

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

**Board Meeting Agenda and Minutes - Monday 22 June 2020, 6.00pm,  
Boardroom, Alfriston College, Porchester Road, Randwick Park**

<b>Chair:</b>	Sarah-Jane Whitehead		
<b>Welcome:</b>	Prayer by Steve Miller		
<b>ADMINISTRATION:</b>			
<b>Present:</b>	Sarah-Jane Whitehead, Saliva Sefilino, Diane Black, Sarah Loomb Robert Solomone, Isaac Tekai, Harmanjeet Singh, Steve Miller Jolie Kay-Cassin [minutes]		
<b>Apologies:</b>	Nil		
<b>Declaration of conflict of interest:</b>	Nil		
<b>Members of the Public:</b>	Nil		
<b>In attendance:</b>	Nil		
<b>Presentation by:</b>	Nil		
<b>IN-COMMITTEE DISCUSSION:</b>			
<b>In-Committee:</b>	<p><b>At: 6.07pm</b></p> <p><i>It was then 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:</b> S-J Whitehead <b>Seconded:</b> S Loomb <b>Carried</b></p>		
<b>Out of In-committee:</b>	<p><i>It was moved that the meeting now <b>enable the public to attend</b></i></p> <p><b>Moved:</b> S-J Whitehead <b>Seconded:</b> S Loomb <b>Carried</b></p> <p><b>At: 6.53pm</b></p>		
<b>TABLED DISCUSSION:</b>			
<b>Subject</b>	<b>Discussion / Details / Resolution:</b>	<b>Who:</b>	<b>Timeframe:</b>
Work in progress:	Nil		
<b>MONITORING / STRATEGIC:</b>			
<b>Subject</b>	<b>Discussion / Details / Resolution:</b>	<b>Who:</b>	<b>Timeframe:</b>
Chair's report:	<p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>Refer to in-committee minutes</li> </ul>		
Health, Safety and Wellbeing [HSW] report:	<p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>Refer to in-committee minutes</li> </ul>		
Employment, Finance and Property [EFAP] report:	<p><b>Tabled documents:</b></p> <ul style="list-style-type: none"> <li>Minutes of the EFAP meeting <b>17 June 2020</b></li> <li>Audited 2019 annual report and financial statements</li> <li>Revised 2020 operational and capital budget</li> <li>Monthly management accounts May 2020</li> </ul>		

	<ul style="list-style-type: none"> <li>External funding application to Max e-Grants</li> </ul> <p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>No significant changes to the audited 2019 annual report and financial statements; auditors management letter forwarded to Sarah-Jane / Steve</li> <li>Significant change to deficit budget [due to roll drop and Covid-19 effect on international students] <ul style="list-style-type: none"> <li>Replacement of high-spec art PC computers/monitors not originally budgeted; we don't use Apples due to cost, flexibility of use of Apple computers in our school and ongoing device management</li> <li>Not yet received our Buchanan funding - Sarah to request copy of signed contract</li> </ul> </li> <li>Have signed a 5-year contract with Fuji Xerox; they have waived the outstanding operator costs</li> <li>Have received an expression of interest to provide physiotherapy services</li> <li>Place expression of interest for cafe services on Seek, Trade Me and Facebook</li> <li>June management accounts will be costed against the revised budget</li> <li>Made one and making a second applications for COVID-19 funding</li> </ul> <p><i>It was then decided that the <b>tabled documents</b> be accepted</i>  <b>Moved:</b> S Miller  <b>Seconded:</b> R Solomone  <b>Carried</b></p> <p><i>It was then moved that the <b>EFAP Report</b> be accepted</i>  <b>Moved:</b> S Miller  <b>Seconded:</b> R Solomone  <b>Carried</b></p> <p><b>Recommendations:</b></p> <ul style="list-style-type: none"> <li><i>That the <b>Audited 2019 annual report and financial statements</b> be accepted</i></li> <li><i>That the <b>revised 2020 operational and capital budget</b> be approved</i></li> <li><i>That the <b>monthly management accounts for May 2020</b> be accepted</i></li> <li><i>That the Board support an <b>external funding application to Max e-Grants for \$5,000 for music curriculum software upgrade</b></i></li> <li><i>That we purchase <b>30x PCs for the Visual Art learning area \$93,525, and two containers at as economical price as possible</b></i></li> </ul> <p><i>It was moved that the <b>above recommendations</b> be accepted</i>  <b>Moved:</b> S Miller  <b>Seconded:</b> I Tekai  <b>Carried</b></p>	Sarah  Robert  Robert	
Planning/Reviewing and Achievement/Teaching and Learning [PRATL] report:	<p><b>Tabled documents:</b></p> <ul style="list-style-type: none"> <li>Minutes of the PRATL meeting <b>18 June 2020</b></li> <li>B2: Trustees code of behaviour policy</li> <li>B4: Conflict of interest policy</li> <li>B5: Chair's role description policy</li> <li>B9: School leader's performance management policy</li> <li>D3: Personnel [NAG3] policy</li> <li>D3.1: Appointments policy</li> <li>D5: Protection and sharing of intellectual property [creative commons]</li> <li>Provisional school leavers data for 2019</li> </ul> <p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>Additional Y11 strategies to address NCEA drop in results</li> <li>Using staffing through LSC to support Te Wahi Awhina</li> <li>LSC role has begun; <ul style="list-style-type: none"> <li>Challenge is we're at the end of the line so cannot share strategies that can support us</li> <li>Concerned by Kahui Ako pressure on LSC role within our school</li> </ul> </li> <li>Buchanan Project Y12-13 1:1 meetings have begun</li> <li>PREP [MOE programme] majorly impacted by Covid-19 i.e. ability to meet with pasifika families 10 times over the year; minimum of 25 parents [we have 40 from Buchanan Project]; first session on how NCEA works</li> <li>Provisional school leavers data for 2019 - fairest indication of achievement through the levels; upward trend</li> </ul>		

	<ul style="list-style-type: none"> <li>○ Maintained level of achievement at Level 1 - over 80%; at national level</li> <li>○ Raised achievement at level 2; close to national level of 80%</li> <li>○ Huge jump in achievement at level 3; still slightly under the national level of achievement but close to it; impact of trade academies</li> <li>○ Need to update movement at University Entrance</li> <li>○ Need to remember it can take up to three years to see change due to levels of achievement when learner commence at AC</li> <li>○ Funding is based on regular learners [893] but we actually have 1123 'bums on seats'; STP funding is almost as much as we get for regular learners <ul style="list-style-type: none"> <li>■ Y9 started 4 years ago capped at 250 [included 20 out of zone placements]; 3 years later 200 learners remain</li> <li>■ Retained at least 100 learners at school through the STP programme</li> <li>■ Need to find a way to keep the 50 learners who are leaving; MH has Rugby academy; JCHS has Army academy; AC is known for personalised plans/the Arts/Music and Trades; not as visual as we could be</li> <li>■ With vacancy in Technology we have an opportunity for creative technology - specialize and build a name around soft technology/electronics</li> <li>■ How can we make AC better - we invest heavily in our staff and they leave for leadership opportunities, maternity, moving out of Auckland; invest in local people</li> <li>■ Nikki Glasgow's [MOE] report re long term transition in Manurewa area tabled at next meeting</li> </ul> </li> <li>● Impact of Covid-19 on NCEA: the changes  <a href="https://www.education.govt.nz/news/further-changes-to-ncea-and-university-entrance-address-covid-19-impact/#sh-changes%20to%20NCEA">https://www.education.govt.nz/news/further-changes-to-ncea-and-university-entrance-address-covid-19-impact/#sh-changes%20to%20NCEA</a> <ul style="list-style-type: none"> <li>○ One free credit for every five credits earned</li> <li>○ Increased University Entrance rate</li> <li>○ Should make a difference to our achievement</li> </ul> </li> <li>● Out of zone enrolments in 2020: <ul style="list-style-type: none"> <li>○ We wanted a roll of 250 Y9 learners; Karyn panicked at beginning of year as we only had 230 enrolments but currently sitting at 280</li> <li>○ Retention of learners is high</li> <li>○ We limit the number of international learners to a maximum of 20</li> </ul> </li> </ul> <p><i>It was then decided that the <b>tabled documents</b> be accepted</i>  <b>Moved:</b> R Solomone  <b>Seconded:</b> S-J Whitehead  <b>Carried</b></p> <p><i>It was then moved that the <b>PRATL Report</b> be accepted</i>  <b>Moved:</b> R Solomone  <b>Seconded:</b> S-J Whitehead  <b>Carried</b></p> <p><b>Recommendation:</b></p> <ul style="list-style-type: none"> <li>● <i>It was then moved that the <b>following reviewed policies</b> be ratified</i> <ul style="list-style-type: none"> <li>○ B2: Trustees code of behaviour policy</li> <li>○ B4: Conflict of interest policy</li> <li>○ B5: Chair's role description policy</li> <li>○ B9: School leader's performance management policy</li> <li>○ D3: Personnel [NAG3] policy</li> <li>○ D3.1: Appointments policy</li> <li>○ D5: Protection and sharing of intellectual property [creative commons]</li> </ul> </li> <li>● <i>It was then moved that Alfriston College <b>accept no out of zone enrolments in 2021</b></i></li> </ul> <p><i>It was moved that the <b>above recommendations</b> be accepted</i>  <b>Moved:</b> R Solomone  <b>Seconded:</b> S-J Whitehead  <b>Carried</b></p>	Sarah	PRATL mtg
	<p><b>Recommendation:</b></p> <ul style="list-style-type: none"> <li>● <i>It was then moved that the <b>following reviewed policies</b> be ratified</i> <ul style="list-style-type: none"> <li>○ B2: Trustees code of behaviour policy</li> <li>○ B4: Conflict of interest policy</li> <li>○ B5: Chair's role description policy</li> <li>○ B9: School leader's performance management policy</li> <li>○ D3: Personnel [NAG3] policy</li> <li>○ D3.1: Appointments policy</li> <li>○ D5: Protection and sharing of intellectual property [creative commons]</li> </ul> </li> <li>● <i>It was then moved that Alfriston College <b>accept no out of zone enrolments in 2021</b></i></li> </ul> <p><i>It was moved that the <b>above recommendations</b> be accepted</i>  <b>Moved:</b> R Solomone  <b>Seconded:</b> S-J Whitehead  <b>Carried</b></p>	Jolie	
		Karyn	

<p>School Leader's report:</p>	<p><b>Tabled documents:</b></p> <ul style="list-style-type: none"> <li>School leader's report June 2020</li> </ul> <p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>Still in Covid-19 AL1</li> <li>Manurewa Attendance Services has commenced - operating out of Greenmeadows Intermediate School</li> <li>Involved in an achievement challenge in Term 4</li> <li>HPE sports integration plan under way</li> <li>NESTLE sponsored workshops for learners happening this week and next week in junior school</li> <li>49 out of 50 learners completed/achieved their driver license</li> <li>Media Works - Head High TV series launches this Sunday; 18 of our learners involved <ul style="list-style-type: none"> <li>Monday after launch - holding a red carpet event</li> </ul> </li> <li>Applied for two COVID-19 grants to reimburse <ul style="list-style-type: none"> <li>Visual arts learning area - 90 art packages delivered to Y9-10 learners</li> <li>Learner reconnection event, staff care packs, extra cleaning supplies and support staff devices</li> </ul> </li> <li>Under the new Support Staff in Schools Collective Agreement we need to be paying teacher aides more - MOE supporting school financially this year; we pay from next year</li> <li>Better understanding of what discipline schools can give learners before learner goes before the board: <ul style="list-style-type: none"> <li>Suspension is always last resort; nothing else we can do for this learner without it impacting on the rest of the school; <ul style="list-style-type: none"> <li>Always question - is this my last resort?</li> <li>Zero tolerance re health and safety - marijuana in our school; violence against an adult; outsiders coming into our space</li> </ul> </li> <li>No detention; cannot pick up rubbish; we do use interventions; challenge suspension option by asking "is this my last resort"</li> <li>Is the school attractive for good teachers stay - nothing about learner behaviour/ negative behaviour in our school - confident our staff know we're doing something</li> <li>Suspension law changed 10 years ago - bring in parents/ learners before the board to check this is the last resort</li> <li>If disciplinary committee do place conditions these must be reasonable; learner must be able to do conditions; what do you think the adult this learner is walking into will think of your conditions</li> <li>We work the way we do as this is the only place for some learners with no chaos</li> </ul> </li> <li>Veron Building Consultants appointed re weather tightness <ul style="list-style-type: none"> <li>Site investigations last week; desktop review was correct - need to remove every roof in school; build another roof over the top of the spine</li> <li>Would involve 14 prefab classrooms being placed on site; 1 block closed at a time; 5 years to complete the project</li> </ul> </li> </ul> <p><b>Dinae left the meeting at 8.05pm</b></p> <p><i>It was then decided that the <b>tabled documents</b> be accepted</i>  <b>Moved:</b> R Solomone  <b>Seconded:</b> S Miller  <b>Carried</b></p> <p><i>It was then moved that the <b>June 2020 School Leader's Report</b> be accepted</i>  <b>Moved:</b> R Solomone  <b>Seconded:</b> S Miller  <b>Carried</b></p>	<p>Robert</p>	
<p>Minutes of previous meeting and matters arising from the minutes:</p>	<p><b>Tabled documents:</b></p> <ul style="list-style-type: none"> <li>Agenda/minutes of meeting <b>25 May 2020</b></li> </ul> <p><i>It was moved that the <b>minutes of 25 May 2020</b> meeting be taken as read and accepted as a true and accurate record</i>  <b>Moved:</b> S-J Whitehead  <b>Seconded:</b> R Solomone  <b>Carried</b></p>		
<p>Correspondence:</p>	<p><b>Tabled documents:</b></p> <ul style="list-style-type: none"> <li>Inwards and outwards correspondence</li> </ul>		

	<p><i>It was then moved that the <b>tabled inwards and outwards correspondence</b> be received and accepted</i></p> <p><b>Moved:</b> S-J Whitehead</p> <p><b>Seconded:</b> R Solomone</p> <p><b>Carried</b></p>		
<b>Review of AC Charter, Governance and Operational Policies 2018 v4:</b>	Nil		
C1.3 Meeting checklist:	<ul style="list-style-type: none"> <li>● February <ul style="list-style-type: none"> <li>○ Elect board chair / deputy chair [except in election year] - <b>Actioned</b></li> <li>○ Review co-opted / seconded positions [reason / termination date] - <b>actioned</b></li> <li>○ Board roles and responsibilities - <b>Actioned</b></li> <li>○ Plan board professional development for year - <b>Actioned</b></li> </ul> </li> <li>● March <ul style="list-style-type: none"> <li>○ 1 March roll return - <b>Actioned</b></li> <li>○ Annual aims reviewed/reported via school leader report - <b>Actioned</b></li> </ul> </li> <li>● April <ul style="list-style-type: none"> <li>○ Annual aims reviewed/reported via school leader report - <b>Actioned</b></li> </ul> </li> <li>● May <ul style="list-style-type: none"> <li>○ Annual aims reviewed/reported via school leader report - <b>Actioned</b></li> </ul> </li> <li>● June <ul style="list-style-type: none"> <li>○ Appoint NZSTA delegate to vote on behalf of the board - <b>Rescheduled to 16-18 July 2021</b></li> <li>○ Annual aims reviewed/reported via school leader report - <b>Actioned</b></li> </ul> </li> <li>● July <ul style="list-style-type: none"> <li>○ 1 July roll return</li> <li>○ Annual aims reviewed/reported via school leader report</li> </ul> </li> <li>● August <ul style="list-style-type: none"> <li>○ Annual aims reviewed/reported via school leader report</li> </ul> </li> <li>● September <ul style="list-style-type: none"> <li>○ 1 September roll return</li> <li>○ Annual aims reviewed/reported via school leader report</li> </ul> </li> <li>● October <ul style="list-style-type: none"> <li>○ Annual aims reviewed/reported via school leader report</li> </ul> </li> <li>● November <ul style="list-style-type: none"> <li>○ Calendar meeting dates for following year</li> <li>○ Executive authorised to make urgent decisions between November board meeting and first board meeting in new year</li> <li>○ Annual aims reviewed/reported via school leader report</li> <li>○ Sign staff end of year cards</li> </ul> </li> </ul>		
C5.1 Triennial review programme [internal evaluation process]:	Nil		
<b>Any other matters:</b>	<p><b>Tabled documents:</b></p> <ul style="list-style-type: none"> <li>● Alfriston College 2020 school ball proposal</li> </ul> <p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>● Alfriston College 2020 school ball proposal <ul style="list-style-type: none"> <li>○ 5 October, Pullman Hotel, 150-180 guests</li> <li>○ Ticket cost \$120 per ticket - 70% of learners agreed to the cost; the remainder supported a weekly payment option</li> <li>○ Buses not factored into cost</li> <li>○ Dress initiative</li> <li>○ Must not be an inequitable event; if it does become inequitable, it cannot happen <ul style="list-style-type: none"> <li>■ Board spends money for teachers to attend as health and safety issue - school covers ticket cost for teachers on bus/stay behind to help committee clean up [20-30 teachers]</li> </ul> </li> </ul> </li> </ul> <p><i>It was then moved that the board <b>meet the bus cost for 2020 Alfriston College School Ball approximately \$1435.20 [4 buses] and working staff ticket cost</b></i></p>		

	<p><b>Moved:</b> S-J Whitehead  <b>Seconded:</b> S Miller  <b>Carried</b></p>		
<b>IDENTIFIED AGENDA ITEMS FOR NEXT MEETING:</b>	<ul style="list-style-type: none"> <li>• Copy of Nikki Glasgow's report re long term transition in Manurewa tabled at next PRATL meeting</li> </ul>	Sarah	
<b>PREPARATION FOR NEXT MEETING:</b>	<ul style="list-style-type: none"> <li>• Health, Safety and Wellbeing, <b>5.00pm, Monday 20 July 2020</b></li> <li>• Employment, Finance and Property, <b>3.30pm, Wednesday 22 July 2020</b></li> <li>• Planning/Reviewing and Achievement/Teaching and Learning, <b>5.00pm, Thursday 23 July 2020</b></li> <li>• BOT monthly meeting, 6.00pm, <b>Monday 27 July 2020</b></li> </ul>		
<b>MEETING CLOSURE:</b>	<b>At: 8.33pm</b>		
<b>ACTIONS:</b>	<ul style="list-style-type: none"> <li>• Request a copy of the signed Buchanan Project contract</li> <li>• Place expression of interest for cafeteria services on Seek, Trade Me and Facebook</li> <li>• Second COVID-19 funding application</li> <li>• Copy of Nikki Glasgow's report re long term transition in Manurewa tabled at next PRATL meeting</li> <li>• Reviewed policies updated</li> <li>• Out of zone enrolment numbers for 2021 advertised</li> <li>• Review teacher aide rates of pay inline with new SSiSCA</li> </ul>	Sarah Robert  Robert Sarah  Jolie Karyn Robert	

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:**