ALFRISTON COLLEGE Board of Trustees

Board of Trustees			
Board Meeting Agenda and Minutes - Tuesday 2 November 2021, 6.00pm, Via Google Meeting			
Chair:	Sarah-Jane Whitehead		
Welcome:	N/a		
ADMINISTRATION:			
Present:	Sarah-Jane Whitehead, Isaac Tekai, Steve Miller Robert Solomone, Sarah Loomb Jolie Kay-Cassin (minutes)		
Apologies:	Sala Sefilino, Diane Black It was then moved that the apologies be accepted Moved: S-J Whitehead Seconded: R Solomone Carried		
Declaration of conflict of interest:	Nil		
Members of the Public:	rs of the Nil		
In attendance:	Nil		
Presentation by:	sentation by: Nil		
TABLED DISCUSSION:			
Subject	Discussion / Details / Resolution:	Who:	Timeframe:
Work in progress:	Discussion: • Student trustee elections		

Subject	Discussion / Details / Resolution:	Who:	Timeframe:
Work in progress:	Discussion: ■ Student trustee elections □ Discussed current trustees' long periods of absence and impact; student trustee accepted this □ Not his intention (death in family, leave Auckland to spend time with whanau, grieving process, disciplinary incident, catching up on missed schoolwork, trustee responsibilities he couldn't meet) □ Discussed with him no need to return as a trustee this year as it was only a matter of weeks until the next student trustee elections □ Vacant position for circumstances beyond our control - elections on hold due to Covid-19 restrictions ■ Triennial trustee elections - date shifted from June 2022 to September 2022! ■ Sala hoping to resume her responsibilities on the board; Sarah-Jane to follow up with her ■ Covid-19 requirements - under AL3 Board need to be fully vaccinated and provide a negative test before coming on site - Sarah-Jane to confirm with NZSTA It was then moved that the board resolves to keep the student trustee position vacant, given current student trustees' exit from the board and our inability to hold the 2021 elections due to COVID-19 restrictions Moved: R Solomone Seconded: I Tekai Carried Steve joined the meeting at 6.35pm	Sarah-Jane Sarah-Jane	
MONITORING / STE	RATEGIC:		

Subject	Discussion / Details / Resolution:	Who:	Timeframe:
Chair's report:	Nil		
Health, Safety and Welling [HSW] report:	Discussion: ■ Refer to in-committee minutes		
Employment, Finance and Property [EFAP] report:	Tabled documents: Minutes of the EFAP meeting 20 October 2021 HR report October 2021 HR report October 2021 HR toolkit checklist 4 - Employee Relations Management accounts August 2021 Discussion: Three 10YPP projects to be completed - lifts, digital technology computer lab and doors and door closures LSC project in health centre will be completed during the Christmas break Sarah-Jane to send through some Covid guidelines re ventilation Capital works MOU to apply for funding to be signed and returned Robert to work with Nick/Ananda around refurbishing the toilets in the gym and the theatre foyer - funded by the school Create a project to give the school a good deep clean (gold standard) ready for the 2022 caademic year - funded by the school \$10,000 grant from Warehouse Stationery Money needs to be spent on core office products and stationery from Warehouse Stationery Not enough to give every learner a stationery pack (a lot of what is in the pack is wasted) Consult with NZCLs and subsidize supplies proportionately Buy supplies (e.g., IB5, 3B1, coloured pencils) and donate to local primary schools Board letter of thanks for work done by Mary Mason and husband in school gardens and Berasi Kalati for work within the school community It was then decided that the Capital Works MOU be signed by the Board of Trustees Moved: S. J. Whitehead Seconded: SJ. Whitehead Seconded: SJ. Whitehead Carried It was then moved that the EFAP Report be accepted Moved: S. Miller Seconded: SJ. Whitehead Carried Recommendations: That the HR report for October 2021 be tabled at the next BOT meeting That the HR toolkit checklist 4 be ratified at the next BOT meeting That the HR toolkit checklist 4 be ratified at the next BOT meeting That the HR toolkit checklist 4 be ratified at the next BOT meeting That the HR toolkit checklist 4 be ratified at the next BOT meeting That the HR toolkit checklist 4 be ratified at the next BOT meeting That the HR and the supplementations accepted Moved: S. Miller	Sarah-Jane Sarah-Jane Robert Robert	
Planning/Reviewing and Achievement/Teachi ng and Learning [PRATL] report:	Tabled documents: ■ Minutes of the PRATL meeting 21 October 2021 Discussion: ■ Covid implications □ School could provide covid vaccinations when learners return - community not advised □ Plan segregation of learners to ensure whole school not shut down due to exposure □ Limited engagement report due to attendance/covid		

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School Leader's report:	Community consultation process re planning for next year tied in with health consultation plan Withdrawal from Alfriston Kahui Ako - no impact on learners or LSC funding Has been totally ineffective for supporting our school - no idea/ desire to listen to the College Collaboration has happened because staff have been in a position and have heart to make it happen A year ago, not happy with the achievement challenge - have not been able to make any progress; MOE could be working on achievement challenges Do while it's fresh in our mind and because of resourcing - time to really ask the question formally; process will take a year to withdraw Not effective and not producing anything - using valuable resource for no results LTTTR scholarship Given Covid-19 impact on level 3 achievement, unsure who will be able to apply/go to the University of Walkato; after discussion with university decided its prudent scholarship is postponed this year and explored further next year Board wellbeing day in lieu of staff end of year gift Staff given a discretionary pre-approved wellbeing day, funded by the board, which must be taken during 2022 at a time that is suitable to the school (cannot be paid out or accumulated) Will need to pay reliever costs (\$330+ per day); not a day off if colleagues are asked to cover relief Vast majority of our staff need to be acknowledged - day in 2022 would be a powerful way to acknowledge staff (never been done before) Can't give staff money as it's Crown money; once Auckland Airport money comes into school account it's considered Crown money Can make gift ourselves so it doesn't go beyond \$30-\$40 Staff cards to include recognition day in 2022 - signed Nov meeting It was then moved that staff be given a pre-approved discretionary leave day during the 2022 school year or a small gift for staff leaving at the end of this year Moved: S. Loomb Seconded: R. Solomone Carried It was then moved that the PRATL Report be accepted Moved: S.J. Whitehead Seconded: R. Solomone Carried It was then moved tha	BOT mtg	Nov mtg
	Moved: S-J Whitehead Seconded: R Solomone		
	School leader's report October 2021		

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	 5YA projects - lift tender issued; 3 interested parties putting in their pricing (problem around the lift supplier being overseas - preferred supplier Sweden) Admin, teaching and learning - cancellation of key events; favourable feedback around postponing senior and Y11 awards until 2022 - by holding awards in the following year the results are confirmed No official opening of cafeteria held yet; unfinished - wall mural and work on windows at front; invite community in for afternoon/evening to see work across school and have kai in AL2 (orange) Continuing to move forward, upgrade our facilities Board to acknowledge Al's time during Robert's sabbatical - formal letter, card and gift It was then decided that the tabled documents be accepted Moved: R Solomone Seconded: S-J Whitehead Carried It was then moved that the School Leader's Report for October 2021 be accepted Moved: R Solomone Seconded: S-J Whitehead Carried 	Sarah-Jane	
Minutes of previous meeting and matters arising from the minutes:	Tabled documents: • Agenda/minutes of meeting 27 September 2021 It was moved that the minutes of 27 September 2021 meeting be taken as read and accepted as a true and accurate record Moved: S-J Whitehead Seconded: S Miller Carried		
Correspondence:	Tabled documents: Inwards and outwards correspondence Amended school enrolment scheme Discussion: Alfriston College amended school zone - received, accepted and at next opportunity will inform the community No shared zones Walters Road to Airfield Road learners will still be able to come to Alfriston College (historical) and siblings will continue to come No major implications for us MOE informs the community Robert will include 2022 enrolments and new enrolment zone in next whanau pānui It was then moved that the tabled and additional inwards and outwards correspondence be received and accepted Moved: S-J Whitehead Seconded: S Miller Carried	Robert	
Review of AC Charter, Governance and Operational Policies 2018 v5:	Nil		
C1.3 Meeting checklist:	 February Elect Board Chair - Actioned Review co-opted/seconded positions (reason/end date) - Actioned Review board roles and responsibilities - Actioned March Appoint NZSTA delegate to vote on behalf of the board - Actioned June Appoint returning officer for Student Rep elections - Actioned August Review board meeting protocols (C1-C1.4) - Actioned October Succession planning - Actioned Appoint returning officer for triennial elections - Actioned 		

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C5.1 Triennial review programme [internal evaluation process]:	November 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 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 Elect board chair / deputy chair [except in election year] - Actioned Review co-opted / seconded positions [reason / end date] - Actioned Board roles and responsibilities - Actioned Board roles and responsibilities - Actioned March March roll return - Actioned May Annual report to MOE by 31 May - Actioned June Appoint returning officer for Student Rep elections - Actioned July 1 July roll return - Actioned August Review board meeting protocols (C1-C1.4) - Actioned September 1 September roll return - Actioned Community consultation - Actioned Health curriculum consultation - refer HSW minutes		
Any other matters:	 October Appoint returning officer for triennial elections - Actioned Succession planning - Actioned Discussion: Covid Register MOE working on a tool which will talk to all schools student management systems (SMS) Must sight and keep copy of vaccination record and status 		
IN COMMITTEE DISC	School system secure enough to manage sensitive information		
In-Committee:			
ni-commuee.	At: 7.59pm 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 Moved: S-J Whitehead Seconded: R Solomone Carried		
Out of In-committee:	It was moved that the meeting now enable the public to attend Moved: S-J Whitehead Seconded: R Solomone Carried At: 9.21pm		
IDENTIFIED AGENDA ITEMS FOR NEXT MEETING:	 Sign staff end of year cards Covid privacy statement 	вот	Nov mtg

PREPARATION FOR NEXT MEETING:	 Health, Safety and Wellbeing, 5.00pm, Tuesday 23 November 2021 Employment, Finance and Property, 3.30pm, Wednesday 24 November 2021 Planning/Reviewing and Achievement/Teaching and Learning, 5.00pm, Thursday 25 November 2021 BOT monthly meeting, 6.00pm, Monday 29 November 2021 		
MEETING CLOSURE:	At: 9.22pm		
ACTIONS:	 Approach Sala re resuming her responsibilities on the board Confirm board covid requirements under AL3 with NZSTA Send covid guidelines re ventilation to school Capital works MOU signed and returned Refurbishment of toilets in the gym and the theatre foyer School deep clean (gold standard) ready for the 2022 academic year Board letter of thanks to Mary Mason (and husband) and Berasi Kalati Board acknowledge Alastair Caine - formal letter, card and gift Pānui to whanau - include 2022 enrolments and new enrolment zone 	Sarah-Jane Sarah-Jane Sarah-Jane Sarah-Jane Robert Jolie Sarah-Jane Robert	

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:
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Dated: