whitehead Seconded: S Loomb Carried</p> <p><i>It was then moved to accept the September 2019 Principals Report</i> Moved: S-J Whitehead Seconded: S Loomb Carried</p>	BOT Nurses	Oct mtg 22 Oct
Minutes of previous meeting and matters arising from the minutes:	<p><i>It was moved that the amended minutes of 26 August 2019 meeting be taken as read and accepted as a true and accurate record</i> Moved: R Solomone Seconded: S Loomb Carried</p> <p>Matters arising:</p> <ul style="list-style-type: none"> MOE [capital works] has advised not to wash/clean roof 		
Correspondence:	<p>Additional inwards and outwards correspondence:</p> <ul style="list-style-type: none"> EOTC -final approval for Dance Crew, 19-21 September 2019, Queenstown EOTC - preliminary approval for International student enrichment programme, 4-8 November 2019, Rotorua EOTC - preliminary approval for International student enrichment programme, 4-8 November 2019, Whitiang EOTC - preliminary approval for International student enrichment programme, 11-15 November 2019, Whangapoua <p>Discussion:</p> <ul style="list-style-type: none"> Sarah-Jane and Sarah to meet to discuss preliminary approval of EOTC <p><i>It was then resolved to congratulate the Dance Crew learners and learning leaders on their success</i> Moved: S Miller Seconded: S-J Whitehead Carried</p> <p>Final approval - overnight trip Alfriston College Dance crew Queenstown Thursday 19 September - Saturday 21 September 24 learners Self funded</p> <p><i>It was then moved that final approval be given to EOTC trip applications tabled at this meeting</i> Moved: S Miller Seconded: S-J Whitehead</p>	S-J / Lb Se	ASAP

	<p>Carried</p> <p><i>It was then moved that the inwards and outwards correspondence be received and accepted</i></p> <p>Moved:</p> <p>Seconded:</p> <p>Carried</p>		
Review of AC Charter, Governance and Operational Policies 2018 v4:	Nil		
C5.1 Triennial review programme [internal evaluation process]	<ul style="list-style-type: none"> Relevant annual plan of work actions - agenda next meeting 		Oct mtg
IN-COMMITTEE DISCUSSION:			
In-Committee:	<p>At: 7.53pm</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: SJ Whitehead</p> <p>Seconded: S Miller</p> <p>Carried</p>		
Out of In-committee:	<p><i>It was moved that the meeting now enable the public to attend</i></p> <p>Moved: SJ Whitehead</p> <p>Seconded: S Miller</p> <p>Carried</p> <p>At: 9.00pm</p>		
IDENTIFIED AGENDA ITEMS FOR NEXT MEETING:	<ul style="list-style-type: none"> Hauora committee will come up with context for understanding, process for consultation and who will do the consultation re Health education consultation delivery statement Welcome newly elected BOT Student Rep and thank outgoing Rep NCEA analysis - focus of next PRATL meeting Relevant annual plan of work actions 	HAU BOT PRATL All	
PREPARATION FOR NEXT MEETING:	<p>Community Hauora, 5.00pm, Monday 14 October 2019</p> <p>Employment, Finance and Property, 3.30pm, Wednesday 16 October 2019</p> <p>Planning/Reviewing and Achievement/Teaching and Learning, 4.00pm, Thursday 17 October 2019</p> <p>BOT monthly meeting, 6.00pm, Monday 21 October 2019</p>		
MEETING CLOSURE:	At: 9.02pm		
ACTIONS:	<ul style="list-style-type: none"> Email dates for BOT end of year event Schedule Sarah to attend Hauora meeting with information related to Health education consultation delivery statement Reschedule PRATL meeting on 17 October to 4-5.30pm Read NELP and TES before next meeting - available on google docs Measle vaccinations on site on Tuesday 22 October Sarah-Jane and Sarah to meet to discuss preliminary approval of EOTC Congratulate the Dance Crew learners and learning leaders on their success 	S-J KAY KAY BOT KAY Nurses S-J / Lb Se	Actioned Actioned Actioned

NOTE: A meeting quorum consists of more than half the Trustees currently holding office. Declaration of a conflict of interest does not destroy a quorum. Eight Trustees currently holding office = quorum **five** Trustees

Signed by Board Representative:

Dated: