

ALFRISTON COLLEGE
Board of Trustees

**Board Meeting Agenda and Minutes - Tuesday 26 October 2021, 6.15pm,
Via Google Meeting**

Chair:	Sarah-Jane Whitehead		
Welcome:	N/a		
ADMINISTRATION:			
Present:	Sarah-Jane Whitehead, Sarah Loomb Robert Solomone, Steve Miller Jolie Kay-Cassin (minutes)		
Apologies:	Sala Sefilino, Izya Peihopa, Diane Black <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		
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 20 October 2021 HR report October 2021 HR toolkit checklist 4 - Employee Relations Management accounts August 2021 Discussion: <ul style="list-style-type: none"> 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 Maintenance required - repair panels above lift Create a project to give the school a good deep clean (gold standard) ready for the 2022 academic year - funded by the school \$10,000 grant from Warehouse Stationery 	Sarah-Jane Sarah-Jane Robert Robert	

	<ul style="list-style-type: none"> ○ 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 <p>Meeting adjourned - no quorum</p>	Jolie	
MEETING CLOSURE:	At: 7.06pm		
ACTIONS:	<ul style="list-style-type: none"> ● 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 	Sarah-Jane Sarah-Jane Robert Robert Jolie	

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: