

ALFRISTON COLLEGE
Board of Trustees

**Board Meeting Agenda and Minutes - Monday 28 June 2021, 6.05pm,
Boardroom, Alfriston College, Porchester Road, Randwick Park**

Chair:	Sarah-Jane Whitehead		
Welcome:	Isaac started meeting with a prayer		
ADMINISTRATION:			
Present:	Sarah-Jane Whitehead, Sarah Loomb Robert Solomone, Steve Miller, Isaac Tekai Jolie Kay-Cassin (minutes)		
Apologies:	Diane Black, 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		
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: 7.53pm		
TABLED DISCUSSION:			
Subject	Discussion / Details / Resolution:	Who:	Timeframe:
Work in progress:	Nil		
MONITORING / STRATEGIC:			
Subject	Discussion / Details / Resolution:	Who:	Timeframe:
Chair's report:	Nil		
Health, Safety and Welling [HSW] report:	Discussion: <ul style="list-style-type: none"> • Refer to in-committee minutes 		
Employment,	Tabled documents:		

<p>Finance and Property [EFAP] report:</p>	<ul style="list-style-type: none"> Minutes of the EFAP meeting 21 June 2021 HR report June 2021 HR Toolkit checklist #3 Financial statements May 2021 AC audit management letter with comments Property report June 2021 <p>Discussion:</p> <ul style="list-style-type: none"> Council code of compliance re cafeteria this week; fully functional next week, staff end of term meal next Friday; start term 3; holidays to set up Signage - contacts received; road sign needs cleaning Additional cheque signatory due to School Leaders sabbatical <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> <p><i>It was then moved that Alastair Caine be added as a bank signatory onto the Alfriston College bank accounts</i> Moved: R Solomone Seconded: S Miller Carried</p> <p>Recommendations:</p> <ul style="list-style-type: none"> That the HR report for June 2021 be tabled at the next BOT meeting That the reviewed Part 1: Self-Audit Process 3 - Remuneration document be tabled for approval at the Board monthly meeting That the monthly management accounts for May 2021 be tabled at the next BOT meeting That the audit management letter for 2020 with comments be tabled at the next BOT meeting That the property report for May 2021 be tabled at the next BOT meeting <p><i>It was moved that the above recommendations be accepted</i> Moved: S-J Whitehead Seconded: R Solomone Carried</p>	<p>Ananda</p>	<p>ASAP</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 24 June 2021 Policy Framework policies C4-C4.1 Policy Framework policies D6-D9 AC H&S Procedures Policies #1-28 and Appendix #1-5 AC Emergency Management Plan AC EFAP (finance and property) procedures policies #1-12 <p>Discussion:</p> <ul style="list-style-type: none"> AC PRATL procedures policies #1-13, #18, #22-23 - August mtg School zone <ul style="list-style-type: none"> Adding to our zone eastwards; very little impact on our roll (most is farmland) Minimize our out of zone enrolments - <ul style="list-style-type: none"> currently attending then move out of zone siblings, staff and board of trustee members Vocational pathways award - doesn't change how we do things materially International student - one left Health curriculum consultation review - forward planning <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>PRATL</p>	<p>Aug mtg</p>

	<p>Recommendations:</p> <ul style="list-style-type: none"> • That the reviewed Policy Framework policies C4-C4.1 and D6-D9 be referred to the Board meeting for ratification • That the reviewed AC H&S procedures policies #1-28 be referred to the Board meeting for ratification • That the reviewed AC Emergency Management Plan be referred to the Board meeting for ratification • That the reviewed AC EFAP procedures policies #1-12 be referred to the Board meeting for ratification <p><i>It was moved that the above recommendations be accepted</i> Moved: S-J Whitehead Seconded: R Solomone Carried</p>		
School Leader's report:	<p>Tabled documents:</p> <ul style="list-style-type: none"> • School leader's report June 2021 <p>Discussion:</p> <ul style="list-style-type: none"> • NZCL analysis of variance - 1 pager, focus on curriculum review • Extremely busy month • Audit completed • No indication of ERO review <p><i>It was then decided that the tabled documents be accepted</i> Moved: R Solomone Seconded: I Tekai Carried</p> <p><i>It was then moved that the School Leader's Report for June 2021 be accepted</i> Moved: R Solomone Seconded: I Tekai 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 31 May 2021 <p><i>It was moved that the minutes of 31 May 2021 meeting be taken as read and accepted as a true and accurate record</i> Moved: S Miller Seconded: I Tekai Carried</p>		
Correspondence:	<p>Tabled documents:</p> <ul style="list-style-type: none"> • Inwards and outwards correspondence <p>Additional inwards and outwards correspondence:</p> <ul style="list-style-type: none"> • 25 June Email re Nirvana-John Goodfellow-Yorke • 28 June EOTC re JAM overnight camp, Taupo, 12-16 July 2021 • 28 June Salava Sefilino, apologies unable to attend monthly board meeting 28 June 2021 <p>Discussion:</p> <ul style="list-style-type: none"> • JAM overnight camp • Email to Julie-Anne/AI (cc Robert) - board inquiring about parent portal login and password and whanau tutor details promised to all whanau last week • 20 out of zone enrolments at Y9, 10 out of zone enrolments at all other year levels - change correspondence <p><i>It was then moved that the tabled and additional inwards and outwards correspondence be received and accepted</i> Moved: S Miller Seconded: S Miller Carried</p>	Robert Jolie	ASAP ASAP
Review of AC Charter, Governance and Operational Policies 2018 v5:	Refer PRATL report above		
C1.3 Meeting	<ul style="list-style-type: none"> • February 		

<p>checklist:</p>	<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 - Actioned ● June <ul style="list-style-type: none"> ○ Appoint returning officer for Student Rep elections - Actioned ● 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 		
<p>C5.1 Triennial review programme [internal evaluation process]:</p>	<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 ● 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 ○ Plan board professional development for year - Actioned ● March <ul style="list-style-type: none"> ○ 1 March roll return - Actioned ● May <ul style="list-style-type: none"> ○ Annual report to MOE by 31 May - Actioned ● June <ul style="list-style-type: none"> ○ Appoint returning officer for Student Rep elections - Actioned ● 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 		
<p>Any other matters:</p>	<p>Discussion:</p> <ul style="list-style-type: none"> ● Student Rep election timeline: <ul style="list-style-type: none"> ○ Select Returning Officer by Friday 16 July 2021 ○ Close main roll Friday 23 July 2021 ○ Call for nominations by Sunday 25 July 2021 ○ Close supplementary roll Friday 13 August 2021 ○ Nominations close Sunday 15 August 2021 ○ Voting papers issued by Friday 20 August 2021 ○ Election Day Friday 17 September 2021 ○ Count votes Thursday 23 September 2021 ○ Student Rep takes office Friday 24 September 2021 ● Promote through year level assemblies, Buchanan project, support person to help with applications ● Julie-Anne will liaise with Sarah/AI ● Ask a previous Student Rep to come and help with induction process ● Learn to Teach to Return scholarship <ul style="list-style-type: none"> ○ Waikato University will match our donation with residency and/or books etc ● Tentative apologies from Steve - unable to attend September board monthly meeting <p><i>It was then moved that Julie-Anne Roberts be appointed Returning Officer for the 2021 Student Rep Election</i> Moved: S-J Whitehead Seconded: R Solomone</p>	<p>Sarah / AI Sarah</p> <p>Jolie</p>	<p>ASAP</p> <p>ASAP</p>

	<p>Carried</p> <p><i>It was then moved that the Board support the Learn to teach to return scholarship and staff be informed to the use of the BOT staff grants</i></p> <p>Moved: S-J Whitehead</p> <p>Seconded: R Solomone</p> <p>Carried</p>		
IDENTIFIED AGENDA ITEMS FOR NEXT MEETING:	<ul style="list-style-type: none"> AC PRATL procedures policies #1-23 	PRATL	Aug mtg
PREPARATION FOR NEXT MEETING:	<ul style="list-style-type: none"> Health, Safety and Wellbeing, 5.00pm, Monday 16 August 2021 Employment, Finance and Property, 3.30pm, Wednesday 18 August 2021 Planning/Reviewing and Achievement/Teaching and Learning, 5.00pm, Thursday 19 August 2021 BOT monthly meeting, 6.00pm, Monday 23 August 2021 		
MEETING CLOSURE:	At: 8.27pm		
ACTIONS:	<ul style="list-style-type: none"> Add Alastair Caine as cheque signatory due to School Leaders sabbatical Email to Julie-Anne/AI - board inquiring about parent portal login and password and whanau tutor details promised to all whanau last week Change correspondence to read 20 out of zone enrolments at Y9 and 10 out of zone enrolments at all other year levels Liaise with Julie-Anne re Student Rep election Ask a previous Student Rep to come and help with induction process of newly elected student rep Advise Julie-Anne of appointment to student rep election returning officer role and election timeline 	Ananda Robert Jolie AI / Sarah Sarah Jolie	Actioned 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: