

ALFRISTON COLLEGE
Board of Trustees

**Board Meeting Agenda and Minutes - Monday 22 February 2021, 6.10pm,
Boardroom, Alfriston College, Porchester Road, Randwick Park**

Chair:	Sarah-Jane Whitehead		
Welcome:	Happy New Year Steve opened with a prayer		
ADMINISTRATION:			
Present:	Sarah-Jane Whitehead, Sarah Loomb, Saliva Sefilino, Diane Black Robert Solomone, Steve Miller, Isaac Tekai Jolie Kay-Cassin [minutes]		
Apologies:	Izya Peihopa <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		
Elect Board Chair	<p>Discussion:</p> <ul style="list-style-type: none"> Appointment of Board Chair - nomination: Sarah-Jane Whitehead <p><i>It was then moved that Sarah-Jane Whitehead be appointed Board Chair for 2021</i> Moved: S Miller Seconded: I Tekai Carried</p> <ul style="list-style-type: none"> Appointment of Board Deputy Chair - nomination: Isaac Tekai <p><i>It was then moved that Isaac Tekai be appointed Board Deputy Chair for 2021</i> Moved: S Miller Seconded: S Sefilino Carried</p> <p><i>It was then moved that the AC Charter, Governance and Operational Policies 2018 v5 Part A1 be updated</i> Moved: S-J Whitehead Seconded: R Solomone Carried</p>	Jolie	
IN-COMMITTEE DISCUSSION:			
In-Committee:	<p>At: 6.20pm</p> <p><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</p>		
Out of In-committee:	<p><i>It was moved that the meeting now enable the public to attend</i> Moved: S-J Whitehead Seconded: R Solomone</p>		

<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 18 February 2021 Annual Plan 2021 Strategic plan - AC Way 2021-2023 NCEA Principal's report (with Alastair Caine's comments) <p>Discussion:</p> <ul style="list-style-type: none"> AC Way 2021-2023 (strategic plan) <ul style="list-style-type: none"> The 'main thing' hasn't changed - ILA, 4Cs, mission statement Making an effort to use Te Reo Key strategic action 'I will be the game changer' - in everything we do, I am going to take responsibility Targets remain the same - attendance, engagement and achievement Three ILAs - Manaaki (caring), Whakaaro (wise), Nga Mahi Tahī (collaboration) <ul style="list-style-type: none"> Manaaki - more guidance and behaviour support, counselling and learner ownership of own wellbeing Whakaaro - changes to the timetable, more curriculum time Nga Mahi Tahī - improved partnerships NCEA Principal's report <ul style="list-style-type: none"> Massive gains with Y9 and Y10 boys, Maori and Pasifika Impact of Buchanan Project on Pasifika level 2 females Refreshed learning style - selling it, engagement, interaction with home Data always above our cohort schools - good to share this story with our school community once final results received Learners keen to return to school after Covid AL3 Buchanan targets - take away the barriers and set learners up for achievement Long skirt uniform option for Y12-13 female learners only; Robert to pick up previous BOT Student Reps work with option to have up and running T2 <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>Recommendations:</p> <ul style="list-style-type: none"> That the school offer Y12-13 female learners the option to wear a long skirt It was then resolved to congratulate our NZCL on our NCEA results <p><i>It was moved that the above recommendations be accepted</i> Moved: S-J Whitehead Seconded: R Solomone Carried</p>	<p>Robert</p> <p>Robert</p> <p>Robert</p>	<p>May/June</p> <p>Available Term 2</p>
<p>School Leader's report:</p>	<p>Tabled documents:</p> <ul style="list-style-type: none"> School leader's report February 2021 Analysis of variance 2020 <p>Discussion:</p> <ul style="list-style-type: none"> Events and community - Article by Janaye Henry in The SpinOff named AC as the number one for school uniform in Auckland Polyfest to be held last week of term 1 <ul style="list-style-type: none"> Planning for event to go ahead - social aspect but not judged Asked to rethink attendance - AC has gone from 7 groups to 4 groups (Samoan, Tongan, Niuean, Cook Island) Cultural day will be held Saturday 10 April 2021 (Saturday after Easter and week before Polyfest) - calendar for board Strengthening Kapa Haka group <ul style="list-style-type: none"> Starting afresh and rebuilding (very strong Y9 group) Engagement of whanau Start of the year Powhiri - wero was laid by a female group of warriors <p><i>It was then decided that the tabled documents be accepted</i> Moved: S-J Whitehead</p>	<p>Cultural Day</p>	<p>Sat 10 Apr</p>

	<p>Seconded: S Loomb Carried</p> <p><i>It was then moved that the School Leader's Report for February 2021 be accepted</i> Moved: S-J Whitehead Seconded: S Loomb Carried</p>		
Minutes of previous meeting and matters arising from the minutes:	<p>Tabled documents:</p> <ul style="list-style-type: none"> Agenda/minutes of meeting 30 November 2020 <p><i>It was moved that the minutes of 30 November 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 inwards correspondence:</p> <ul style="list-style-type: none"> 22 Feb Allison Freemantle - discretionary leave application, 6 days, 19-26 February 2021 22 Feb Izya Peihopa - apologies, unable to attend BOT monthly meeting, 22 February 2021 <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: R Solomone Carried</p> <p><i>It was then moved that Allison Freemantle be granted discretionary leave, 19-26 February 2021</i> Moved: S-J Whitehead Seconded: R Solomone Carried</p>	Jolie	
Review of AC Charter, Governance and Operational Policies 2018 v5:	Nil		
C1.3 Meeting checklist:	<ul style="list-style-type: none"> February <ul style="list-style-type: none"> Elect Board Chair - Actioned Review co-opted/seconded positions (reason/end date) - Actioned Review board roles and responsibilities - Actioned March <ul style="list-style-type: none"> Appoint NZSTA delegate to vote on behalf of the board August <ul style="list-style-type: none"> Review board meeting processes (C1-C1.4) October <ul style="list-style-type: none"> Succession planning Appoint returning officer for triennial elections November <ul style="list-style-type: none"> Role of the Chair (B5) Calendar meeting dates for following year Sign staff end of year cards Executive authorised to make urgent decisions between November board meeting and first board meeting in new year Conflict of interest report 		
C5.1 Triennial review programme [internal evaluation process]:	<ul style="list-style-type: none"> Annual aims reviewed/reported via school leader report on-going Community of Learning/Kahui Ako regularly reported via school leader report on-going Board self-directed learning on-going <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 / end date] - Actioned Board roles and responsibilities - Actioned 		

	<ul style="list-style-type: none"> ○ Plan board professional development for year - Actioned ● March <ul style="list-style-type: none"> ○ 1 March roll return ● May <ul style="list-style-type: none"> ○ Annual report to MOE by 31 May ● July <ul style="list-style-type: none"> ○ 1 July roll return ● August <ul style="list-style-type: none"> ○ Review board meeting processed (C1-C1.4) ● September <ul style="list-style-type: none"> ○ 1 September roll return ○ Community consultation ○ Health curriculum consultation ● October <ul style="list-style-type: none"> ○ Appoint returning officer for triennial elections ○ Succession planning 		
Any other matters:	<p>Tabled documents:</p> <ul style="list-style-type: none"> ● Board subcommittee roles and responsibilities February 2021 ● Board contract list <p>Discussion:</p> <ul style="list-style-type: none"> ● Board responsibilities <ul style="list-style-type: none"> ○ Isaac Chair HSW meeting, 5.00pm Monday ○ Steve Chair EFAP meeting, 3.30pm Wednesday ○ Sala Chair PRATL meeting, 5.00pm Thursday ● Board contract list - digital only ● Y9-10 meet the portfolio learning leaders next week - collapse timetable, work from home, 20 minute conversations ● Board PLD <ul style="list-style-type: none"> ○ Disciplinary processes ○ NZSTA conference ○ Chairing meetings and opportunity for development ○ Synergy Health - working with PPTA to make health resources platform available to teachers 	Jolie	
IDENTIFIED AGENDA ITEMS FOR NEXT MEETING:	Nil		
PREPARATION FOR NEXT MEETING:	<ul style="list-style-type: none"> ● Health, Safety and Wellbeing, 5.00pm, Monday 22 March 2021 ● Employment, Finance and Property, 3.30pm, Wednesday 24 March 2021 ● Planning/Reviewing and Achievement/Teaching and Learning, 5.00pm, Thursday 25 March 2021 ● BOT monthly meeting, 6.00pm, Monday 29 March 2021 		
MEETING CLOSURE:	At: 7.45pm		
ACTIONS:	<ul style="list-style-type: none"> ● Update AC Charter, Governance and Operational Policies 2018 v5 Part A1 ● Contact local school re sharing PLD session re disciplinary process ● Residual spraying (fogging) during next holiday break ● Load EOTC onto relief calendar ● Share NCEA results with our school community once final results received ● Long skirt uniform option for Y12-13 female learners ● Congratulation our NZCL on our NCEA results ● Calendar cultural day - Saturday 10 April 2021 ● Load discretionary leave applications onto relief calendar ● Update board roles and responsibilities 	<p>Jolie</p> <p>Robert Robert Jolie Robert</p> <p>Robert Robert Jolie Jolie Jolie</p>	<p>Actioned</p> <p>Actioned</p> <p>Actioned Actioned Actioned</p>

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: