

ALFRISTON COLLEGE
Board of Trustees

Board Meeting Agenda and Minutes - Tuesday 27 October 2020, 6.13pm, Boardroom, Alfriston College, Porchester Road, Randwick Park			
Chair:	Sarah-Jane Whitehead		
ADMINISTRATION:			
Present:	Sarah-Jane Whitehead, Sarah Loomb Robert Solomone, Harmanjeet Singh, Izya Peihopa, Steve Miller Jolie Kay-Cassin [minutes]		
Welcome:	Izya Peihopa - newly elected Student Trustee Representative <ul style="list-style-type: none"> ● A1: Trustees Register updated ● B7: Student trustee role description policy discussed <ul style="list-style-type: none"> ○ To bring a learner perspective to board discussion and decision making, not an individual perspective ○ Student trustee brings things to the table and is a decision maker, does not act as an advocacy fighting for a group or pushing someone's idea ● B2: Trustee code of behaviour policy discussed <ul style="list-style-type: none"> ○ Confidential section of the meeting where minutes are not made public ● Roles and responsibilities - Izya to join the HSW and EFAP subcommittees 		
Apologies:	Diane Black, Isaac Tekai, 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: 6.34pm <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: 7.07pm		
TABLED DISCUSSION:			
Subject	Discussion / Details / Resolution:	Who:	Timeframe:
Work in progress:	<ul style="list-style-type: none"> ● Enrolling international students in 2021 <ul style="list-style-type: none"> ○ A small number of 2020 international learners will continue with us in 2021 ○ Jody attended marketing meeting although unlikely we will be accepting learners in 2021 ○ 20 German learners who were supposed to arrive in January 2021 are no longer coming ○ Board does not want to put us all at risk by bringing in international learners in 2021 		

	<ul style="list-style-type: none"> ○ Employment: <ul style="list-style-type: none"> ■ Can carry International Student Leader for another year but cannot guarantee employment beyond that ■ Look to deploy International Student Assistant within the school 		
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 21 October 2020 ● HR report October 2020 ● Monthly management accounts September 2020 ● 10Y Property Plan - Rev 1 Discussion: <ul style="list-style-type: none"> ● Reallocated SIP funding to cafeteria and stage moved to 10YPP due to Lunches in Schools <ul style="list-style-type: none"> ○ Awaiting confirmation from MOE we're able to use Sky Chefs as our local supplier ○ No major work can happen in the cafe this break as we need architect and compliance work will take at least 6 months - plan to do major building/construction this time next year ○ Cafeteria will be used to distribute and store 1100 meals ○ Short term cost / long term gain if we buy the compartment plates with lids - Sky Chefs cook in bulk, bring in bulk and we serve; will need to employ a manager and chef ● New project manager from Capital Works and a new MOE Property Advisor have been appointed ● Monthly meetings to be held with Nick Bradley ● Discretionary leave applications approved ● Handrail to be added to new evacuation steps <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> Recommendations: <ul style="list-style-type: none"> ● That the board approve the 10Y Property Plan - Rev 1 with the following changes: <ul style="list-style-type: none"> ○ Use SIP funding to do cafe refurbishment; and ○ Put kapa haka stage on 10Y property plan ● That the board proceed with all those projects that improve learning in 2021 i.e. repurposed learning spaces and resources for digital learning ● That the monthly management accounts for September 2020 be accepted ● That there be no change to the 2020 depreciation rates ● That assets with a zero book value and not found during the asset physical verification process be removed from the asset register ● That the board support the current cyclical maintenance reserve of \$396,463 ● That we end the cafeteria contract at the end of Term 4, 2020 and not renew in 2021 <p><i>It was moved that the above recommendations be accepted</i> Moved: S Miller Seconded: R Solomone Carried</p>	Robert	Monthly

<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 22 October 2020 <p>Discussion:</p> <ul style="list-style-type: none"> Traditional Y12-13 prizegiving to be held on Thursday 12 November 2020 Reminder to whanau re cars in schools Maori, Pasifika, boys and the Y11 process are our targets in 2021 <ul style="list-style-type: none"> Restructuring the timetable - pedagogy, practise, content, more attention to individual learners, learning time and learning habits Cultural awareness (shame/honour), building connections Respond to NZCL reports - SLT will table at November PRATL meeting <p><i>It was then decided that the tabled documents be accepted</i> Moved: S-J Whitehead Seconded: S Loomb Carried</p> <p><i>It was then moved that the PRATL Report be accepted</i> Moved: S-J Whitehead Seconded: S Loomb Carried</p>	<p>SLT</p>	<p>PRATL mtg</p>
<p>School Leader's report:</p>	<p>Tabled documents:</p> <ul style="list-style-type: none"> School leader's report October 2020 <p>Discussion:</p> <ul style="list-style-type: none"> Business as usual Learning opportunities and taking action <ul style="list-style-type: none"> Tongan language and unit standards - planned for this; 14 learners involved - 2 at level 1, 10 at level 2, 2 at level 3 34 staff completed a 4-hour first aid course for the school environment Driver licensing - driver licensing of youth has impacted on lowering traffic offenses; MSD gave us funding through Blue Light - Luci's report to be tabled at next meeting Big community events held at the school included the National Chess Championships and Polling Office T3 attendance is close to 85%, similar to T1 and T2; usually drops off by T3 MMR vaccinations still available to learners Learner success - Authentic (band) third place and best female vocalist <p><i>It was then decided that the tabled documents be accepted</i> Moved: R Solomone Seconded: S Miller Carried</p> <p><i>It was then moved that the School Leader's Report for October 2020 be accepted</i> Moved: R Solomone Seconded: S Miller Carried</p>	<p>Robert</p>	<p>PRATL mtg</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 21 September 2020 <p><i>It was moved that the minutes of 21 September 2020 meeting be taken as read and accepted as a true and accurate record</i> Moved: S-J Whitehead Seconded: R Solomone Carried</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"> 27 Oct Salava Sefilino, Isaac Tekai and Diane Black - unable to attend BOT monthly meeting, 27 October 2020 		

	<p><i>It was then moved that the tabled and additional inwards and outwards correspondence be received and accepted</i></p> <p>Moved: S-J Whitehead Seconded: S Loomb Carried</p>		
<p>Review of AC Charter, Governance and Operational Policies 2018 v4:</p>	<p>Tabled documents:</p> <ul style="list-style-type: none"> ● Alfriston College Charter, Governance and Operational Policies 2018 version 5 <p>Discussion:</p> <ul style="list-style-type: none"> ● With the change to the Education and Training Act 2020 we will need to update to the new framework document (not yet available) <p><i>That the read and reviewed AC Charter, Governance and Operational Policies 2018 v5 be approved</i></p> <p>Moved: S-J Whitehead Seconded: S Miller 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 ○ 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 - Actioned 		

	<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 ● October <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 		
Any other matters:	<p>Tabled documents:</p> <ul style="list-style-type: none"> ● BOT contact list <p>Discussion:</p> <ul style="list-style-type: none"> ● Local Board is asking the community to come together between 6.30pm-8.30pm, Sunday 1 November 2020, Mountford Park for a candlelight unity and blessing - to be communicated via school network 	Robert	
IDENTIFIED AGENDA ITEMS FOR NEXT MEETING:	<ul style="list-style-type: none"> ● Responses to NZCL reports ● Driver licensing report 	PRATL PRATL	Nov mtg Nov mtg
PREPARATION FOR NEXT MEETING:	<ul style="list-style-type: none"> ● Health, Safety and Wellbeing, 5.00pm, Monday 23 November 2020 ● Employment, Finance and Property, 3.30pm, Wednesday 25 November 2020 ● Planning/Reviewing and Achievement/Teaching and Learning, 5.00pm, Thursday 26 November 2020 ● BOT monthly meeting, 6.00pm, Monday 30 November 2020 		
MEETING CLOSURE:	At: 8.07pm		
ACTIONS:	<ul style="list-style-type: none"> ● Monthly meetings to be held with Nick Bradley ● Respond to NZCL reports ● Communicate candlelight unity and blessing 6.30pm-8.30pm, Sunday 1 November 2020, Mountford Park 	Robert SLT 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: