

ALFRISTON COLLEGE
Board of Trustees

**Board Meeting Agenda and Minutes - Monday 27 September 2021, 6.00pm,
Via Google Meeting**

Chair:	Sarah-Jane Whitehead		
Welcome:	Nil		
ADMINISTRATION:			
Present:	Sarah-Jane Whitehead, Sarah Loomb Isaac Tekai, Alastair Caine, Steve Miller 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		
Declaration of conflict of interest:	Nil		
Members of the Public:	Nil		
In attendance:	Nil		
Presentation by:	Nil		
IN-COMMITTEE DISCUSSION:			
In-Committee:	At: 6.12pm <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: 7.52pm		
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: • 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 22 September 2021 HR report September 2021 Management accounts August 2021 CES email and quote re 2022 BOT triennial elections <p>Discussion:</p> <ul style="list-style-type: none"> Brief update from Nick Bradley Nothing of significance re finances Updated price for projector for gym <p><i>It was then decided that the tabled documents be accepted</i> Moved: S Miller Seconded: A Caine Carried</p> <p><i>It was then move that we accept the quote of \$8,645 from CES and appoint them as Returning Officer for the Parent Representatives Election 2022</i> Moved: S Miller Seconded: A Caine Carried</p> <p><i>It was then moved that the EFAP Report be accepted</i> Moved: S Miller Seconded: A Caine Carried</p> <p>Recommendations:</p> <ul style="list-style-type: none"> That the HR report for September 2021 be tabled at the next BOT meeting That the monthly management accounts for August 2021 be referred to the Board meeting for ratification <p><i>It was moved that the above recommendations be accepted</i> Moved: S Miller Seconded: A Caine Carried</p>		
<p>Planning/Reviewing and Achievement/Teaching and Learning [PRATL] report:</p>	<p>Discussion:</p> <ul style="list-style-type: none"> Targeted responses to NZCL reports - responses back by this Friday 1 October 2021 (calendar reminder for Thursday 30 Sept 2021) Timing of proposed zone changes - consultation closed 23 August, to be implemented ready for 2022 <ul style="list-style-type: none"> AC supportive of zoning changes - doesn't really affect us too much Manurewa High and James Cook High School have pushed their enrolment dates Reasonable to accept learners enrolled for 2022 who currently live out of zone but will be in zone when the changes are implemented Alastair to follow up re timeframe Lift access stops learners from accessing the full curriculum if they cannot get upstairs (specialist curriculum areas - technology, visual arts) - two 2022 enrolments in wheelchairs <ul style="list-style-type: none"> Have to find a way to have this done; should come up as an issue on our building warrant of fitness Nick has found a way to replace lift without going through the roof Staff end of year gift/event <ul style="list-style-type: none"> SLT to come back to the Board with ideas; budget \$30/head in line with last year; confirm at next meeting Have event off school this year - alternate years in school / off site 1 September roll return - completed Health curriculum community consultation - refer in-committee minutes Community consultation ahead of planning for next year - waiting for Robert's return School ball <ul style="list-style-type: none"> Date moved to 17 November (covid alert levels) - whanau support received for postponing rather than cancelling Need 150 attendees to fund - venue very flexible Consider a pack for Y13 learners if ball doesn't go ahead Returning to school - build engagement /community wellbeing <ul style="list-style-type: none"> MOE/Principal's zoom meeting - concern raised re learners returning cold without lead in time; pushing for 2 days lead in time for staff before learners return to school 	<p>Sarah-Jane, Isaac, Steve</p> <p>Alastair</p> <p>SLT PRATL</p>	<p>Oct mtg</p>

	<ul style="list-style-type: none"> ○ Staff wellbeing packs (\$10/head) - well received by staff last year (thought behind it) ○ Learners first day dedicated to connection and setting the scene (last year hired popcorn machine, candyfloss machine etc) - well received ○ Last year's staff/learner reconnection costs claimed back via covid payment - not available this year ○ Trades Academy need to give learners a couple of days before hitting the road <p><i>It was then moved that the Board endorse the enrolment of learners enrolled for 2022 who currently live out of zone but will be eligible to enrol as in-zone once the enrolment zone changes are implemented</i> Moved: S-J Whitehead Seconded: A Caine Carried</p> <p><i>It was then moved that the Board endorse an offsite end of year staff event in 2021</i> Moved: S-J Whitehead Seconded: S Miller Carried</p> <p><i>It was then moved that the Board endorse a hauora reconnection activity for both learners and staff</i> Moved: S-J Whitehead Seconded: S Miller 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>School Leader's report:</p>	<p>Tabled documents:</p> <ul style="list-style-type: none"> ● School leader's report September 2021 <p>Discussion:</p> <ul style="list-style-type: none"> ● School responses to covid situation - smoother transition this time; preparation we did last year and continued to do after lockdown made a difference ● Normal background stuff has continued as normal as much as possible ● Round off pānui to parents/caregivers this week to end the term ● Adam Kemp living in Balclutha but teaching for us ● Stopped the welfare phone calls and included 'meet free' days in response to feedback from parents/caregivers <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 School Leader's Report for September 2021 be accepted</i> Moved: S-J Whitehead Seconded: I Tekai Carried</p>	<p>Alastair</p>	
<p>Minutes of previous meeting and matters arising from the minutes:</p>	<p>Tabled documents:</p> <ul style="list-style-type: none"> ● Agenda/minutes of meeting 30 August 2021 <p><i>It was moved that the minutes of 30 August 2021 meeting be taken as read and accepted as a true and accurate record</i> Moved: S-J Whitehead Seconded: S Miller Carried</p>		
<p>Correspondence:</p>	<p>Tabled documents:</p> <ul style="list-style-type: none"> ● Inwards and outwards correspondence ● NZSTA - latest update on student trustee election ● Crowe - audit fee proposal for the years ended 31 December 2021, 2022, and 2023 ● Maimoana Petaia - feedback re whanau enrolment scheme notice <p>Discussion:</p>		

	<ul style="list-style-type: none"> • Student Trustee election timeline: <ul style="list-style-type: none"> ◦ Nominations closed Sunday 15 August 2021 - 4 nominations received ◦ NZSTA advice - continue to PAUSE all election processes and await further advice (no provision for online voting) • Feedback re whanau enrolment scheme notice - supportive of changes and the school <p><i>It was then moved that the audit fee proposal for the years ended 31 December 2021, 2022, and 2023 be accepted</i> Moved: S-J Whitehead Seconded: S Miller Carried</p> <p><i>It was then moved that the tabled inwards and outwards correspondence be received and accepted</i> Moved: S-J Whitehead Seconded: S Loomb Carried</p>		
Review of AC Charter, Governance and Operational Policies 2018 v5:	Tabled documents: <ul style="list-style-type: none"> • D5 Protection and sharing of intellectual property (Creative Commons) policy • C1 Board meeting protocols • C1.1 Public attending board meetings • C1.2 Meeting agenda • C1.4 Evaluation of meetings Discussion: <ul style="list-style-type: none"> • D5 Protection and sharing of intellectual property (Creative Commons) policy - no changes recommended • C1.3 Meeting checklist - updated annually (November) <p><i>It was then moved that AC Charter, Governance and Operational Policies D5 and C1, C1.1, C1.2 and C1.4 be updated</i> Moved: S-J Whitehead Seconded: S Miller Carried</p>		
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 • August <ul style="list-style-type: none"> ◦ Review board meeting protocols (C1-C1.4) - Actioned • 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 protocols (C1-C1.4) - Actioned ● September <ul style="list-style-type: none"> ○ 1 September roll return - Actioned ○ Community consultation ○ Health curriculum consultation - refer HSW minutes ● October <ul style="list-style-type: none"> ○ Appoint returning officer for triennial elections ○ Succession planning 		
Any other matters:	Nil		
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 ● Ideas for staff end of year gift to next PRATL meeting 	EFAP PRATL	Nov mtg Oct mtg
PREPARATION FOR NEXT MEETING:	<ul style="list-style-type: none"> ● Special Board meeting, 5.30pm Wednesday 29 September 2021 ● Health, Safety and Wellbeing, 5.00pm, Tuesday 19 October 2021 ● Employment, Finance and Property, 3.30pm, Wednesday 20 October 2021 ● Planning/Reviewing and Achievement/Teaching and Learning, 5.00pm, Thursday 21 October 2021 ● BOT monthly meeting, 6.00pm, Tuesday 26 October 2021 		
MEETING CLOSURE:	At: 8.47pm		
ACTIONS:	<ul style="list-style-type: none"> ● Targeted responses to NZCL reports by Friday 1 October ● Follow up re timeframe for changes to enrolment zone ● Ideas for staff end of year gift to ● End of term pānui to parents/caregivers 	Sarah-Jane, Isaac, Steve Alastair SLT Alastair	

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: