

ALFRISTON COLLEGE
Board of Trustees

**Board Meeting Agenda and Minutes - Monday 31 May 2021, 6.20pm,
Boardroom, Alfriston College, Porchester Road, Randwick Park**

Chair:	Sarah-Jane Whitehead		
Welcome:	Nil		
ADMINISTRATION:			
Present:	Sarah-Jane Whitehead, Sarah Loomb, Salava Sefilino Steve Miller, Isaac Tekai Jolie Kay-Cassin (minutes)		
Apologies:	Robert Solomone, Diane Black, Izya Peihopa <i>It was then moved that the apologies be accepted</i> Moved: S-J Whitehead Seconded: S Miller Carried		
Declaration of conflict of interest:	Nil		
Members of the Public:	Nil		
In attendance:	Nil		
Presentation by:	Nil		
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, Finance and Property [EFAP] report:	Tabled documents: <ul style="list-style-type: none"> Minutes of the EFAP meeting 26 May 2021 HR report May 2021 HR Toolkit checklist #2 Financial statements April 2021 Audited annual report for the year ended 31 December 2020 Discussion: <ul style="list-style-type: none"> Give staff early warning of decision to stop BOT funded recognition awards in favour of a scholarship for learners <i>It was then decided that the tabled documents be accepted</i> Moved: S Miller Seconded: I Tekai Carried <i>It was then moved that the EFAP Report be accepted</i> Moved: S Miller Seconded: I Tekai	Robert	

	Carried		
Planning/Reviewing and Achievement/Teaching and Learning [PRATL] report:	<ul style="list-style-type: none"> Meeting rescheduled for Thursday 3 June 2021 	Jolie	ASAP
School Leader's report:	<p>Tabled documents:</p> <ul style="list-style-type: none"> School leader's report May 2021 <p>Discussion:</p> <ul style="list-style-type: none"> First of cross-school Y13 Buchanan wananga held, Y11-12 planned for term 3 RAS day around equity - took full staff out to Ihumatao and Rangiriri PISA testing, OECD's programme for international student assessment, done every 3 years Blue light for JAM - James Cook High School, Alfriston College and Manurewa High School involvement with Police around developing positive connections within the community Success at ASB Polyfest Hosted four placement students from AUT for 9 weeks Lowest attendance in Term 1 was during the last week of term which was also Polyfest <p>Sala joined the meeting at 6.45pm</p> <p><i>It was then decided that the tabled documents be accepted</i> Moved: S Miller Seconded: I Tekai Carried</p> <p><i>It was then moved that the School Leader's Report for May 2021 be accepted</i> Moved: S Miller Seconded: I Tekai Carried</p>		
Employment, Finance and Property [EFAP] report:	<p>Recommendations:</p> <ul style="list-style-type: none"> That the HR report for May 2021 be accepted That the reviewed Part 2: Self-Audit Process 2 - Recruitment document be approved That the monthly management accounts for April 2021 be approved That the audited annual report for the year ended 31 December 2020 be approved That no change be made to International Student fees for 2022 <p><i>It was moved that the above recommendations be accepted</i> Moved: S Miller Seconded: I Tekai Carried</p>	Jolie	ASAP
Minutes of previous meeting and matters arising from the minutes:	<p>Tabled documents:</p> <ul style="list-style-type: none"> Agenda/minutes of meeting 29 March 2021 <p><i>It was moved that the minutes of 29 March 2021 meeting be taken as read and accepted as a true and accurate record</i> Moved: S-J Whitehead Seconded: S Loomb 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"> 31 May Crowe - audited annual report for the year ended 31 December 2020; forwarded to MOE 31 May Izya Peihopa - apologies, unable to attend board meeting 31 May 2021 due to illness <p>Discussion:</p> <ul style="list-style-type: none"> AC sport website live now: https://www.sporty.co.nz/alfristoncollege/home Extracurricular activities after school - Christian group and drawing group 		

	<ul style="list-style-type: none"> ○ Submit EOTC planning for H&S review ● MSD 2021 national health and wellbeing 20-minute survey https://whataboutme.nz/documents/english/WAM-board%20approval-V-010321.pdf?muWiD67KNVabKID3sgEw https://whataboutme.nz/# <ul style="list-style-type: none"> ○ Randomly selected Y9-13 learners across the country ○ Engage with learners to complete the survey ○ What's their obligation if a learner is at risk? ○ Honesty and openness of learners - whether they understand the question, why and are comfortable responding ○ SLT would need to check learners are comfortable to answer questions ● Out of zone enrolments for 2022 <ul style="list-style-type: none"> ○ 20 places at Year 9 ○ 10 places at all other year levels <p><i>It was then moved that the tabled inwards and outwards correspondence be received and accepted</i> Moved: S-Whitehead Seconded: S Miller Carried</p> <p><i>It was then moved that Alfriston College accept 20 out of zone enrolments at Year 9 and 10 out of zone enrolments at all other year levels in 2022</i> Moved: S-Whitehead Seconded: S Miller Carried</p> <p><i>It was then moved that the Board do not support the MSD 2021 National Health and Wellbeing Survey</i> Moved: S-Whitehead Seconded: S Miller Carried</p>	Jolie	ASAP
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 - 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 		
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 ● 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 ● 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"> ● Alfriston College website analytics report ● BOT FTE calculation 2020 <p>Discussion:</p> <ul style="list-style-type: none"> ● School website - still not easy to find information <ul style="list-style-type: none"> ○ Contact person for attendance (card with staff name, contact phone number and email) ○ Upcoming events (Facebook page - is this current) ○ Parent portal login - not working since Kamar upgrade ○ Start of year information for parents needs to be available on parent portal BOT FTE calculation 2020 ● NZSTA conference learnings <ul style="list-style-type: none"> ○ “Sometimes you have to shoulder tap people you know who have the ability because they’re too shy” ○ Trial for Te Rito - database to track learners right across their education - lots of privacy issues ○ Karl Vasau, Principal of Rowendale School - how do we carry the tapa (really knowing each other, building trust)? ○ Only keep information for as long as you need it ○ Trust at BOT level between BOT/Principal - reflection on our mission statement ○ How to improve our Māori learner results without having deprivation thinking 		
IDENTIFIED AGENDA ITEMS FOR NEXT MEETING:	Nil		
IN-COMMITTEE DISCUSSION:			
In-Committee:	<p>At: 7.43pm</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></p> <p>Moved: S-J Whitehead</p> <p>Seconded: I Tekai</p> <p>Carried</p>		
Out of In-committee:	<p><i>It was moved that the meeting now enable the public to attend</i></p> <p>Moved: S-J Whitehead</p> <p>Seconded: I Tekai</p> <p>Carried</p> <p>At: 9.15pm</p>		
PREPARATION FOR NEXT MEETING:	<ul style="list-style-type: none"> ● Planning/Reviewing and Achievement/Teaching and Learning, 5.00pm, Thursday 3 June 2021 ● Health, Safety and Wellbeing, 5.00pm, Monday 21 June 2021 ● Employment, Finance and Property, 3.30pm, Wednesday 23 June 2021 ● Planning/Reviewing and Achievement/Teaching and Learning, 5.00pm, Thursday 24 June 2021 ● BOT monthly meeting, 6.00pm, Monday 28 June 2021 		

MEETING CLOSURE:	At: 9.15pm		
ACTIONS:	<ul style="list-style-type: none"> • Give staff early warning of decision to stop BOT funded recognition awards in favour of a scholarship for learners • Reschedule PRATL meeting to 5.00pm Thursday 3 June 2021 • Advise board decision re international student fees for 2022 • Submit EOTC planning for extracurricular activities after school • Advise board decision re out of zone enrolments for 2022 • Advise MSD or board decision not to be involved in the MSD national health and wellbeing survey 	Robert Jolie Jolie Jolie Jolie Jolie	 Actioned Actioned 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: