

ALFRISTON COLLEGE
Board of Trustees

**Board Meeting Agenda and Minutes - Monday 24 August 2020, 6.00pm,
via Google / Boardroom, Alfriston College, Porchester Road, Randwick Park**

Chair:	Sarah-Jane Whitehead		
ADMINISTRATION:			
Present:	Diane Black, Salava Sefilino, Sarah Loomb, Sarah-Jane Whitehead Harmanjeet Singh, Robert Solomone, Steve Miller Jolie Kay-Cassin [minutes]		
Apologies:	Isaac Tekai [no wifi access] <i>It was then moved that the apologies be accepted</i> Moved: S Whitehead Seconded: D Black Carried		
Declaration of conflict of interest:	Nil		
Members of the Public:	Nil		
In attendance:	Nil		
Presentation by:	Nil		
IN-COMMITTEE DISCUSSION:			
In-Committee:	At: 6.11pm <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: 7.21pm		
TABLED DISCUSSION:			
Subject	Discussion / Details / Resolution:	Who:	Timeframe:
Work in progress:	<ul style="list-style-type: none"> ● CCTV procedures policy - retention and review ● Update re health curriculum consultation statement 	Agenda Agenda	Sept mtg Sept mtg
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 Welling [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 19 August 2020 ● HR report August 2020 ● Monthly management accounts July 2020 ● 2021 fees for international students 		

	<p>Discussion:</p> <ul style="list-style-type: none"> ● Tracking as expected ● Impact of international students on 2021 <ul style="list-style-type: none"> ○ MOE coming up with a rescue package next week - will form part of our operations funding received in October ○ Should we be having international students in 2021? ● Capital works team has a remediation work plan for our building - will be presented to us when we move out of AL3 - date to be circulated ● MOE Urgent Response Grant https://www.education.govt.nz/covid-19/urgent-response-fund/ <ul style="list-style-type: none"> ○ Number of families who are struggling more this time; more help with uniforms; more need for meals; apply for funding to prepare for this - can't apply for food, uniform, staffing but can apply for re engagement and welfare ○ Applications made: <ul style="list-style-type: none"> ■ \$14k early on for return to school packs ■ \$19k for physiological services for learners and workshops to train staff ■ Another application in next few days for mentoring, career and pathway workshops ■ Can keep applying until all the money is spent <p><i>It was then decided that the tabled documents be accepted</i> Moved: R Solomone Seconded: H Singh Carried</p> <p><i>It was then moved that the EFAP Report be accepted</i> Moved: R Solomone Seconded: H Singh Carried</p> <p>Recommendations:</p> <ul style="list-style-type: none"> ● That the monthly management accounts for July 2020 be accepted ● That the 2021 fees for international students be ratified <p><i>It was moved that the above recommendations be accepted</i> Moved: R Solomone Seconded: H Singh Carried</p>	Robert	Mtg date
Planning/Reviewing and Achievement/Teaching and Learning [PRATL] report:	<p>Tabled documents:</p> <ul style="list-style-type: none"> ● Minutes of the PRATL meeting 20 August 2020 ● C4: Concerns and complaints process ● C4.1: Board complaints checklist ● D2: Curriculum delivery policy ● D4: Financial planning policy ● D4.1: Financial condition policy ● D4.2: Asset protection policy ● D6: Health and safety policy ● D7: Child protection policy ● D8: Managing challenging behaviour and physical restraint policy ● D9: Concerns and complaints policy <ul style="list-style-type: none"> ● EFAP Procedures Policies #13-18 ● EFAP #18 Appendix 1 - Support staff eye test declaration ● H&S Procedures Policies #1-24 ● H&S #18 Appendix 1 - Staff guidelines for the safe use of digital technology declaration ● H&S #18 Appendix 2 - AC staff computer use agreement [non-teaching staff] ● H&S #18 Appendix 3 - AC staff TELA computer use agreement [teaching staff] ● PRATL Procedures Policy #20 - Self review <p>Discussion:</p> <ul style="list-style-type: none"> ● Y11 curriculum - areas for improvement, some trends are trending downwards ● Personalised and targeted learning interventions - strength of the school is our ability to adapt our approach as needed to make improvements; learners at the centre of our decision making ● NCEA confirmed results and mid-year reporting <ul style="list-style-type: none"> ○ Potential for intervention to meet end of year results 		

- Identifying learners has potential, if not managed well, to be off track for end of year results
- Need to understand what the data is telling us - have a considered plan of how to deal with this
- Pleasing to see results of BLS programme; clearly an area where Karyn is thriving - develops solutions

Salava left the meeting at 7.30pm

- Governance framework policies
 - No major changes
 - D8 change due to Education and Training Act 2020
- AC procedures policies
 - No major changes except for EFAP #18/Appendix 1 to include support staff eye test which is part of the CA and declaration
 - Policy that articulates learners access to AC Guest login - terms and conditions; use responsibly; bypassing the school protocols is at your own risk - student agreement is based on Net Safe, supported by MOE - Robert to extract and circulate statement to BOT
 - Always had the Internet Safety policy but haven't had the provision to enforce it without the declaration [H&S #18 - Appendix 1, 2 and 3]
- Parent reporting - opportunity to include some of our other data re engaging with parents [negative and positive]

Robert

*It was then decided that the **tabled documents** be accepted*
Moved: S-J Whitehead
Seconded: R Solomone
Carried

*It was then moved that the **PRATL Report** be accepted*
Moved: S-J Whitehead
Seconded: R Solomone
Carried

Recommendations:

- **That the following read and reviewed AC Charter, Governance and Operational Policies v4 parts be updated**
 - C4: Concerns and complaints process
 - C4.1: Board complaints checklist
 - D2: Curriculum delivery policy
 - D4: Financial planning policy
 - D4.1: Financial condition policy
 - D4.2: Asset protection policy
 - D6: Health and safety policy
 - D7: Child protection policy
 - D8: Managing challenging behaviour and physical restraint policy
 - D9: Concerns and complaints policy
- **That the following read and reviewed AC Procedures Policies be updated**
 - EFAP Procedures Policies #13-18
 - EFAP #18 Appendix 1 - Support staff eye test declaration
 - H&S Procedures Policies #1-24
 - H&S #18 Appendix 1 - Staff guidelines for the safe use of digital technology declaration
 - H&S #18 Appendix 2 - AC staff computer use agreement [non-teaching staff]
 - H&S #18 Appendix 3 - AC staff TELA computer use agreement [teaching staff]
 - PRATL Procedures Policy #20 - Self review

*It was moved that the **above recommendations** be approved*
Moved: R Solomone
Seconded: S Miller
Carried

<p>School Leader's report:</p>	<p>Tabled documents:</p> <ul style="list-style-type: none"> School leader's report August 2020 <p>Discussion:</p> <ul style="list-style-type: none"> Covid-19 AL3 <ul style="list-style-type: none"> Work our way around keeping things calm and being as kind as possible; decided not to bring in Y12-13 learners; on-line programme; staff thankful Group Y12-13 who need to do practical work - Technology and The Arts; prepared packs/learning sequences - available within a couple of days; in contact with 50 learners; meeting the needs of learners Covid-19 AL2 <ul style="list-style-type: none"> Go back to business as usual from Monday 31 August; making sure we have good cleaning routines around the school; track and trace staff as much as possible; some staff who feel they cannot come into school during this time - asking staff tomorrow; 14 staff identified last time - 12 came to school, 2 didn't Masks on public transport <ul style="list-style-type: none"> Will make some masks available - one bus of 10-15 learners Mask not necessary on AC school bus/van travelling to MIT Need to be sensitive to masks being worn around school - responsive as much as possible, kind and calm Appropriateness of masks used - no bandana or use of underwear Highlight TRH winning Y9 Reading Cup Challenge Driver licencing continues Education and Training Act 2020 https://www.education.govt.nz/our-work/legislation/education-and-training-act-2020/ - big changes include: <ul style="list-style-type: none"> Appointment process for principal's Appraisal and appointment - growth ongoing Treaty of waitangi - programmes of learning <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 August 2020 School Leader's Report be accepted</i> Moved: R Solomone Seconded: S Loomb Carried</p>		
<p>Minutes of previous meeting and matters arising from the minutes:</p>	<p>Tabled documents:</p> <ul style="list-style-type: none"> Agenda/minutes of meeting 27 July 2020 <p>Matters arising:</p> <ul style="list-style-type: none"> CCTV procedures policies - still working our way through this; circulate before next HSW/PRATL meeting <p><i>It was moved that the minutes of 27 July 2020 meeting be taken as read and accepted as a true and accurate record</i> Moved: R Solomone Seconded: S-J Whitehead Carried</p>	<p>HSW / PRATL</p>	<p>Sept Mtg</p>
<p>Correspondence:</p>	<p>Tabled documents:</p> <ul style="list-style-type: none"> Inwards and outwards correspondence <p>Additional correspondence:</p> <ul style="list-style-type: none"> 24 Aug Salava Sefilino - attending BOT meeting on 24 August but need to go off-line at 7.30pm for another meeting 24 Aug Isaac Tekai - unable to attend tonight's BOT meeting 24 Aug Sarah-Jane Whitehead - speaking opportunity re understanding the economic and financial implications of COVID-19 on NZ school communities and explore innovative and collaborative pathways forward <p>Sala rejoined meeting 8.13pm</p>		

	<p>Discussion:</p> <ul style="list-style-type: none"> ● Proposal to build a covered outdoor stage on the touch field between east and west fields <ul style="list-style-type: none"> ○ Nick Bradley, Property Manager is sure our 10YPP and innovation money will look after all our projects - not much to do to modernize and/or create innovative learning environment ○ Need to spend SIP money and give indication to MOE of how by May 2021 <ul style="list-style-type: none"> ■ Can create a covered outdoor stage for \$400k ■ Take SIP funds and put into 10YPP ■ Letter to Nick to confirm to SIP project; need to commit to something but if needs/priorities change we can change it ● Sun shade - project of its own <ul style="list-style-type: none"> ○ Not currently included in 10YPP and cannot use SIP funds for this ○ Could be included in the second half of 10YPP funding ○ Once we do infrastructure work [money no longer coming out of our 5YA/10YPP] in 5 years we should have money to spend - <ul style="list-style-type: none"> ■ Where do we want this - options include covering the turf, something by volleyball courts ■ CCTV coverage restrictions <p><i>It was then moved that the board agrees to write a letter to Building and Property Management Services to support of spending the SIP money on a covered outdoor stage</i> Moved: R Solomone Seconded: S-J Whitehead Carried</p> <p><i>It was then moved that the tabled and additional inwards and outwards correspondence be received and accepted</i> Moved: S-J Whitehead Seconded: S Miller Carried</p> <p><i>That the board ratify that Julie-Anne Roberts be appointed Returning Officer for the 2020 Student Trustee Elections</i> Moved: R Solomone Seconded: S Loomb Carried</p>	Robert	ASAP
<p>Review of AC Charter, Governance and Operational Policies 2018 v4:</p>	<p>Tabled documents:</p> <ul style="list-style-type: none"> ● A1 Trustee register <p><i>It was then moved that the reviewed AC Charter, Governance and Operational Policies v4 Part A1 be updated</i> Moved: S-J Whitehead Seconded: R Solomone Carried</p>		
<p>C1.3 Meeting checklist:</p>	<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 		
<p>C5.1 Triennial review programme [internal evaluation process]:</p>	<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 		

	<ul style="list-style-type: none"> ○ 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 - Actioned ○ Community of Learning/Kahui Ako regularly reported via school leader report - Actioned ● 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:	<p>Tabled documents:</p> <ul style="list-style-type: none"> ● Board subcommittee roles and responsibilities <p>Discussion:</p> <ul style="list-style-type: none"> ● Sarah-Jane has been asked to speak as part of a Springboard Trust ASB panel re understanding the economic and financial implications of COVID-19 on NZ school communities and explore innovative and collaborative pathways forward - 11.00am - 12noon, Tuesday 22 September <p><i>It was then moved that the Board subcommittee roles and responsibilities list be approved</i> Moved: R Solomone Seconded: D Black Carried</p>		
IDENTIFIED AGENDA ITEMS FOR NEXT MEETING:	<ul style="list-style-type: none"> ● CCTV procedures policy - HSW and PRATL meetings 		
PREPARATION FOR NEXT MEETING:	<ul style="list-style-type: none"> ● Health, Safety and Wellbeing, 5.00pm, Monday 14 September 2020 ● Employment, Finance and Property, 3.30pm, Wednesday 16 September 2020 ● Planning/Reviewing and Achievement/Teaching and Learning, 5.00pm, Thursday 17 September 2020 ● BOT monthly meeting via Zoom, 6.00pm, Monday 1 September 2020 		
MEETING CLOSURE:	At: 8.23pm		
ACTIONS:	<ul style="list-style-type: none"> ● Circulate date for meeting re remediation work plan for our building ● Extract and circulate Net Safe statement to BOT re learner internet safety 	Robert Robert	

	<ul style="list-style-type: none">• Letter to Nick Bradley to confirm to SIP project	Robert	Actioned
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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: