

ALFRISTON COLLEGE
Board of Trustees

**Board Meeting Agenda and Minutes - Monday 28 February 2022, 6.00pm,
Alfriston College Boardroom and via Google Meeting**

Chair:	Sarah-Jane Whitehead		
Welcome:	Welcome back Sala		
ADMINISTRATION:			
Present:	Sarah Loomb, Sala Sefilino, Sarah-Jane Whitehead Robert Solomone, Steve Miller Jolie Kay-Cassin (minutes)		
Apologies:	Diane Black, Isaac Tekai <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		
Elect Board Chair	<p>Discussion:</p> <ul style="list-style-type: none"> Sarah-Jane happy to continue until the elections as board presiding officer <p><i>It was then moved that Sarah-Jane Whitehead continue as Board Presiding Officer until the 2022 triennial elections</i> Moved: R Solomone Seconded: S Miller Carried</p> <ul style="list-style-type: none"> Deputy - nomination: Isaac Tekai <p><i>It was then moved that Isaac Tekai continue as Board Deputy Presiding Officer until the 2022 triennial elections</i> Moved: S-J Whitehead Seconded: R Solomone Carried</p>		
IN-COMMITTEE DISCUSSION:			
In-Committee:	<p>At: 6.13pm</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> Moved: S-J Whitehead Seconded: R Solomone Carried</p>		
Out of In-committee:	<p><i>It was moved that the meeting now enable the public to attend</i> Moved: S-J Whitehead Seconded: R Solomone Carried</p> <p>At: 7.13pm</p>		

TABLED DISCUSSION:			
Subject	Discussion / Details / Resolution:	Who:	Timeframe:
Work in progress:	<p>Discussion:</p> <ul style="list-style-type: none"> ● Board get together <ul style="list-style-type: none"> ○ Sarah-Jane happy to host an outside event to welcome Sala back and acknowledge last year's challenges; to be held the weekend before Easter (8-10 April) ○ Sarah-Jane to confirm the date and advise individuals of their contribution 	Sarah-Jane	8-10 April
MONITORING / STRATEGIC:			
Subject	Discussion / Details / Resolution:	Who:	Timeframe:
Health, Safety and Wellbeing [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"> ● Agenda/minutes of meeting 23 February 2022 ● HR report ● Draft financial statements for the year ended 31 December 2021 ● Final operational and capital budget for 2022 <p>Discussion:</p> <ul style="list-style-type: none"> ● HR report <ul style="list-style-type: none"> ● Resignations - anything we need to look at? How are we attracting good staff into the school? <ul style="list-style-type: none"> ○ Pay rate had nothing to do with registered nurse resignations - remuneration based on the School Health Nurses pay scales (based on Community Nurses Scale) provided by CMDHB (same as the Mecca rate for a Community Nurse) ○ A lot of movement (16 resignations) - 14% (teaching staff of 72 and a full staff of 115+); usual turnover in schools would be around 20%; (some due to Health Order mandate and end of fixed term contracts) ○ Address keeping those who should be here from going somewhere else (usually leave for promotion ie DP position in home area; should not underestimate the development opportunity existing and new staff bring to the school) ○ Host a lot of student placement teachers - learning areas open/welcome to these people get lots of applicants ○ Have a strong connection with university - continue to do this; target areas where we have current vacancies - English, Mathematics, Languages (cross curricular) ○ Recruitment strategies - share same values as the school; advertise in right area to get right people ● External relief shortages - four have committed to AC for the rest of term 1 ● Current vacancies <ul style="list-style-type: none"> ○ English (advertised at least five times without success) ○ Science in mātauranga Māori (advertised a number of times - will rely on shoulder tapping) ○ Languages ○ ESOL ○ HPE ● Bound by the collective agreement and restricted by remuneration - money does have a part to play, option for board help with funding toward relocation of staff to AC ● Attracted by our strategic direction, our willingness to resource it and our innovation ● Community the school serves - unpredictable and/or diverse community; raise up our own people and invest in it now (scholarships) - look 10 years ahead ● Finance and property report <ul style="list-style-type: none"> ● Projector for gym has been purchased ● Draft financial statements for the year ended 31 December 2021 - surplus situation 		

	<ul style="list-style-type: none"> • Conversation around using some of the surplus on hauora/wellbeing/community focused events/feel good celebrations (using external providers) <ul style="list-style-type: none"> ◦ Culture day - want to make it a celebration of culture not Polyfest groups - ice cream truck, bands etc ◦ New strategies - Te Kaha o Roto, Te Tari Wairoa - the new wellbeing centre • MOE have rethought covid rules around school sports events and EOTC • Final operational and capital budget for 2022 presented • Toilet work could not be done during holidays as could not find a contractor to do the work <ul style="list-style-type: none"> ◦ Standard of toilet cleaning - Robert to meet with BB Cleaning to negotiate toilets being cleaned three times/day every day (person on site) • 10YPP <ul style="list-style-type: none"> ◦ Nick has looked at different providers - no lifts in NZ; ordered from Sweden and on their way; need to have the 'what's the solution' conversation with Nick; - health and safety issues re learners in wheelchairs ◦ LSC project on pause - rethink on requirements for health/wellbeing centre • SIP projects <ul style="list-style-type: none"> ◦ Design of signs completed, difficulty with hardware construction of road sign ◦ Shade sails have been installed and are complete • Storm damage - Ananda is working with insurers • Toilets in gym/theatre - looking for builder to do work • HVAC system - to be discussed with Nick • Nick has met with Bernie and Zoe - Bernie to give us a time to update the board • Accounting curriculum <ul style="list-style-type: none"> ◦ Has died a death (partly from lack of inspiration from learning leader, available accounting packages); business studies learners didn't submit work last year; economics has made a comeback this year ◦ Covered through economics and enterprise; essence of accounting covered in mathematics/statistics/economics and business studies ◦ Pure accounting not taught, done through mathematics and economics • Covid having an impact on staffing - we're managing with the staffing we have; haven't been put in a position where we had to roster/close the school yet <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>Recommendations:</p> <ul style="list-style-type: none"> • That the HR report for February 2022 be tabled at the next BOT meeting • That the school pay registered nurses at the CMDHB recommended rates but not beyond CMDHB funding received • That the draft financial statements for the year ended 31 December 2021 be tabled at the next BOT meeting for ratification • That the 2022 final operation and capital expenditure budget be tabled at the next BOT meeting for ratification <p>Moved: S Miller Seconded: R Solomone Carried</p>	<p>Robert</p> <p>Robert</p> <p>Robert Agenda</p>	<p>ASAP</p> <p>March</p> <p>Mar mtg</p>
<p>Planning/Reviewing and Achievement/Teaching and Learning [PRATL] report:</p>	<p>Tabled documents:</p> <ul style="list-style-type: none"> • Agenda/minutes of meeting 24 February 2022 • Proposal to loan available school devices • NCEA principal's report 2021 • Annual plan 2022 <p>Discussion:</p>		

	<ul style="list-style-type: none"> • 2021 NCEA results • UEG unexpected event grades - has had a positive impact • New way of doing things/pedagogy and use of ICT • Proposed loan of school devices programme <ul style="list-style-type: none"> • Loan for 5 years and can then own device • Devices will be catalogued (like a library book) and etched • We manage/own device; if purchased we will release device management; if we still own device and learner walks away, we will block out device • Concerned device will breakdown within 5 years; will repair during the year (poor software); broken devices will be written off and learner will re start \$60 fee/process again • Removing phones from the Y9 classroom will make devices 'cool' again • Achievement in junior school has not changed but having a device makes a significant difference to learning especially in junior school • Can track half MOE devices; half have disappeared/not returned; seen as empowering the community <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>Recommendations:</p> <ul style="list-style-type: none"> • That the device proposal be tabled at the next BOT meeting for ratification <p>Moved: S-J Whitehead Seconded: S Sefilino Carried</p>		
<p>School Leader's report:</p>	<p>Tabled documents:</p> <ul style="list-style-type: none"> • School leader's report February 2022 <p>Discussion:</p> <ul style="list-style-type: none"> • No surprises • Senior success awards - Thursday 17 March, 1.30pm in the gym; <ul style="list-style-type: none"> ○ Includes learners acknowledged for persevering during the lockdown periods because of covid ○ Streamed event, only inviting prize winners to enter gym; will arrange for acknowledgement/login online presentation if not present ○ Not just an event - want it to have the same kudos as normal event ○ 1 minute video from board members • NZSTA board elections - September 2022 <p><i>It was then decided that the tabled documents be accepted</i> Moved: R Solomone Seconded: S-J Whitehead Carried</p> <p><i>It was then moved that the School Leader's Report for February 2022 be accepted</i> Moved: R Solomone Seconded: S-J Whitehead Carried</p>	<p>Jolie</p> <p>Board</p>	<p>ASAP</p> <p>17 March</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 29 November 2021 <p><i>It was moved that the minutes of 29 November 2021 meeting be taken as read and accepted as a true and accurate record</i> Moved: R Solomone Seconded: S Loomb Carried</p>		
<p>Correspondence:</p>	<p>Tabled documents:</p> <ul style="list-style-type: none"> • Inwards and outwards correspondence 		

	<p>Discussion:</p> <ul style="list-style-type: none"> EOTC - L3GGP Poor Knights Camp, Goat Island / Leigh / Tutukaka / Whangarei, 2-4 March 2022 - postponed until later in the year <p><i>It was then moved that the tabled inwards and outwards correspondence be received and accepted</i></p> <p>Moved: R Solomone Seconded: S Loomb Carried</p>		
<p>Review of AC Charter, Governance and Operational Policies 2018 v5:</p>	<p>Tabled documents:</p> <ul style="list-style-type: none"> Annual plan 2022 - draft; tied in with strategic plan for March meeting Policy review annual governance policies (A1-A4) <ul style="list-style-type: none"> 1. Trustee register 2. Board work plan 3. Strategic plan - our number 1 policy 4. Delegations list Policies requiring annual review <ul style="list-style-type: none"> B5 Role of the chair C5 Internal evaluation processes C5.1 Triennial review programme 2022-2024 (draft) <p>Discussion:</p> <ul style="list-style-type: none"> 1. Trustee register - remove Izya Peihopa who left the Board July 2021 2. Board work plan - updated for next meeting 3. Strategic plan - include 2022 annual plan 4. Delegations list - no change required; principal has delegated authority to terminate staff B5 Role of the chair - change name to role of the 'presiding officer' and make necessary changes to change 'trustee' to 'member' C5 Internal evaluation processes - no change C5.1 Triennial review programme 2022-2024 - draft available; updated for next meeting 	<p>Robert</p> <p>Jolie Jolie Robert Jolie</p> <p>Jolie</p> <p>Jolie Jolie</p>	<p>Mar mtg</p> <p>Mar mtg Mar mtg Mar mtg</p> <p>Mar mtg</p> <p>Mar mtg Mar mtg</p>
<p>C1.3 Meeting checklist:</p>	<ul style="list-style-type: none"> February <ul style="list-style-type: none"> Elect Board Presiding Officer - Actioned Review co-opted/seconded positions (reason/end date) - Actioned Review board roles and responsibilities - Actioned 		
<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 presiding officer / deputy presiding officer [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 		
<p>Any other matters:</p>	<p>Tabled documents:</p> <ul style="list-style-type: none"> Board subcommittee roles and responsibilities Board contact list <p>Discussion:</p> <ul style="list-style-type: none"> Board meetings will be held at school, with option of Google Meet if unable to attend at school Board subcommittee roles and responsibilities <ul style="list-style-type: none"> HSW meeting, 5.00pm Monday - Chair Sarah-Jane Whitehead EFAP meeting, 3.30pm Wednesday - Chair Steve Miller PRATL meeting, 4.00pm Thursday - Chair Sala Sefilino Board contact list - digital only Feedback from parent around communications: <ul style="list-style-type: none"> Pānui to parents - presentation of communications; formatting much better; informative; immediate improvement; training provided Emails is our lifeline at present due to covid - need to move towards a newsletter format Exploring how to use the website better, using Kamar parent portal 	<p>Jolie</p>	

	<ul style="list-style-type: none"> ○ Trying to communicate efficiently with everyone - efficient and attractive; newsletter PDF difficult to read on phone; information and presentation ○ Newsletter - English used in newsletter is easy to understand by someone whose English is not fluent 		
IDENTIFIED AGENDA ITEMS FOR NEXT MEETING:	<ul style="list-style-type: none"> ● Board update on Capital works ● Annual plan tied into strategic plan ● Policy review annual governance policies (A1-A4) <ul style="list-style-type: none"> ○ 1. Trustee register ○ 2. Board work plan ○ 3. Strategic plan - our number 1 policy ○ 4. Delegations list ● Policies requiring annual review <ul style="list-style-type: none"> ○ B5 Role of the chair ○ C5 Internal evaluation processes ○ C5.1 Triennial review programme 2022-2024 (draft) ● 	Robert Robert Jolie Jolie Robert Jolie Jolie Jolie Jolie	Mar mtg Mar mtg Mar mtg Mar mtg Mar mtg Mar mtg Mar mtg Mar mtg Mar mtg
PREPARATION FOR NEXT MEETING:	<ul style="list-style-type: none"> ● Health, Safety and Wellbeing, 5.00pm, Monday 21 March 2022 ● Employment, Finance and Property, 3.30pm, Wednesday 23 March 2022 ● Planning/Reviewing and Achievement/Teaching and Learning, 4.00pm, Thursday 24 February 2022 ● BOT monthly meeting, 6.00pm, Monday 28 March 2022 		
MEETING CLOSURE:	At: 8.32pm		
ACTIONS:	<ul style="list-style-type: none"> ● Confirm date for board event and advise individuals of their contribution ● Meet with BB Cleaning to negotiate toilets being cleaned three times/day every day ● 'What's the solution' lift conversation with Nick re health and safety issues for learners in wheelchairs ● Discussion with Nick re HVAC system ● Update board calendar with prizegiving details; email Sarah-Jane ● 1 minute video from board for prizegiving event ● Annual plan tied into strategic plan ● Calendar all board/subcommittee meetings - at school/available online 	Sarah-Jane Robert Robert Robert Jolie BOT Jolie	8-10 April ASAP Actioned 17 March

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. Seven Trustees currently holding office = quorum **four** Trustees

Signed by Board Representative:

Dated: