

**ALFRISTON COLLEGE**  
**Board of Trustees**

**Board Meeting Agenda and Minutes - Monday 29 November 2021, 6.00pm,  
Via Google Meeting**

<b>Chair:</b>	Sarah-Jane Whitehead		
<b>Welcome:</b>			
<b>ADMINISTRATION:</b>			
<b>Present:</b>	Sarah-Jane Whitehead, Sarah Loomb, Robert Solomone, Steve Miller, Isaac Tekai Jolie Kay-Cassin (minutes)		
<b>Apologies:</b>	Diane Black, Sala Sefilino  <i>It was then moved that the <b>apologies be accepted</b></i> <b>Moved:</b> S-J Whitehead <b>Seconded:</b> R Solomone <b>Carried</b>		
<b>Declaration of conflict of interest:</b>	Nil		
<b>Members of the Public:</b>	Nil		
<b>In attendance:</b>	Nil		
<b>Presentation by:</b>	Nil		
<b>IN-COMMITTEE DISCUSSION:</b>			
<b>In-Committee:</b>	<b>At: 6.12pm</b>  <i>It was then moved that in order to discuss <b>financially sensitive and ensure privacy of individuals</b> the public is removed from the next section of this meeting</i> <b>Moved:</b> S-J Whitehead <b>Seconded:</b> R Solomone <b>Carried</b>		
<b>Out of In-committee:</b>	<i>It was moved that the meeting now <b>enable the public to attend</b></i> <b>Moved:</b> S-J Whitehead <b>Seconded:</b> R Solomone <b>Carried</b>  <b>At: 7.51pm</b>		
<b>TABLED DISCUSSION:</b>			
<b>Subject</b>	<b>Discussion / Details / Resolution:</b>	<b>Who:</b>	<b>Timeframe:</b>
Work in progress:	Nil		
<b>MONITORING / STRATEGIC:</b>			
<b>Subject</b>	<b>Discussion / Details / Resolution:</b>	<b>Who:</b>	<b>Timeframe:</b>
Health, Safety and Welling [HSW] report:	<b>Discussion:</b> <ul style="list-style-type: none"> <li>Refer to in-committee minutes</li> </ul>		
Employment, Finance and	<b>Tabled documents:</b> <ul style="list-style-type: none"> <li>Agenda/minutes of meeting <b>20 October 2021</b></li> </ul>		

Property [EFAP] report:

- Monthly management accounts October 2021
- Draft operational and capital budget for 2022
- Review of depreciation rates and physical verification-2021
- Turf Tech contract renewal
- Whanau mattress replacement

**Discussion:**

- Draft budget 2022
  - Larger deficit than 2021 - depreciation cost close to deficit; idea that through the course of year we won't run into major loss (usually personnel cost high - the AC Way is people first)
  - Capital expenditure items -
    - Turf Tech
      - 80% time spent mowing lawns and less time on gardens; pay to contract mow lawns more efficiently or buy own mower - recommend buying a new mower around \$60k
      - Won't need to retain Turf Tech once everything brought up to date (we own all the equipment, will have the experience); will need to repurpose space in basement (gardens space, equipment etc); need to keep Caretaker (knowledge of school, long term plan, committed)
      - Equipment to be well maintained; some equipment to sell
      - Maintain edge of boundary now (additional green space)
      - Gardens cleaned up - attracts more respect; not as visible as they used to be
  - Board honorarium for 2022 - no change recommended
  - Replacement cost of where mattresses (appreciation of kind of spending responsive to MOE curriculum delivery)
- Disposal of records dated 2014 or prior in line with MOE School Records Retention and Disposal Schedule
- Covid related leave and mandate related leave - testing health order - now that we have all staff on site; if not on-site good reason why; covid resurgence money - being diligent; keeping track of this; working from home

*It was moved that the **EFAP minutes of 20 October 2021 meeting** be taken as read and accepted as a true and accurate record*

**Moved:** S Miller

**Seconded:** R Solomone

**Carried**

*It was then decided that the **tabled documents** be accepted*

**Moved:** S Miller

**Seconded:** R Solomone

**Carried**

*It was then moved that the **EFAP Report** be accepted*

**Moved:** S Miller

**Seconded:** R Solomone

**Carried**

**Recommendations:**

- That the **monthly management accounts for October 2021** be ratified
- That the **draft operational and capital budget for 2022** be accepted
- That **no change be made to depreciation rates for the year ended 31 December 2021**
- That the Board approves the **rollover of the Turf Tech Grounds and Green Spaces contract for 2022**
- That **Board meeting honorarium for 2022** be set at:
  - \$75 per monthly meeting for Board Chair
  - \$55 per monthly meeting for Trustees and School Leader
  - \$15 per subcommittee meeting for all Trustees
- That the **maximum meeting honorarium paid to Trustees in any calendar month during 2022** be set at:
  - \$165 per month for Board Chair
  - \$100 per month for Trustees
- That **seconded Board members meeting attendance honorarium be set at \$25 per meeting during 2022**
- That the Board **approve the disposal of finance, payroll, professional development and out of zone enrolment records**

	<p><b>dated 2014 or prior</b> in line with MOE School Records Retention/Disposal Schedule</p> <p><b>Moved:</b> S Miller  <b>Seconded:</b> S-J Whitehead  <b>Carried</b></p>		
Planning/Reviewing and Achievement/Teaching and Learning [PRATL] report:	Refer to in-committee minutes		
Minutes of previous meeting and matters arising from the minutes:	<p><b>Tabled documents:</b></p> <ul style="list-style-type: none"> <li>Agenda/minutes of meeting <b>26 October 2021</b></li> <li>Agenda/minutes of meeting <b>2 November 2021</b></li> </ul> <p><i>It was moved that the <b>minutes of 26 October 2021 and 2 November 2021</b> meeting be taken as read and accepted as a true and accurate record</i></p> <p><b>Moved:</b> S Loomb  <b>Seconded:</b> S-J Whitehead  <b>Carried</b></p>		
Correspondence:	<p><b>Tabled documents:</b></p> <ul style="list-style-type: none"> <li>Inwards and outwards correspondence</li> <li>Discretionary leave applications</li> <li>EOTC application</li> </ul> <p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>EOTC - L3GGP Poor Knights Camp, Goat Island / Leigh / Tutukaka / Whangarei, 2-4 March 2022, 60 learners, 6 staff, Dive Tutukaka staff</li> <li>Steve personal response "given the scientific evidence that vaxed and unvaxed spread COVID alike I do not agree with the mandate to put unvaxed teachers out of work" <ul style="list-style-type: none"> <li>We have no choice - the school is mandated</li> </ul> </li> </ul> <p><i>It was then moved that the <b>tabled and additional inwards and outwards correspondence</b> be received and accepted</i></p> <p><b>Moved:</b> S-J Whitehead  <b>Seconded:</b>  <b>Carried</b></p> <p><i>It was then decided that the <b>tabled discretionary leave applications</b> be approved</i></p> <p><b>Moved:</b> R Solomone  <b>Seconded:</b> S Miller  <b>Carried</b></p> <p><i>That the Board approve the following overnight EOTC applications tabled at this meeting:</i></p> <ul style="list-style-type: none"> <li><b>Final approval subject to adherence to covid restrictions at time of event- overnight trip</b>  L3GGP Poor Knights Camp  Goat Island, Leigh, Tutukaka and Whangarei  2-4 March 2022  60 learners  6 staff members  Dive Tutukaka staff</li> </ul> <p><b>Moved:</b> S Loomb  <b>Seconded:</b> S-J Whitehead  <b>Carried</b></p>		
Any other matters:	<p><b>Tabled documents:</b></p> <ul style="list-style-type: none"> <li>Calendar meeting dates for following year</li> </ul> <p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>Calendar - update with prizegiving details and email</li> <li>Decisions between the November board meeting and up to the first board meeting in 2022 <ul style="list-style-type: none"> <li>School Leader on annual leave 17 December 2021- 23 January 2022</li> <li>5-17 January school IT network down; replacing switches, shifting servers, replacing cables, cleaning up</li> <li>Agreed treatment of annual leave for 52-week support staff - term breaks are not treated as annual leave; School Leader then</li> </ul> </li> </ul>	Jolie	ASAP

	<p>instructs them to take annual leave at the end of the school year; 5-17 January 2022 will be taken as annual leave</p> <ul style="list-style-type: none"> <li>● Project work continues - sails, signage, toilets, capital works</li> <li>● Board appreciation <ul style="list-style-type: none"> <li>○ Isaac thanked school staff for their contribution during a challenging year; great work from all and to Sarah-Jane for chairing; grateful for leadership from the school; all play a vital role; real team and each held accountable</li> <li>○ Sarah-Jane thanked everyone - privilege to work in this space; talk openly, not the norm; happy to continue with the board while son continues at school; not sure she can commit to another 3 years</li> <li>○ Wished a good break and time to enjoy some sunshine</li> </ul> </li> </ul> <p><i>It was then decided that the <b>Board Chair, Deputy Board Chair and School Leader or delegated Senior Leader be authorised to make decisions on behalf of the Board during the period 30 November 2021 to 28 February 2022</b> (date of the first BOT meeting in 2022)</i>  <b>Moved:</b> S-J Whitehead  <b>Seconded:</b> R Solomone  <b>Carried</b></p>		
<b>IDENTIFIED AGENDA ITEMS FOR NEXT MEETING:</b>	<ul style="list-style-type: none"> <li>● Board get together</li> </ul>		
<b>PREPARATION FOR NEXT MEETING:</b>	<ul style="list-style-type: none"> <li>● Health, Safety and Wellbeing, <b>5.00pm, Tuesday 22 February 2022</b></li> <li>● Employment, Finance and Property, <b>3.30pm, Wednesday 23 February 2022</b></li> <li>● Planning/Reviewing and Achievement/Teaching and Learning, <b>5.00pm, Thursday 24 February 2022</b></li> <li>● BOT monthly meeting, 6.00pm, <b>Monday 28 February 2022</b></li> </ul>		
<b>MEETING CLOSURE:</b>	<b>At: 8.51pm</b>		
<b>ACTIONS:</b>	<ul style="list-style-type: none"> <li>● Calendar discretionary leave applications</li> <li>● Calendar EOTC</li> <li>● Update board calendar with prizegiving details</li> </ul>	Jolie Jole Jolie	Actioned Actioned

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:**