

ALFRISTON COLLEGE
Board of Trustees

Board Meeting Agenda and Minutes - Monday 25 May 2020, 6.20pm, Boardroom, Alfriston College, Porchester Road, Randwick Park			
Chair:	Sarah-Jane Whitehead		
ADMINISTRATION:			
Present:	Sarah-Jane Whitehead, Sarah Loomb Robert Solomone, Steve Miller, Harmanjeet Singh Jolie Kay-Cassin [minutes]		
Apologies:	Saliva Sefilino, Isaac Tekai, Diane Black <i>It was then moved that the apologies be accepted</i> Moved: S-J Whitehead Seconded: R Solomone Carried		
Declaration of conflict of interest:	Nil		
Members of the Public:	Nil		
In attendance:	Nil		
Presentation by:	Nil		
IN-COMMITTEE DISCUSSION:			
In-Committee:	At: 6.21pm <i>It was then 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> Moved: S-J Whitehead Seconded: R Solomone Carried		
Out of In-committee:	<i>It was moved that the meeting now enable the public to attend</i> Moved: S-J Whitehead Seconded: R Solomone Carried At:6.28pm		
TABLED DISCUSSION:			
Subject	Discussion / Details / Resolution:	Who:	Timeframe:
Work in progress:	Nil		
MONITORING / STRATEGIC:			
Subject	Discussion / Details / Resolution:	Who:	Timeframe:
Chair's report:	Discussion: • Refer to in-committee minutes		
Health, Safety and Welling [HSW] report:	Discussion: • Refer to in-committee minutes		
Employment, Finance and Property [EFAP]	Tabled documents: • HR report		

<p>report:</p>	<ul style="list-style-type: none"> • MU / MMA allocation 2020 • Teacher registration / police vetting report May 2020 • Monthly management accounts April 2020 • Annual report and financial statements 2019 [unaudited] <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 then moved that the EFAP Report be accepted</i> Moved: S Miller Seconded: R Solomone Carried</p> <p>Recommendations:</p> <ul style="list-style-type: none"> • That the monthly management accounts for April 2020 be accepted • That the current Fuji Xerox contract for copying and printing be extended until 30 September 2020 pending negotiations • That the following reviewed policies be referred to PRATL subcommittee for consideration and ratification <ul style="list-style-type: none"> ◦ B9: School leader's performance management policy ◦ D3: Personnel [NAG3] policy ◦ D3.1: Appointments policy <p><i>It was moved that the above recommendations be accepted</i> Moved: S Miller Seconded: R Solomone Carried</p>		
<p>Planning/Reviewing and Achievement/Teaching and Learning [PRATL] report:</p>	<p>Tabled documents:</p> <ul style="list-style-type: none"> • Engagement report summary 2019 • Engagement report T1 2020 <p>Discussion:</p> <ul style="list-style-type: none"> • Handful of learners leaving school to help their families / fund their own needs; we accommodate part time learning • Some NCEA deadlines have shifted; removed some of the compliance; biggest concern for level 3 learners leaving school: <ul style="list-style-type: none"> ◦ Universities starting to listen to schools due to limited numbers of international students • Continue the work with vulnerable learners • Covid-19 has given us the best connection with our families; seen as being supportive • Sending home a progress report at end of Term 2 <ul style="list-style-type: none"> ◦ WBL learning stories via Linc Ed ◦ PLPP and Amokura comments via Linc Ed <p><i>It was then decided that the tabled documents be accepted</i> Moved: R Solomone Seconded: S Loomb Carried</p> <p><i>It was then moved that the PRATL Report be accepted</i> Moved: R Solomone Seconded: S Loomb Carried</p>	<p>Robert</p>	
<p>School Leader's report:</p>	<p>Tabled documents:</p> <ul style="list-style-type: none"> • Special school leader's report May 2020 <p>Discussion:</p> <ul style="list-style-type: none"> • Confident with what we provided/how we supported staff re Covid-19 • ERO survey: <ul style="list-style-type: none"> ◦ 330 AC learners surveyed re how going/how felt/contact/their experience with us - 80% satisfaction ◦ Staff - 70% satisfaction ◦ AC relational school therefore higher trust model - emails home, text messages [1800 texts sent to 1100 learners - 1 error] • Karyn White / Faye Walker ran classroom during AL3 - personal letter from Board • All food on site was packed up and sent to families [20] in need • Restart breakfast club / Wednesday meals next week • Application for MOE connectivity funding and distance learning funding • MOE provided 370 chromebooks and school provided xxx 	<p>S-J</p> <p>Robert</p>	

	<p><i>It was then decided that the tabled documents be accepted</i> Moved: R Solomone Seconded: S Loomb Carried</p> <p><i>It was then moved that the May 2020 School Leader's Report be accepted</i> Moved: R Solomone Seconded: S Loomb Carried</p>		
Minutes of previous meeting and matters arising from the minutes:	<p>Tabled documents:</p> <ul style="list-style-type: none"> • Agenda/minutes of meeting 28 April 2020 <p><i>It was moved that the minutes of 28 April 2020 meeting be taken as read and accepted as a true and accurate record</i> Moved: S-J Whitehead Seconded: S Miller Carried</p>		
Correspondence:	<p>Tabled documents:</p> <ul style="list-style-type: none"> • Inwards and outwards correspondence <p>Additional inwards correspondence:</p> <ul style="list-style-type: none"> • 25 May Diane Black - apologies, unable to attend HSW meeting and for lateness re BOT monthly meeting • 25 May Saliva Sefilino - apologies, unable to attend scheduled meetings today, health issues • 25 May Isaac Tekai - apologies, unable to attend scheduled meetings today, work commitments <p><i>It was then moved that the tabled and additional inwards and outwards correspondence be received and accepted</i> Moved: R Solomone Seconded: S Loomb Carried</p>		
Review of AC Charter, Governance and Operational Policies 2018 v4:	Nil		
C5.1 Triennial review programme [internal evaluation process]	Nil		
Any other matters:	Nil		
IDENTIFIED AGENDA ITEMS FOR NEXT MEETING:	Nil		
PREPARATION FOR NEXT MEETING:	<ul style="list-style-type: none"> • Health, Safety and Wellbeing, 5.00pm, Monday 15 June 2020 • Employment, Finance and Property, 3.30pm, Wednesday 17 June 2020 • Planning/Reviewing and Achievement/Teaching and Learning, 5.00pm, Thursday 18 June 2020 • BOT monthly meeting, 6.00pm, Monday 22 June 2020 		
MEETING CLOSURE:	At: 7.20pm		
ACTIONS:	<ul style="list-style-type: none"> • Learner progress reports sent out at end of Term 2 • Letter of thanks to Karyn White/Faye Walker re classroom during AL3 • Application for MOE connectivity funding and distance learning funding 	Robert S-J Robert	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: