

ALFRISTON COLLEGE
Board of Trustees

**Board Meeting Agenda and Minutes - Monday 30 November 2020, 5.30pm,
Boardroom, Alfriston College, Porchester Road, Randwick Park**

Chair:	Sarah-Jane Whitehead		
Welcome:	Signing end of year cards for staff Steve opened with a prayer		
ADMINISTRATION:			
Present:	Sarah-Jane Whitehead, Diane Black, Sala Sefilino, Sarah Loomb Steve Miller, Robert Solomone, Izya Peihopa, Isaac Tekai Jolie Kay-Cassin [minutes]		
Apologies:	Harmanjeet Singh <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: 6.15pm <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: 7.03pm		
TABLED DISCUSSION:			
Subject	Discussion / Details / Resolution:	Who:	Timeframe:
Work in progress:	Tabled documents: <ul style="list-style-type: none"> Responses to NZCL reports Discussion: <ul style="list-style-type: none"> Responses to NZCL reports - letters individualised and signed 	Sarah-Jane	ASAP
MONITORING / STRATEGIC:			
Subject	Discussion / Details / Resolution:	Who:	Timeframe:
Chair's report:	Discussion: <ul style="list-style-type: none"> Refer to in-committee minutes Formal acknowledgement to outgoing Student Rep for his participation 	Sarah-Jane	

	<ul style="list-style-type: none"> ● MOE document re relevant changes to Boards - Sarah-Jane to forward ● 2020 conflict of interest report: <ul style="list-style-type: none"> ○ 10 Board monthly meetings held ○ 22 subcommittee meetings held ○ One conflict of interest declared 	Sarah-Jane	
Health, Safety and Welling [HSW] report:	<p>Discussion:</p> <ul style="list-style-type: none"> ● Refer to in-committee minutes 		
Employment, Finance and Property [EFAP] report:	<p>Tabled documents:</p> <ul style="list-style-type: none"> ● Minutes of the EFAP meeting 21 October 2020 ● Minutes of the EFAP meeting 25 November 2020 ● HR report November 2020 ● Monthly management accounts October 2020 ● Draft operational and capital budget 2021 <p>Discussion:</p> <ul style="list-style-type: none"> ● 10YPP - classroom renovations on hold ● Lunches in Schools Model 3 - cafeteria is big enough ● Holiday work - LSC office completed, cafeteria changes ● 52-week support staff and School Leader's annual leave approved ● Support staff vacancies will be advertised on school website <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 moved that the EFAP minutes of 21 October 2020 meeting be taken as read and accepted as a true and accurate record</i> Moved: S Miller Seconded: R Solomone Carried</p> <p><i>It was then moved that the EFAP Report be accepted</i> Moved: S-J Whitehead Seconded: R Solomone Carried</p> <p>Recommendations:</p> <ul style="list-style-type: none"> ● That an allowance of \$140/week be paid to look after the International Student care phone ● That the monthly management accounts for October 2020 be tabled at the next BOT meeting ● That the draft operational and capital budget for 2021 be accepted ● That the Board approves the roll over of the Turf Tech Grounds and Green Spaces contract for 2021 ● That the Board approves the roll over of the NEW ERA contract for 2021 with wage index adjustments ● That Board meeting honorarium be set at: <ul style="list-style-type: none"> ○ \$75 per monthly meeting for Board Chair ○ \$55 per monthly meeting for Trustees and School Leader ○ \$15 per subcommittee meeting for all Trustees ● That the maximum meeting honorarium paid to Trustees in any calendar month be set at: <ul style="list-style-type: none"> ○ \$165 per month for Board Chair ○ \$100 per month for Trustees ● That seconded Board members meeting attendance honorarium be set at \$25 per meeting ● That the Board approve the disposal of finance, payroll, professional development and out of zone enrolment records dated 2013 or prior in line with MOE School Records Retention/Disposal Schedule ● That the Board approve the purchase of an 8 basket multi cooker, cost \$4,500 <p><i>It was moved that the above recommendations be accepted</i> Moved: S-J Whitehead Seconded: S Loomb Carried</p>		
Planning/Reviewing and Achievement/Teaching	<p>Tabled documents:</p> <ul style="list-style-type: none"> ● Minutes of the PRATL meeting 6 November 2020 ● Boards sub-committee roles and responsibilities 2020 		

<p>and Learning [PRATL] report:</p>	<ul style="list-style-type: none"> ● B3: Trustee remuneration and expenses policy ● B8: Relationships between the chair and the school leader ● A1-4: annually updated documents ● C1.3: Meeting checklist 2021 ● C5.1 (Appendix 6): Triennial review programme - board meeting dates 2021 <p>Discussion:</p> <ul style="list-style-type: none"> ● Need to employ two staff to work in the Cafeteria <ul style="list-style-type: none"> ○ LNS Specialist - School Cafeteria ○ LNS Specialist - School Lunches ● Learner progress to date <ul style="list-style-type: none"> ○ L2 and L3 already sitting at 70% achievement ○ L1 looking sharper than previous couple of years; around 60% ○ BLS intervention at L1 has made a huge difference ○ Targeted intervention ● Chair has no authority to act without the board - Delegated authority given to Board Chair and School Leader re teacher performance ● Board roles and responsibilities <ul style="list-style-type: none"> ○ Student Rep - HSW term 1 and 2, EFAP term 3 and 4 ● Y12-13 Prizegiving - event good, teachers great, long - give out a lot of awards; disappointed with behaviour of some learners; some of the music would be better on the stage; putting our best foot forward to community - sharpen, shorter, better <ul style="list-style-type: none"> ○ We are culturally sensitive ○ More than usual prize givers ○ Second year we haven't had teachers interspersed with learners ● Y11 Prizegiving - parents would like to know how many awards their child is going to receive prior to the event: <ul style="list-style-type: none"> ○ Parents told they're receiving a subject or effort award ○ Prestigious awards are unknown to teachers and learners ○ High achievers are likely to get more than one award <p><i>It was then decided that the tabled documents be accepted</i> Moved: S-J Whitehead Seconded: I Tekai Carried</p> <p><i>It was then moved that the PRATL Report be accepted</i> Moved: S-J Whitehead Seconded: I Tekai Carried</p> <p>Recommendations: <i>It was then moved that the following read, and reviewed Policy Framework document be updated</i></p> <ul style="list-style-type: none"> ● A1-4: annually updated documents ● B3: Trustee remuneration and expenses policy ● B8: Relationships between the chair and the school leader ● C1.3: Meeting checklist 2021 ● C5.1 (Appendix 6): Triennial review programme - board meeting dates 2021 <p><i>It was moved that the above recommendations be accepted</i> Moved: S-J Whitehead Seconded: I Tekai Carried</p> <p>Diane Black left the meeting at 7.59pm</p>		
<p>School Leader's report:</p>	<p>Tabled documents:</p> <ul style="list-style-type: none"> ● School leader's report November 2020 <p>Discussion:</p> <ul style="list-style-type: none"> ● NZSTA conference 16-18th April 2021 (same weekend as Polyfest) in Rotorua, www.nzstaconference.co.nz - Steve interested in attending ● RAS (Review of Achievement Standards) ● ERO Review <ul style="list-style-type: none"> ○ Restructuring the process in response to feedback ○ Available on a more regular basis to work with the school ○ Want to continue to be looked at individually and not grouped with a number of South Auckland schools <p><i>It was then decided that the tabled documents be accepted</i> Moved: R Solomone</p>	<p>2021</p>	

	<p>Seconded: S Loomb Carried</p> <p><i>It was then moved that the School Leader's Report for October 2020 be accepted</i></p> <p>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 27 October 2020 <p>Amendments</p> <ul style="list-style-type: none"> Monthly meetings to be held with Nick Bradley <p><i>It was moved that the amended minutes of 27 October 2020 meeting be taken as read and accepted as a true and accurate record</i></p> <p>Moved: S-J Whitehead Seconded: S Miller Carried</p>		
Correspondence:	<p>Tabled documents:</p> <ul style="list-style-type: none"> Inwards and outwards correspondence <p><i>It was then moved that the tabled inwards and outwards correspondence be received and accepted</i></p> <p>Moved: S Sefilino Seconded: I Tekai Carried</p>		
Review of AC Charter, Governance and Operational Policies 2018 v5:	<p>Discussion:</p> <ul style="list-style-type: none"> Refer to PRATL section of the minutes 		
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 16-19 April 2021 November <ul style="list-style-type: none"> Calendar meeting dates for following year - Actioned Executive authorised to make urgent decisions between November board meeting and first board meeting in new year - Actioned Annual aims reviewed/reported via school leader report - Actioned Sign staff end of year cards - Actioned 		
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 		

	<ul style="list-style-type: none"> ○ 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 ○ 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"> ● 2021 Board meeting dates <p>Discussion:</p> <ul style="list-style-type: none"> ● Decisions between the November board meeting and up to the first board meeting in 2021 ● Apologies received from Jolie Kay-Cassin for February and March 2021 board meetings <p><i>It was then decided that the Board Chair, Deputy Board Chair and School Leader or delegated Senior Leader be authorised to make decisions on behalf of the Board during the period 1 December 2020 to 22 February 2021 [date of the first BOT meeting in 2021]</i></p> <p>Moved: S Sefilino Seconded: I Tekai Carried</p>		
IDENTIFIED AGENDA ITEMS FOR NEXT MEETING:	Nil		
PREPARATION FOR NEXT MEETING:	<ul style="list-style-type: none"> ● Health, Safety and Wellbeing, 5.00pm, Monday 15 February 2021 ● Employment, Finance and Property, 3.30pm, Wednesday 17 February 2021 ● Planning/Reviewing and Achievement/Teaching and Learning, 5.00pm, Thursday 18 February 2021 ● BOT monthly meeting, 6.00pm, Monday 22 February 2021 		
MEETING CLOSURE:	At: 8.15pm		
ACTIONS:	<ul style="list-style-type: none"> ● Responses to NZCL reports - letters individualised and signed ● Formal acknowledgement to Student Rep for his participation ● MOE document re relevant changes to Boards - Sarah-Jane to forward ● Urgent property holiday work 	Sarah-Jane Sarah-Jane Sarah-Jane Robert	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: