

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

**Board Meeting Agenda and Minutes - Monday 21 September 2020, 6.00pm,  
Boardroom, Alfriston College, Porchester Road, Randwick Park**

<b>Chair:</b>	Sarah-Jane Whitehead		
<b>Welcome:</b>	Isaac Tekai - prayer		
<b>ADMINISTRATION:</b>			
Present:	Sarah-Jane Whitehead, Sarah Lomb Robert Solomone, Isaac Tekai, Harmanjeet Singh, Steve Miller Jolie Kay-Cassin [minutes]		
Apologies:	Salava Sefilino, Diane Black  <i>It was then moved that the <b>apologies be accepted</b></i> <b>Moved:</b> S-J Whitehead <b>Seconded:</b> R Solomone <b>Carried</b>		
Declaration of conflict of interest:	Nil		
Members of the Public:	Nil		
In attendance:	Nil		
Presentation by:	Nil		
<b>IN-COMMITTEE DISCUSSION:</b>			
In-Committee:	<b>At: 6.10pm</b>  <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> <b>Moved:</b> S-J Whitehead <b>Seconded:</b> R Solomone <b>Carried</b>		
Out of In-committee:	<i>It was moved that the meeting now <b>enable the public to attend</b></i> <b>Moved:</b> S-J Whitehead <b>Seconded:</b> R Solomone <b>Carried</b>  <b>At: 6.44pm</b>		
<b>TABLED DISCUSSION:</b>			
<b>Subject</b>	<b>Discussion / Details / Resolution:</b>	<b>Who:</b>	<b>Timeframe:</b>
Work in progress:	<ul style="list-style-type: none"> <li>● CCTV procedures policy - retention and review work in progress</li> <li>● Update re health curriculum consultation statement               <ul style="list-style-type: none"> <li>○ Continue to chase; set up a zoom meet and invite focus group [ethnicity, social economic] and experts to attend</li> <li>○ MOE released new sexuality guidelines in September</li> </ul> </li> </ul>	Robert	Before end of year
<b>MONITORING / STRATEGIC:</b>			
<b>Subject</b>	<b>Discussion / Details / Resolution:</b>	<b>Who:</b>	<b>Timeframe:</b>
Chair's report:	<b>Discussion:</b> <ul style="list-style-type: none"> <li>● Refer to in-committee minutes</li> </ul>		
Health, Safety and Wellbeing [HSW] report:	<b>Discussion:</b> <ul style="list-style-type: none"> <li>● Refer to in-committee minutes</li> </ul>		
Employment, Finance and Property [EFAP]	<b>Tabled documents:</b> <ul style="list-style-type: none"> <li>● Minutes of the EFAP meeting <b>16 September 2020</b></li> </ul>		

<p>report:</p>	<ul style="list-style-type: none"> <li>● HR report September 2020</li> <li>● Monthly management accounts August 2020</li> <li>● Property report August 2020</li> </ul> <p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>● Purchase a second laser cutter cost \$12k</li> <li>● Projector for gym placed on hold</li> <li>● Lunch in school pilot - culture important around how we do this</li> <li>● Meeting with Nick Bradley scheduled for first week of Term 4</li> <li>● Meeting with Property Advisor/capital works held today - on track <ul style="list-style-type: none"> <li>○ AUA steps happening next week; school to pay</li> <li>○ Car park lighting to be actioned in summer; LED lighting has been ordered</li> <li>○ Theatre lighting, will be fixed by seismic work people</li> <li>○ Year end surplus indicated due to unbudgeted government grants</li> </ul> </li> <li>● Agreed to purchase a heat pump for reception</li> <li>● 10YPP - looking to find a school wide solution for HVAC [heating, ventilation and air conditioning] <ul style="list-style-type: none"> <li>○ Received two opinions - both recommended heat pump system across the school; <ul style="list-style-type: none"> <li>■ Is this really a long term solution?</li> <li>■ Aesthetics - where do we put the heat pumps/external units?</li> <li>■ What happens to the current system?</li> </ul> </li> </ul> </li> <li>● Lunches in Schools Pilot 2021 <ul style="list-style-type: none"> <li>○ LSG [Skyworks] approached to provide meals 3 days per week - have the systems, cutlery, trolleys, transportation networks</li> <li>○ Randwick Park Primary School, Manurewa East School, Manurewa South School and Waimahia Intermediate are happy to join us</li> <li>○ Robert to visit facilities first Tuesday of Term 4</li> <li>○ The Render Gathering approached to run the cafeteria, work with the school, make and provide meals for the other two days per week; liaise with Skyworks</li> <li>○ Cafeteria would need to start at 7.00am - become the venue for breakfast, snack distribution, Kids Can, lunch meals</li> <li>○ Need to re design cafeteria/kitchen space - cannot currently prepare 1000 meals</li> </ul> </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> S-J Whitehead  <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> S-J Whitehead  <b>Carried</b></p> <p><b>Recommendations:</b></p> <ul style="list-style-type: none"> <li>● <i>That \$40 per person be the maximum cost for the 2020 staff end of year lunch</i></li> <li>● <i>That the <b>Operations Grant</b> teaching staff for 2021: 1 x Buchanan Trust, 3 x BOT, 11 x STP</i></li> <li>● <i>That the <b>monthly management accounts for August 2020</b> be accepted</i></li> <li>● <i>That we <b>purchase a new Laser Cutter for the Technology Curriculum area</b></i></li> <li>● <i>That \$30 per person be the maximum cost for a staff end of year gift in 2020</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> S-J Whitehead  <b>Carried</b></p>	<p>Robert</p> <p>Robert</p>	<p>T4, week 1</p> <p>T4, week 1</p>
<p>Planning/Reviewing and Achievement/Teaching and Learning [PRATL] report:</p>	<p><b>Tabled documents:</b></p> <ul style="list-style-type: none"> <li>● Minutes of the PRATL meeting <b>17 September 2020</b></li> </ul> <p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>● One-page curriculum reports available in PRATL google folder</li> </ul>		

	<ul style="list-style-type: none"> <li>NCEA outcomes 2019 report [PRATL google folder] - a single page document summarizing what, so what and what now for each year level</li> <li>Learning progress conversations - 60-70% complete; <ul style="list-style-type: none"> <li>Term 3 - up to half the Y9-13 learners who have returned to school are attending 90% of the time; <ul style="list-style-type: none"> <li>Still chasing some</li> <li>Whanau keeping some learners at home - some engaging with the school, some not</li> </ul> </li> </ul> </li> <li>Revised school timetable for 2021 <ul style="list-style-type: none"> <li>Restructure around opportunities created - belonging</li> <li>Restructure Y11 - drop PBL, retain passion projects, horizontal linked courses</li> </ul> </li> </ul> <p><i>It was then decided that the <b>tabled documents</b> be accepted</i>  <b>Moved:</b> S-J Whitehead  <b>Seconded:</b> I Tekai  <b>Carried</b></p> <p><i>It was then moved that the <b>PRATL Report</b> be accepted</i>  <b>Moved:</b> S-J Whitehead  <b>Seconded:</b> I Tekai  <b>Carried</b></p>		
School Leader's report:	<p><b>Tabled documents:</b></p> <ul style="list-style-type: none"> <li>School leader's report September 2020</li> </ul> <p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>Tracking well despite lockdowns - RYDA, Massive Theatre Workshop</li> <li>Maori Success Awards - held virtually <a href="https://www.youtube.com/watch?v=2IBkqA3wsvo">https://www.youtube.com/watch?v=2IBkqA3wsvo</a></li> <li>Pasifika Success Awards - Thursday 15 October 2020, held virtually</li> <li>Robert on leave during holidays - Alastair Caine given delegated authority as Acting Principal</li> <li>Student Trustee elections - 350 learners participating - Izya Peihopa; will need coaching around board process</li> <li>School ball cancelled</li> <li>Y12-13 prizegiving, Thursday 12 November 2020 <ul style="list-style-type: none"> <li>Make the call 4 weeks before prizegiving as to whether this will be held virtually <ul style="list-style-type: none"> <li>Hold as normal if AL1</li> <li>Hold virtually if we remains at AL2 or alert level changes after we make the call</li> </ul> </li> </ul> </li> <li>Y11 prizegiving, Friday 27 November</li> <li>Y9-10 prizegiving, Friday 11 December</li> <li>Y13 leavers dinner will be held at Friends of the Farmer</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 Loomb  <b>Carried</b></p> <p><i>It was then moved that the <b>School Leader's Report for September 2020</b> be accepted</i>  <b>Moved:</b> R Solomone  <b>Seconded:</b> S Loomb  <b>Carried</b></p>	<p>BOT Alastair</p> <p>Robert</p> <p>BOT Robert</p> <p>BOT BOT</p>	<p>15 Oct 28 Sep - 11 Oct</p> <p>12 Nov T4, week 1</p> <p>27 Nov 11 Dec</p>
Minutes of previous meeting and matters arising from the minutes:	<p><b>Tabled documents:</b></p> <ul style="list-style-type: none"> <li>Agenda/minutes of meeting <b>24 August 2020</b></li> </ul> <p><i>It was moved that the <b>minutes of 24 August 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> H Singh  <b>Carried</b></p>		
Correspondence:	<p><b>Tabled documents:</b></p> <ul style="list-style-type: none"> <li>Inwards and outwards correspondence</li> </ul> <p><b>Additional correspondence:</b></p> <ul style="list-style-type: none"> <li>21 Sep Salava Sefilino - apologies, unable to attend tonight's BOT meeting</li> </ul>		

	<ul style="list-style-type: none"> <li>● 21 Sep Diane Black - apologies, unable to attend tonight's BOT meeting</li> </ul> <p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>● Permission granted by board for RYDA to use photos/school name in promotional material; school to supply the images</li> </ul> <p><i>It was then moved that the <b>tabled and additional inwards and outwards correspondence</b> be received and accepted</i></p> <p><b>Moved: S Loomb</b>  <b>Seconded: R Solomone</b>  <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>● 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 - appoint Sarah-Jane Whitehead if we need to electronically vote this year</b></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]:	<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> <li>○ Community of Learning/Kahui Ako regularly 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> <li>○ Community of Learning/Kahui Ako regularly 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> <li>○ Community of Learning/Kahui Ako regularly reported via school leader report - <b>Actioned</b></li> </ul> </li> <li>● June             <ul style="list-style-type: none"> <li>○ Annual aims reviewed/reported via school leader report - <b>Actioned</b></li> <li>○ Community of Learning/Kahui Ako regularly reported via school leader report - <b>Actioned</b></li> </ul> </li> <li>● July             <ul style="list-style-type: none"> <li>○ 1 July roll return - <b>Actioned</b></li> <li>○ Annual aims reviewed/reported via school leader report - <b>Actioned</b></li> <li>○ Community of Learning/Kahui Ako regularly reported via school leader report - <b>Actioned</b></li> </ul> </li> <li>● August             <ul style="list-style-type: none"> <li>○ Annual aims reviewed/reported via school leader report - <b>Actioned</b></li> <li>○ Community of Learning/Kahui Ako regularly reported via school leader report - <b>Actioned</b></li> </ul> </li> <li>● September             <ul style="list-style-type: none"> <li>○ 1 September roll return - <b>Actioned</b></li> <li>○ Annual aims reviewed/reported via school leader report - <b>Actioned</b></li> </ul> </li> </ul>		

	<ul style="list-style-type: none"> <li>○ Community of Learning/Kahui Ako regularly reported via school leader report - <b>Actioned</b></li> <li>● October <ul style="list-style-type: none"> <li>○ Annual aims reviewed/reported via school leader report</li> <li>○ Community of Learning/Kahui Ako regularly reported via school leader report</li> </ul> </li> </ul>		
<b>Any other matters:</b>	<p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>● Enrolling international students in 2021 given state of Covid-19 <ul style="list-style-type: none"> <li>○ International market has shrunk big time - schools who rely on international student market likely to poach from other schools</li> <li>○ AC cap at 20 FTE; German learners come for half year, Asian learners come for three years - both Covid hot spot areas</li> <li>○ Current international learners were with us before Covid-19 lockdown; supported by two support staff</li> <li>○ Currently doing virtual marketing - if borders opens up we're likely to get 2 or 3 international learners; if we pause we could lose the market</li> <li>○ Have received some MOE funding</li> <li>○ Robert to discuss with international office staff</li> </ul> </li> </ul>	Agenda  Robert	Oct mtg
<b>IDENTIFIED AGENDA ITEMS FOR NEXT MEETING:</b>	<ul style="list-style-type: none"> <li>● Enrolling international students in 2021</li> </ul>		
<b>PREPARATION FOR NEXT MEETING:</b>	<ul style="list-style-type: none"> <li>● Health, Safety and Wellbeing, <b>5.00pm, Monday 19 October 2020</b></li> <li>● Employment, Finance and Property, <b>3.30pm, Wednesday 21 October 2020</b></li> <li>● Planning/Reviewing and Achievement/Teaching and Learning, <b>5.00pm, Thursday 22 October 2020</b></li> <li>● BOT monthly meeting, 6.00pm, <b>Tuesday 27 October 2020</b></li> </ul>		
<b>MEETING CLOSURE:</b>	<b>At: 8.00pm</b>		
<b>ACTIONS:</b>	<ul style="list-style-type: none"> <li>● Zoom meet re health curriculum consultation statement</li> <li>● Meeting with Nick Bradley scheduled for first week of Term 4</li> <li>● Visit LSG [Skywards] facilities</li> <li>● Pasifika Success Awards - Thursday 15 October 2020, held virtually</li> <li>● Alastair Caine given delegated authority as Acting Principal</li>   <li>● Coaching for newly elected BOT student trustee re board process</li> <li>● Y12-13 prizegiving, Thursday 12 November 2020 <ul style="list-style-type: none"> <li>○ Make the call 4 weeks before prizegiving as to whether this will be held virtually</li> </ul> </li> <li>● Y11 prizegiving, Friday 27 November</li> <li>● Y9-10 prizegiving, Friday 11 December</li> <li>● Discuss enrolment of international students in 2021 with international office staff</li> </ul>	Robert Robert Robert BOT Alastair  Robert BOT Robert  BOT BOT Robert	T4 T4, week 1 T4, week 1 15 Oct 28 Sep - 11 Oct  12 Nov T4, week 1  27 Nov 11 Dec

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:**