

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

**Board Meeting Agenda and Minutes - Monday 29 March 2021, 6.00pm,  
Boardroom, Alfriston College, Porchester Road, Randwick Park**

<b>Chair:</b>	Sarah-Jane Whitehead		
<b>Welcome:</b>	Sala opened with a prayer		
<b>ADMINISTRATION:</b>			
<b>Present:</b>	Sarah-Jane Whitehead, Diane Black, Sala Sefilino, Sarah Loomb Steve Miller, Isaac Tekai Jolie Kay-Cassin (minutes)		
<b>Apologies:</b>	Robert Solomone  <i>It was then moved that the <b>apologies be accepted</b></i> <b>Moved:</b> S-J Whitehead <b>Seconded:</b> S Loomb <b>Carried</b>  Follow up with Izyah Peihopa		
<b>Declaration of conflict of interest:</b>	Nil		
<b>Members of the Public:</b>	Monique Lee (parent)		
<b>In attendance:</b>	Nil		
<b>Presentation by:</b>	Nil		
<b>TABLED DISCUSSION:</b>			
<b>Subject</b>	<b>Discussion / Details / Resolution:</b>	<b>Who:</b>	<b>Timeframe:</b>
Work in progress:	Nil		
<b>MONITORING / STRATEGIC:</b>			
<b>Subject</b>	<b>Discussion / Details / Resolution:</b>	<b>Who:</b>	<b>Timeframe:</b>
Chair's report:	Nil		
Health, Safety and Welling [HSW] report:	<b>Discussion:</b> <ul style="list-style-type: none"> <li>Refer to in-committee minutes</li> </ul>		
Employment, Finance and Property [EFAP] report:	<b>Tabled documents:</b> <ul style="list-style-type: none"> <li>Minutes of the EFAP meeting <b>24 March 2021</b></li> <li>HR report March 2021</li> <li>HR Toolkit checklist #1</li> <li>Financial statements February 2021</li> <li>NZ Office Supplies notice to creditors</li> </ul> <b>Discussion:</b> <ul style="list-style-type: none"> <li>Working to complete cafeteria remedial work by start Term 2</li> <li>Continue to monitor cleaning</li> <li>Conversations on-going re CMDHB contract changes</li> <li>More visibility required on the website re policies/procedures related to concerns/complaints <ul style="list-style-type: none"> <li>Need to appoint a complaints officer (point of contact)</li> <li>Our community is whanau/relational based - no idea about policies/procedures</li> </ul> </li> <li>Finances tracking as expected, at this stage of the year</li> </ul>	Robert Robert  Robert	

	<p><i>It was then decided that the <b>tabled documents</b> be accepted</i>  <b>Moved:</b> S Miller  <b>Seconded:</b> S Loomb  <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 Loomb  <b>Carried</b></p> <p><b>Recommendations:</b></p> <ul style="list-style-type: none"> <li>● <i>That the <b>HR report for March 2021</b> be accepted</i></li> <li>● <i>That the <b>reviewed Part 1: Self-Audit Process 1 - General HR Policies document</b> be approved</i></li> <li>● <i>That the <b>monthly management accounts for February 2021</b> be approved</i></li> <li>● <i>That the board write off <b>NZ Office Supplies outstanding balance</b> as follows:</i> <ul style="list-style-type: none"> <li>○ <i>\$2,566 being 50% of the balance in the 2020 financial year; and</i></li> <li>○ <i>\$2,566 being 50% of the balance in the 2021 financial year</i></li> </ul> </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 Loomb  <b>Carried</b></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>25 March 2021</b></li> <li>● Evacuation Plan</li> <li>● H&amp;S #16 Bullying</li> <li>● H&amp;S #25 Workplace Security</li> <li>● H&amp;S #26 CCTV</li> <li>● H&amp;S #27 Learners driving to school</li> <li>● H&amp;S #28 School vehicles</li> <li>● AC Hauora procedures policies #1-6</li> </ul> <p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>● H&amp;S #16 Bullying to be re titled Bullying, Harassment and Discrimination</li> <li>● Board members must sign in every time they visit the school during school opening hours</li> <li>● Meet the Portfolio Learning Leader - date changed due to Covid lockdown <ul style="list-style-type: none"> <li>○ Some classes with really good uptake and others with very low uptake</li> <li>○ 58% overall uptake</li> <li>○ Expectation that Whanau Leaders will do further follow up</li> <li>○ Asking for some voice from the community re Y11-13 learners</li> </ul> </li> <li>● Ethnicity breakdown consistent across all year levels <ul style="list-style-type: none"> <li>○ Growing group are the Asian/Indian with Māori learners decreasing slightly</li> </ul> </li> <li>● Culturally appropriate methods of teaching <ul style="list-style-type: none"> <li>○ Inclusion of mātauranga</li> <li>○ PLD around cultural appropriateness and leadership</li> <li>○ Inviting community into school</li> <li>○ Polyfest</li> <li>○ Talanoa Ako</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> <p><b>Recommendations:</b></p> <ul style="list-style-type: none"> <li>● <i>That the <b>new and reviewed H&amp;S procedures policies</b> be referred to the <b>Board meeting</b> for ratification</i></li> <li>● <i>That the <b>reviewed AC Hauora procedures policies</b> be referred to the <b>Board meeting</b> for ratification</i></li> </ul>	<p>Jolie</p>	

	<p><i>It was moved that the <b>above recommendations</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 March 2021</li> </ul> <p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>Four placement teachers in school - Sciences, Mathematics and Statistics and two in HPE</li> <li>Grow great people camp - 60 learners; leadership based physical activity courses for Y11-13</li> <li>Softball Boys came third</li> <li>60 learners attending Rangiriri Cultural and Heritage Centre field trip - looking to take staff here</li> <li>Attended LSG menu workshop - focus group tested food on site; high quality food</li> <li>AC Sport Facebook page - link/email on website of upcoming opportunities</li> <li>Mahitahi Trust - looking to engage specialist Māori support</li> </ul> <p><i>It was then decided that the <b>tabled documents</b> be accepted</i>  <b>Moved:</b> S Loomb  <b>Seconded:</b> S-J Whitehead  <b>Carried</b></p> <p><i>It was then moved that the <b>School Leader's Report for March 2021</b> be accepted</i>  <b>Moved:</b> S Loomb  <b>Seconded:</b> S-J Whitehead  <b>Carried</b></p>	Sarah	
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>22 February 2021</b></li> </ul> <p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>Culture Day, Saturday 10 April <ul style="list-style-type: none"> <li>Apologies, Steve Miller unable to attend</li> <li>Support from The Render Gathering</li> <li>Need to know who is a board member or staff member - wear t-shirts and name badges</li> <li>Board members would prefer to have a purpose on the day</li> </ul> </li> </ul> <p><i>It was moved that the <b>minutes of 22 February 2021</b> meeting be taken as read and accepted as a true and accurate record</i>  <b>Moved:</b> S-J Whitehead  <b>Seconded:</b> S Loomb  <b>Carried</b></p>	Robert	
Correspondence:	<p><b>Tabled documents:</b></p> <ul style="list-style-type: none"> <li>Inwards and outwards correspondence</li> </ul> <p><b>Additional inwards correspondence:</b></p> <ul style="list-style-type: none"> <li>26 Mar Monique Lee, request to attend BOT meeting</li> <li>27 Mar NZSTA, register upir AGM delegate</li> </ul> <p>Steve to vote at NZSTA conference AGM</p> <p><i>It was then moved that the <b>tabled and additional inwards and outwards correspondence</b> be received and accepted</i>  <b>Moved:</b> I Tekai  <b>Seconded:</b> S Miller  <b>Carried</b></p> <p><i>It was then moved that <b>David Arrowsmith</b> be granted discretionary leave, <b>26 March - 16 April 2021</b></i>  <b>Moved:</b> I Tekai  <b>Seconded:</b> S Miller  <b>Carried</b></p> <p><i>That the Alfriston College Board of Trustees [being a member of NZSTA as at 31 March 2021] <b>appoints Steve Miller to be their delegate and to vote on their behalf at the AGM of NZSTA to be held at the Rotorua Energy Events</b></i></p>		

	<p><i>Centre, Queens Drive, Rotorua on Saturday 17 April 2021, and any adjournment of that meeting</i>  <b>Moved: S-J Whitehead</b>  <b>Seconded: S Loomb</b>  <b>Carried</b></p>		
<b>Review of AC Charter, Governance and Operational Policies 2018 v5:</b>	Nil		
C1.3 Meeting checklist:	<ul style="list-style-type: none"> <li>● February <ul style="list-style-type: none"> <li>○ Elect Board Chair - <b>Actioned</b></li> <li>○ Review co-opted/seconded positions (reason/end date) - <b>Actioned</b></li> <li>○ Review board roles and responsibilities - <b>Actioned</b></li> </ul> </li> <li>● March <ul style="list-style-type: none"> <li>○ Appoint NZSTA delegate to vote on behalf of the board - <b>Actioned</b></li> </ul> </li> <li>● August <ul style="list-style-type: none"> <li>○ Review board meeting processes (C1-C1.4)</li> </ul> </li> <li>● October <ul style="list-style-type: none"> <li>○ Succession planning</li> <li>○ Appoint returning officer for triennial elections</li> </ul> </li> <li>● November <ul style="list-style-type: none"> <li>○ Role of the Chair (B5)</li> <li>○ Calendar meeting dates for following year</li> <li>○ Sign staff end of year cards</li> <li>○ Executive authorised to make urgent decisions between November board meeting and first board meeting in new year</li> <li>○ Conflict of interest report</li> </ul> </li> </ul>		
C5.1 Triennial review programme [internal evaluation process]:	<ul style="list-style-type: none"> <li>● Annual aims reviewed/reported via school leader report <b>on-going</b></li> <li>● Community of Learning/Kahui Ako regularly reported via school leader report <b>on-going</b></li> <li>● Board self-directed learning <b>on-going</b></li> <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 / end 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> </ul> </li> <li>● May <ul style="list-style-type: none"> <li>○ Annual report to MOE by 31 May</li> </ul> </li> <li>● July <ul style="list-style-type: none"> <li>○ 1 July roll return</li> </ul> </li> <li>● August <ul style="list-style-type: none"> <li>○ Review board meeting processed (C1-C1.4)</li> </ul> </li> <li>● September <ul style="list-style-type: none"> <li>○ 1 September roll return</li> <li>○ Community consultation</li> <li>○ Health curriculum consultation</li> </ul> </li> <li>● October <ul style="list-style-type: none"> <li>○ Appoint returning officer for triennial elections</li> <li>○ Succession planning</li> </ul> </li> </ul>		
<b>Any other matters:</b>	<p><b>Tabled documents:</b></p> <ul style="list-style-type: none"> <li>● Board subcommittee roles and responsibilities February 2021</li> </ul> <p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>● Monique's perception of Board meeting <ul style="list-style-type: none"> <li>○ Meeting interesting and encouraging to see what is happening within the school</li> <li>○ A level of frustration caused by lack of communication coming from the school - did not know how to report a learner absence until last Principal's update</li> <li>○ No clear pathways for involvement and engagement from the parents</li> </ul> </li> </ul> <p><b>Monique left the meeting at 7.34pm</b></p>		

<b>IN-COMMITTEE DISCUSSION:</b>			
In-Committee:	<b>At: 7.37pm</b> <i>It was then moved that in order to discuss <b>financially sensitive and ensure privacy of individuals the public is removed from the next section of this meeting</b></i> <b>Moved:</b> S-J Whitehead <b>Seconded:</b> S Loomb <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> S Loomb <b>Carried</b>  <b>At: 8.26pm</b>		
<b>IDENTIFIED AGENDA ITEMS FOR NEXT MEETING:</b>	Nil		
<b>PREPARATION FOR NEXT MEETING:</b>	<ul style="list-style-type: none"> <li>● Health, Safety and Wellbeing, <b>5.00pm, Monday 22 March 2021</b></li> <li>● Employment, Finance and Property, <b>3.30pm, Wednesday 24 March 2021</b></li> <li>● Planning/Reviewing and Achievement/Teaching and Learning, <b>5.00pm, Thursday 25 March 2021</b></li> <li>● BOT monthly meeting, 6.00pm, <b>Monday 29 March 2021</b></li> </ul>		
<b>MEETING CLOSURE:</b>	<b>At: 8.26pm</b>		
<b>ACTIONS:</b>	<ul style="list-style-type: none"> <li>● Follow up with Student Rep</li> <li>● Continue to monitor cleaning</li> <li>● Conversations on-going re CMDHB contract changes</li> <li>● Need to appoint a complaints officer (point of contact)</li> <li>● H&amp;S#16 to be re titled Bullying, Harassment and Discrimination</li> <li>● AC Sport Facebook page - link/email on website of upcoming opportunities</li> <li>● Purpose for BOT members attending Culture Day, 10 April 2021</li> </ul>	Robert Robert Robert Robert Jolie Sarah  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:**