

ALFRISTON COLLEGE

Board of Trustees

Board Meeting Agenda and Minutes - Monday 30 August 2021, 6.00pm, Via Google Meeting

Chair:	Sarah-Jane Whitehead		
Welcome:			
ADMINISTRATION:			
Present:	Sarah-Jane Whitehead, Sarah Loomb Alastair Caine (Acting Principal), Steve Miller, Isaac Tekai Jolie Kay-Cassin (minutes)		
Apologies:	Robert Solomone, Sala Sefilino, Izya Peihopa <i>It was then moved that the apologies be accepted</i> Moved: S-J Whitehead Seconded: A Caine Carried <i>It was then moved that the board approve Salava Sefilino 3-months leave of absence from the board</i> Moved: S-J Whitehead Seconded: A Caine Carried		
Declaration of conflict of interest:	Nil		
Members of the Public:	Nil		
In attendance:	Nil		
Presentation by:	Nil		
IN-COMMITTEE DISCUSSION:			
In-Committee:	At: 6.05pm <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: A Caine Carried		
Out of In-committee:	<i>It was moved that the meeting now enable the public to attend</i> Moved: S-J Whitehead Seconded: A Caine Carried At: 7.34pm		
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:	<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 25 August 2021 HR report August 2021 Financial statements July 2021 Revised 2021 operational and capital budget Property report August 2021 Property project summary report <p>Discussion:</p> <ul style="list-style-type: none"> Mindful that we cannot continue to fund the level of staffing covered by STP funding CAPNA (curriculum and pastoral needs analysis) in Term 4 Property project summary <ul style="list-style-type: none"> Good to see what we have achieved and where to next; Steve to thank Nick for project summary Huge process to go through to get onto a priority list, might be health and safety to us but not seen as such by MOE Theatre toilet vinyl - if not done under 5YA by the end of this year then school to look to fund. Property team to continue with maintenance and internal painting Lifts - pricing under way as soon as possible. Beyond repair - can no longer get parts to service them. <ul style="list-style-type: none"> Question: how we got a building warrant of fitness with lifts in the state they're in? Will the next WOF fail due to lifts? Sarah to try to find historical health and safety incident reports related to lift Letter to MOE re failure to provide for a disabled learner (student enrolment), lift issues, signing off 10YPP to do the work BOT will sign Property to find any records of maintenance/or responses to no longer being able to get parts Learn To Teach To Return (LTTTR) scholarship - board would fund cost of employing the teacher for four years <p><i>It was then moved that where a vacancy does not exit the board fund the Learn To Teach To Return scholarship recipients teaching position for the four year period</i> Moved: S Miller Seconded: S-J Whitehead Carried</p> <p><i>It was then decided that the tabled documents be accepted</i> Moved: S Miller Seconded: S-J Whitehead Carried</p> <p><i>It was then moved that the EFAP Report be accepted</i> Moved: S Miller Seconded: S-J Whitehead Carried</p> <p>Recommendations:</p> <ul style="list-style-type: none"> That we proceed with LSC 2 project, that the school fund the extra cost and then seek reimbursement back from Ministry of Education once completed That the HR report for August 2021 be tabled at the next BOT meeting That the monthly management accounts for July 2021 be referred to the Board meeting for ratification That the revised 2021 operational and capital budget be referred to the Board meeting for ratification That the property report for August 2021 be tabled at the next BOT meeting <p><i>It was moved that the above recommendations be accepted</i> Moved: S Miller Seconded: A Caine Carried</p>	Steve EFAP Sarah Alastair Ananda	Nov mtg
Planning/Reviewing and Achievement/Teachi	<p>Tabled documents:</p> <ul style="list-style-type: none"> Minutes of the PRATL meeting 26 August 2021 AC PRATL procedures policies #1-23 		

<p>ng and Learning [PRATL] report:</p>	<ul style="list-style-type: none"> ● L1 semester 1 snapshot ● NZCL analysis of variance and achievement reports ● Review planning and reporting processes <ul style="list-style-type: none"> ○ C5: Internal evaluation process ○ D2 Curriculum delivery policy ● AC/SAS Sport Learn to Teach to Return (LTTTR) Graduate Scholarship criteria and application form ● Proposed JCHS and PHS enrolment schemes and amendments to AC enrolment scheme ● 2022 staff preparation days, term dates and semester dates <p>Discussion:</p> <ul style="list-style-type: none"> ● AC PRATL procedures policies - more usable electronic documents, hyperlinking the references ● L1 semester 1 snapshot - need to see something similar for L2 and L3 <ul style="list-style-type: none"> ○ Very few classes with external entries at level 1 ○ A few classes delivering the goods - need to be doing better than 55%; some courses not pulling its own weight <ul style="list-style-type: none"> ■ 11PCD (learning leader capacity) ■ 11NNB (teacher on ACC) ○ If class successful in semester 1 then it's very popular in semester 2; same if unsuccessful then very unpopular <ul style="list-style-type: none"> ■ Learners slow to choose, end up where they may not want to be ○ Lots of staffing to run classes with very small numbers ○ So, what now <ul style="list-style-type: none"> ■ Interventions sooner than end of the year; still time to change this ■ Share the first page with NZCL - to be shared with the board to sit alongside NZCL reports - what is this telling you? ■ Build L1 courses the same way we build L2 and 3 courses - would mitigate a lot of the issues ■ Difficult to solve - competency, pedagogy, relationships, is the system right ■ More investigation, ask the hard questions, ask to explain, learner/learning leader's voice, dig deep (our learners are very polite. won't throw the LL under the bus) ● Harder for learning leaders to relate to learners in an online situation; if the relationship is there they will turn up ● NZCL analysis of variance and achievement reports - read, review alongside previous years achievement data, reflect on, share finding with PRATL meeting to formulate individualized responses to NZCL <ul style="list-style-type: none"> ○ Key areas to reflect on - noticed, surprised by, proud of, areas for consideration, how does it make me feel as a board member/parent, results, further questions, ○ Target areas <ul style="list-style-type: none"> ○ Learning Languages, English and Social Sciences ○ Mathematics, Science and Technology ○ The Arts, HPE, Te Marautanga o Aotearoa ● Proposed JCHS and PHS enrolment schemes and amendments to AC enrolment scheme <ul style="list-style-type: none"> ○ Strongly recommend the shared zone on Airfield Rd also extends southwards to include Walters Rd so that our families who live there and their neighbours who want to come to AC, are not OOO <p><i>It was then decided that the tabled documents be accepted</i> Moved: S-J Whitehead Seconded: A Caine Carried</p> <p><i>It was then moved that the PRATL Report be accepted</i> Moved: S-J Whitehead Seconded: A Caine Carried</p> <p>Recommendations:</p> <ul style="list-style-type: none"> ● That the reviewed AC PRATL procedures policies #1-23 be referred to the Board meeting for ratification ● That the reviewed AC Charter, Governance and Operational policies C5, D2 be referred to the Board meeting for ratification ● That the AC/SAS Sport Learn to Teach to Return Graduate Scholarship criteria and application form be referred to the Board meeting for ratification ● That the closing date for out of zone enrolments be extended to Wednesday 22 September 2021 	<p>Alastair</p> <p>Alastair</p> <p>PRATL</p> <p>Sarah-Jane Steve Isaac</p>	<p>ASAP</p> <p>Sept mtg</p> <p>Sept mtg Sept mtg Sept mtg</p>
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	<ul style="list-style-type: none"> • That the proposed James Cook High School and Papakura High School enrolment schemes and amendments to Alfriston College enrolment scheme be referred to the Board meeting for ratification, • That the board approve the 2022 staff preparation days, term dates and semester dates <p><i>It was moved that the above recommendations be accepted</i> Moved: S-J Whitehead Seconded: I Tekai Carried</p>		
School Leader's report:	<p>Tabled documents:</p> <ul style="list-style-type: none"> • School leader's report August 2021 <p>Discussion:</p> <ul style="list-style-type: none"> • Buchanan project camp - attended by 85 Y10-13 awesome learners <ul style="list-style-type: none"> ○ Sarah putting a report together for consideration - this experience, where we're at and where we're going ○ Since camp have had half hour 1:1 google meetings with our learners - high level of engagement, promising indicator we're on the right tract ○ Camp moments can be big life moments, relationship building ○ Whānau given option to koha towards transportation/food costs - Whānau want to be involved going forward ○ Sustain engagement in 2022, lift the numbers (option if learners want to be there/be part of it to come along and be involved) ○ To for local trust funding going forward (not likely to get University funding \$9k next year) ○ Learners to lead the next hui (scheduled for Term 3, week 10) <p><i>It was then decided that the tabled documents be accepted</i> Moved: A Caine Seconded: S Loomb Carried</p> <p><i>It was then moved that the School Leader's Report for August 2021 be accepted</i> Moved: A Caine Seconded: S Miller Carried</p>	Sarah	
Minutes of previous meeting and matters arising from the minutes:	<p>Tabled documents:</p> <ul style="list-style-type: none"> • Agenda/minutes of meeting 28 June 2021 <p><i>It was moved that the minutes of 28 June 2021 meeting be taken as read and accepted as a true and accurate record</i> Moved: S Loomb Seconded: I Tekai Carried</p>		
Correspondence:	<ul style="list-style-type: none"> • Inwards and outwards correspondence list to be created/circulated once in AL3 <p>Discussion:</p> <ul style="list-style-type: none"> • Request from Rahul Prasad who's interested in becoming a member of the Board of Trustees <ul style="list-style-type: none"> ○ Will provide response around elections next year and ask for bio about why they want to be on the board ○ Don't have any considered gaps to warrant co-opting someone else onto the board 	Jolie Sarah-Jane	
Review of AC Charter, Governance and Operational Policies 2018 v5:	Refer to PRATL report		
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 • June <ul style="list-style-type: none"> ○ Appoint returning officer for Student Rep elections - Actioned 		

	<ul style="list-style-type: none"> ● 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 ● 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 - Actioned ● 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>Discussion:</p> <ul style="list-style-type: none"> ● Student Rep election timeline: <ul style="list-style-type: none"> ○ Nominations closed Sunday 15 August 2021 - 4 nominations received ○ Advice received today from NZSTA <ul style="list-style-type: none"> ■ PAUSE all election processes and await further advice ■ Looking at providing all schools that have already commenced an election process with an extension to the election timeframe. Please note that there are implications around timing and that this will likely extend the process into or beyond the next school holidays. ■ A decision will be made once any changes to Alert Levels is announced, and we know when all students and staff are likely to be able to return to school 		
IDENTIFIED AGENDA ITEMS FOR NEXT MEETING:	<ul style="list-style-type: none"> ● Theatre toilet vinyl - if not done under 5YA by the end of this year then school to look to fund ● Formulate individualized responses to NZCL for NZCL analysis of variance and achievement reports 	EFAP PRATL	Nov mtg Sept mtg
PREPARATION FOR NEXT MEETING:	<ul style="list-style-type: none"> ● Health, Safety and Wellbeing, 5.00pm, Tuesday 21 September 2021 ● Employment, Finance and Property, 3.30pm, Wednesday 22 September 2021 ● Planning/Reviewing and Achievement/Teaching and Learning, 5.00pm, Thursday 23 September 2021 ● BOT monthly meeting, 6.00pm, Monday 27 September 2021 		
MEETING	At: 9.22pm		

