

ALFRISTON COLLEGE
Board of Trustees

**Board Meeting Agenda and Minutes - Monday 27 July 2020, 6.00pm,
Boardroom, Alfriston College, Porchester Road, Randwick Park**

Chair:	Sarah-Jane Whitehead		
Welcome:			
ADMINISTRATION:			
Present:	Sarah-Jane Whitehead, Diane Black, Sarah Loomb Steve Miller, Isaac Tekai, Harmanjeet Singh Jolie Kay-Cassin [minutes]		
Apologies:	Salava Sefilino <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: 6.02pm <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: 6.48pm		
TABLED DISCUSSION:			
Subject	Discussion / Details / Resolution:	Who:	Timeframe:
Work in progress:	<ul style="list-style-type: none"> Buchanan Project funding - the University has been invoiced for tutors, transport, some food, hardship requests and staffing cost of one person, paid 20th of next month 		
MONITORING / STRATEGIC:			
Subject	Discussion / Details / Resolution:	Who:	Timeframe:
Chair's report:	Discussion: <ul style="list-style-type: none"> Refer to in-committee minutes 		
Health, Safety and Wellbeing [HSW] report:	Discussion: <ul style="list-style-type: none"> Refer to in-committee minutes 		
Employment, Finance and Property [EFAP] report:	Tabled documents: <ul style="list-style-type: none"> Minutes of the EFAP meeting 22 July 2020 HR report July 2020 Monthly management accounts June 2020 		

	<p>Discussion:</p> <ul style="list-style-type: none"> • Physiotherapy services up and running • Cafeteria still a work in progress • Still trying to get rid off bigger gym equipment; offered to the church • Monthly management accounts are on track • Good progress on capital expenditure • Holiday maintenance completed • Replace the dead plant beside the main entrance <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 that the EFAP Report be accepted</i> Moved: S Miller Seconded: S-J Whitehead Carried</p> <p>Recommendations:</p> <ul style="list-style-type: none"> • That the monthly management accounts for June 2020 be accepted <p><i>It was moved that the above recommendations be accepted</i> Moved: S Miller Seconded: S-J Whitehead Carried</p>	Property	ASAP
<p>Planning/Reviewing and Achievement/Teaching and Learning [PRATL] report:</p>	<p>Tabled documents:</p> <ul style="list-style-type: none"> • Minutes of the PRATL meeting 23 July 2020 • PRATL procedure #22 Attendance Tracking and Monitoring Absence from School • PRATL procedure #23 Leaving School • Learning support at AC report to COL <p>Discussion:</p> <ul style="list-style-type: none"> • Learning support at AC report to COL <ul style="list-style-type: none"> ◦ Highlighted the significance of the need for this resource; resources are being put into the early learning needs not secondary learning needs ◦ Better understanding of the differences between primary and secondary schools • PREP programme - targeting pasifika families and their understanding of the education system and support available • Health curriculum consultation statement - update for next meeting • PRATL procedure #22 Attendance Tracking and Monitoring Absence from School [absence and non engagement from home] <ul style="list-style-type: none"> ◦ Changed to address non attendance earlier and make use of attendance services • PRATL procedure #23 Leaving School <ul style="list-style-type: none"> ◦ Changed to separate from absence <p><i>It was then decided that the tabled documents be accepted</i> Moved: S-J Whitehead Seconded: R Solomone Carried</p> <p><i>It was then moved that the PRATL Report be accepted</i> Moved: S-J Whitehead Seconded: R Solomone Carried</p> <p>Recommendation:</p> <ul style="list-style-type: none"> • That the following reviewed AC procedures policies be ratified <ul style="list-style-type: none"> ◦ PRATL procedure #22 Attendance Tracking and Monitoring Absence from School ◦ PRATL procedure #23 Leaving School <p><i>It was moved that the above recommendations be accepted</i></p>	<p>Robert / Sarah</p> <p>Jolie</p>	PRATL

	<p>Moved: S Loomb Seconded: S Miller Carried</p>		
School Leader's report:	<p>Tabled documents:</p> <ul style="list-style-type: none"> School leader's report July 2020 <p>Discussion:</p> <ul style="list-style-type: none"> No major variances Action plan for Pacific Education 2020 <ul style="list-style-type: none"> What are we doing for Pasific education? <ul style="list-style-type: none"> Talanoa Ako operating within AC Empowering and training pasifika leaders within the school Exploring local curriculum to encourage indigenous curriculum Anna Jones, NZCL Technology <ul style="list-style-type: none"> Deliver technology in an innovative way over the next 5 years - clean technology, digital technology and electronics Inform the community - NZCL Technology, learning leader highly focused on digital technology, significant resources purchased Parent meetings - structured progress conversations; google meeting or face to face meeting; good to see if we've maintained our relationship with parents Staff have returned; there is wariness in learners and staff; careful how we address this; first 4-5 weeks after lockdown focused on care <p><i>It was then decided that the tabled documents be accepted</i> Moved: R Solomone Seconded: S-J Whitehead Carried</p> <p><i>It was then moved that the July 2020 School Leader's Report be accepted</i> Moved: R Solomone Seconded: S-J Whitehead Carried</p>	Robert	
Minutes of previous meeting and matters arising from the minutes:	<p>Tabled documents:</p> <ul style="list-style-type: none"> Agenda/minutes of meeting 22 June 2020 <p><i>It was moved that the minutes of 22 June 2020 meeting be taken as read and accepted as a true and accurate record</i> Moved: S-J Whitehead Seconded: R Solomone Carried</p>		
Correspondence:	<p>Tabled documents:</p> <ul style="list-style-type: none"> Inwards and outwards correspondence <p>Additional correspondence:</p> <ul style="list-style-type: none"> 26 Jul Salava Sefilino - unwell, unable to attend monthly BOT meeting, 27 July 2020 27 Jul Harmanjeet Singh - AC 2020 school ball proposal <p>Discussion:</p> <ul style="list-style-type: none"> School Ball <ul style="list-style-type: none"> Change of venue; asking for funding for security rather than buses [1 female and 3 males], around \$800 [less than buses] Parents to drop off/pick up or driver consented by parents No learners will be able to drive their own vehicle SAS work closely with Trillian Trust; look at us favourably; they have funded all our premier clothing this year <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 Miller Carried</p> <p>Recommendations:</p> <ul style="list-style-type: none"> That the board approve the Ball committee proposal costing in principal; final cost dependent on cost 		

	<ul style="list-style-type: none"> • <i>That Jody Lawrence be granted annual leave for the periods 7-10 September 2020 and 14-17 September 2020</i> • <i>That an application be made to Trillian Trust for \$15,388.05 to cover the purchase of new sports equipment for our school</i> <p><i>Moved: R Solomone</i> <i>Seconded: S Miller</i> <i>Carried</i></p>		
Review of AC Charter, Governance and Operational Policies 2018 v4:	Nil		
C1.3 Meeting checklist:	<ul style="list-style-type: none"> • June <ul style="list-style-type: none"> ○ Appoint NZSTA delegate to vote on behalf of the board - Rescheduled to 16-18 July 2021 - appoint Sarah-Jane Whitehead if we need to electronically vote this year • November <ul style="list-style-type: none"> ○ Calendar meeting dates for following year ○ Executive authorised to make urgent decisions between November board meeting and first board meeting in new year ○ Annual aims reviewed/reported via school leader report ○ Sign staff end of year cards 		
C5.1 Triennial review programme [internal evaluation process]:	<ul style="list-style-type: none"> • February <ul style="list-style-type: none"> ○ Elect board chair / deputy chair [except in election year] - Actioned ○ Review co-opted / seconded positions [reason / termination date] - Actioned ○ Board roles and responsibilities - Actioned ○ Plan board professional development for year - Actioned • March <ul style="list-style-type: none"> ○ 1 March roll return - Actioned ○ Annual aims reviewed/reported via school leader report - Actioned ○ Community of Learning/Kahui Ako regularly reported via school leader report - Actioned • April <ul style="list-style-type: none"> ○ Annual aims reviewed/reported via school leader report - Actioned ○ Community of Learning/Kahui Ako regularly reported via school leader report - Actioned • May <ul style="list-style-type: none"> ○ Annual aims reviewed/reported via school leader report - Actioned ○ Community of Learning/Kahui Ako regularly reported via school leader report - Actioned • June <ul style="list-style-type: none"> ○ Annual aims reviewed/reported via school leader report - Actioned ○ Community of Learning/Kahui Ako regularly reported via school leader report - Actioned • July <ul style="list-style-type: none"> ○ 1 July roll return - Actioned ○ Annual aims reviewed/reported via school leader report - Actioned ○ Community of Learning/Kahui Ako regularly reported via school leader report - Actioned • August <ul style="list-style-type: none"> ○ Annual aims reviewed/reported via school leader report ○ Community of Learning/Kahui Ako regularly reported via school leader report • September <ul style="list-style-type: none"> ○ 1 September roll return ○ Annual aims reviewed/reported via school leader report ○ Community of Learning/Kahui Ako regularly reported via school leader report • October <ul style="list-style-type: none"> ○ Annual aims reviewed/reported via school leader report ○ Community of Learning/Kahui Ako regularly reported via school leader report 		

Any other matters:	Nil		
IDENTIFIED AGENDA ITEMS FOR NEXT MEETING:	<ul style="list-style-type: none"> • CCTV procedures policy - retention and review • Update re health curriculum consultation statement 	Robert	
PREPARATION FOR NEXT MEETING:	<ul style="list-style-type: none"> • Health, Safety and Wellbeing, 5.00pm, Monday 17 August 2020 via Zoom • Employment, Finance and Property, 3.30pm, Wednesday 19 August 2020 via Zoom • Planning/Reviewing and Achievement/Teaching and Learning, 5.00pm, Thursday 20 August 2020 via Zoom • BOT monthly meeting via Zoom, 6.00pm, Monday 24 August 2020 via Zoom 		
MEETING CLOSURE:	At: 7.36pm		
ACTIONS:	<ul style="list-style-type: none"> • Replace the dead plant beside the main entrance • Update re health curriculum consultation statement • Update PRATL procedure #22 and #23 • Inform the community - new NZCL Technology, learning leader highly focused on digital technology, significant resources purchased • CCTV procedures policy - retention and review • Set up Zoom meetings 	Property Robert / Sarah Jolie Robert Robert Jolie	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: