

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

**Board Meeting Agenda and Minutes - Monday 28 March 2022, 6.00pm,**  
**Alfriston College Boardroom and via Google Meeting**  
**Google Meet ID: [meet.google.com/yon-jafr-mgv](https://meet.google.com/yon-jafr-mgv)**

<b>Chair:</b>	Sarah-Jane Whitehead		
<b>Welcome:</b>	Nil		
<b>ADMINISTRATION:</b>			
<b>Present:</b>	Sarah-Jane Whitehead, Sala Sefilino, Sarah Loomb, Steve Miller, Robert Solomone Jolie Kay-Cassin (minutes)		
<b>Apologies:</b>	Isaac Tekai, Diane Black  <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: 6.08pm</b>  <i>It was then moved that in order to discuss <b>financially sensitive and ensure privacy of individuals the public is removed from the next section of this meeting</b></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: 7.23pm</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 Property [EFAP] report:	<b>Tabled documents:</b> <ul style="list-style-type: none"> <li>Agenda/minutes of meeting <b>23 March 2022</b></li> <li>HR report for March 2022</li> <li>Financial statements for February 2022</li> </ul> <b>Discussion:</b> <ul style="list-style-type: none"> <li>HR report <ul style="list-style-type: none"> <li>leave related to covid</li> </ul> </li> </ul>		

	<ul style="list-style-type: none"> <li>● Finance - no issues</li> <li>● Property report <ul style="list-style-type: none"> <li>○ 3 lifts orders, arrive May/June</li> <li>○ health centre changes delayed to term 3 or 4</li> <li>○ school signage - one installed</li> <li>○ toilets in gym/theatre - trying to find a builder</li> <li>○ shed for tractor - designs being drawn up to lift basement door</li> <li>○ no update on capital works</li> <li>○ toilets - cleaners doing extra cleaning during the day</li> <li>○ tree planting - requested more information on where they want to plant; confirmation from school team - one of their projects to plant 10 manukau down the Porchester Road boundary between school sign and garage; involve TurfTech around care/ongoing maintenance and long term care; will take 5+ years to see growth; once agreed let property advisor know; changes our landscape as owners of the land; works that going to be happening (plant and then have to remove) - need long term plan from capital works; need confirmation of money involved; need to get building notices out before holiday <ul style="list-style-type: none"> <li>■ add to school environment - long term thing, how do we protect them from learners accessing school through trees</li> <li>■ long term visibility issues; hazard created by learners running out; looks clean and doesn't generate trouble</li> <li>■ environmental impact; scruffy looking while growing; area between schoolhouse and corner of the street; bees;</li> <li>■ no at moment - long term and environmental impact; social and health</li> </ul> </li> </ul> </li> <li>● International student programme - with borders re opening <ul style="list-style-type: none"> <li>○ appetite for us to continue to have a programme</li> <li>○ more residential house in area; cater to increasing school roll; funding stream; does it align to our strategic direction; finances are not an issue for the school; adds value to school/community</li> <li>○ taking away from our own learners is an issue</li> <li>○ not coming for a unique experience if they're not staying within our community</li> <li>○ ended International Student Leader contract; have 2 learners; need to continue to care for them until end of the year</li> <li>○ special contract with ex International Student Leader to care for our current international students; unlikely she will want to run a programme going forward (once connections have been broken)</li> <li>○ Recommend we do not support international programme; support small group international visits - in line with us, sharing culture, our learners understand wider world, build this will start building new relationships; move out of Alastair's portfolio and move towards NZCL LL/Te Maurangtangi</li> </ul> </li> <li>● Mower - valued (around \$10k); rather than selling on open market sell to staff member as an employment retention bond/sales agreement for two years; if he leaves would pay out the cash out value at the time; good recognition of the above/beyond work he does for the school</li> </ul> <p><i>It was then decided that the <b>tabled documents</b> be accepted</i>  <b>Moved:</b> S Miller  <b>Seconded:</b> S Sefilino  <b>Carried</b></p> <p><i>It was then moved that the <b>EFAP Report</b> be accepted</i>  <b>Moved:</b> S Miller  <b>Seconded:</b> S Sefilino  <b>Carried</b></p> <p><b>Recommendations:</b></p> <ul style="list-style-type: none"> <li>● That the <b>HR report for March 2022</b> be tabled at the next BOT meeting</li> <li>● That the <b>financial statements for February 2022</b> be tabled at the next BOT meeting for ratification</li> </ul> <p><b>Moved:</b> S Miller  <b>Seconded:</b> S Sefilino  <b>Carried</b></p>	Robert	
Planning/Reviewing and Achievement/Teaching and Learning [PRATL] report:	<p><b>Tabled documents:</b></p> <ul style="list-style-type: none"> <li>● Agenda/minutes of meeting <b>24 March 2022</b></li> </ul> <p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>● Community consultation - focus on health curriculum</li> </ul>		

	<ul style="list-style-type: none"> <li>● AC Culture Day - open afternoon due to change of covid restrictions; invitation out to the community</li> <li>● BLS report <ul style="list-style-type: none"> <li>○ L3 NCEA and UE - didn't do as well as expected; last 4-5 years Samoan achievement 2-3 disproportionately represented until last year; barrier could be English as a first language - getting parents to understand the importance</li> <li>○ Targeted group of learning leaders running BLS classes this year - find most vulnerable Y11 learners; run smart/targeted literacy/numeracy programmes during course of year; once receive lit/num they move onto another course (up to 20 learners in each whanau - 90 learners out of 250 identified as needing some intervention); 80-90% will get literacy/numeracy; gives them hope and a future - feed this information back to primary/intermediate schools; providing more broader support; not ready to go into bigger environment</li> <li>○ 8 out of 10 issues with deep learning needs, transient, socio economic issues; almost all will have major attendance issues; lots of vulnerable learners are hidden</li> <li>○ Nationally 35% of 15 year olds don't have literacy/numeracy ability</li> <li>○ RAS changing approach to lit/num - taken out of the way NCEA is delivered in next 5-10 years; not about getting credits but about how to read and write</li> <li>○ boys - books in library; reading anything is reading; to get boys to read more they need devices (especially Maori males)</li> <li>○ big jump the year we focussed on using devices - the following year massive jump in asTTle result levels (Maori males) - devices forced them to read - biggest improvement over past 4 years is Maori males</li> </ul> </li> <li>● Y11-13 Learning Leaders Conversations happening this week</li> <li>● Communicate with our non-English families - don't understand the language; trialling translating instructions in Samoan</li> <li>● Ethnicity reported in strategic plan - good to see how we communicate/connect with families; Indian population increased from 6-17%; very high Maori population</li> <li>● Y9-10 Meet the Portfolio - successful evening at height of Omicron; 100+ families attend and quite a lot of follow up after the event</li> <li>● Randwick Park reading programme will resume Term 2</li> <li>● Student board member election day 13 April</li> <li>● NZCL opportunity to comment on the 2021 results after confirmed NCEA results known</li> </ul> <p><i>It was then decided that the <b>tabled documents</b> be accepted</i>  <b>Moved:</b> S Sefilino  <b>Seconded:</b> S-J Whitehead  <b>Carried</b></p> <p><i>It was then moved that the <b>PRATL Report</b> be accepted</i>  <b>Moved:</b> S Sefilino  <b>Seconded:</b> S-J Whitehead  <b>Carried</b></p>		
<p>School Leader's report:</p>	<p><b>Tabled documents:</b></p> <ul style="list-style-type: none"> <li>● School leader's report March 2022</li> </ul> <p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>● Senior success awards - couldn't separate (results based data analysis) exactly same score, awarded two Duxes</li> <li>● Business as usual - no surprises</li> <li>● Analysis of variance - huge; analysis is covid related</li> </ul> <p><i>It was then decided that the <b>tabled documents</b> be accepted</i>  <b>Moved:</b> R Solomone  <b>Seconded:</b> S-J Whitehead  <b>Carried</b></p> <p><i>It was then moved that the <b>School Leader's Report for March 2022</b> be accepted</i>  <b>Moved:</b> R Solomone  <b>Seconded:</b> S-J Whitehead  <b>Carried</b></p>		
<p>Minutes of previous</p>	<p><b>Tabled documents:</b></p>		

meeting and matters arising from the minutes:	<ul style="list-style-type: none"> <li>Agenda/minutes of meeting <b>28 February 2022</b></li> </ul> <p><i>It was moved that the <b>minutes of 28 February 2022</b> meeting be taken as read and accepted as a true and accurate record</i>  <b>Moved:</b> S-J Whitehead  <b>Seconded:</b> S Sefilino  <b>Carried</b></p>		
Correspondence:	<p><b>Tabled documents:</b></p> <ul style="list-style-type: none"> <li>Inwards and outwards correspondence</li> </ul> <p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>Promoting board elections at AC Culture Day; a board piece in each of the next panui; diversity good</li> <li>Canvas elections during Learning Leader Conversations and AC Culture day - flyers available</li> <li>Something that identifies you as a board member</li> <li>Photos of the board on the website</li> </ul> <p><i>It was then moved that the <b>tabled inwards and outwards correspondence</b> be received and accepted</i>  <b>Moved:</b> S-J Whitehead  <b>Seconded:</b> S Sefilino  <b>Carried</b></p>		
<b>Review of AC Charter, Governance and Operational Policies 2018 v5:</b>	<p><b>Tabled documents:</b></p> <ul style="list-style-type: none"> <li>AC Way 2022-2025 (annual plan)</li> <li>Policy review annual governance policies (A1-A4) <ul style="list-style-type: none"> <li>A1 Board member register</li> <li>A2 Board work plan</li> <li>A3 Strategic plan - our number 1 policy</li> <li>A4 Delegations list</li> </ul> </li> <li>Policies requiring annual review <ul style="list-style-type: none"> <li>B5 Role of the presiding member</li> <li>C5 Internal evaluation processes</li> <li>C5.1 Triennial review programme 2022-2024</li> </ul> </li> </ul> <p><i>It was then decided that the <b>tabled documents</b> be accepted</i>  <b>Moved:</b> S Sefilino  <b>Seconded:</b> R Solomone  <b>Carried</b></p> <p><i>It was then moved that the <b>AC Way 2022-2025</b> be approved</i>  <b>Moved:</b> S-J Whitehead  <b>Seconded:</b> R Solomone  <b>Carried</b></p> <p><i>It was then moved that the reviewed <b>AC Charter, Governance and Operational Policies A1-4, B5 and C5-C5.1</b> be updated</i>  <b>Moved:</b> S-J Whitehead  <b>Seconded:</b> S Miller  <b>Carried</b></p>		
C1.3 Meeting checklist:	<ul style="list-style-type: none"> <li>February <ul style="list-style-type: none"> <li>Elect Board Presiding Officer - <b>Actioned</b></li> <li>Review co-opted/seconded positions (reason/end date) - <b>N/a</b></li> <li>Review board roles and responsibilities - <b>Actioned</b></li> </ul> </li> <li>March <ul style="list-style-type: none"> <li>Appoint NZSTA delegate to vote on behalf of the board</li> </ul> </li> </ul>		
C5.1 Triennial review programme [internal evaluation process]:	<ul style="list-style-type: none"> <li>Annual aims reviewed/reported via school leader report <b>on-going</b></li> <li>Community of Learning/Kahui Ako regularly reported via school leader report <b>on-going</b></li> <li>Board self-directed learning <b>on-going</b></li> <li>February <ul style="list-style-type: none"> <li>Elect board presiding officer / deputy presiding officer [except in election year] - <b>Actioned</b></li> <li>Review co-opted / seconded positions [reason / end date] - <b>Actioned</b></li> <li>Board roles and responsibilities - <b>Actioned</b></li> <li>Plan board professional development for year - <b>Actioned</b></li> </ul> </li> <li>March <ul style="list-style-type: none"> <li>1 March roll return - <b>Actioned</b></li> </ul> </li> </ul>		

<b>Any other matters:</b>	<b>Tabled documents:</b> <ul style="list-style-type: none"> <li>● 2022 board contact details (digital only)</li> <li>● Subcommittee roles and responsibilities</li> </ul> <b>Discussion:</b> <ul style="list-style-type: none"> <li>● EFAP meeting to start at 4.00pm</li> <li>● Board get together after 5pm Friday 8 April - Sarah-Jane to send out invitation</li> </ul>	Sarah-Jane	
<b>IDENTIFIED AGENDA ITEMS FOR NEXT MEETING:</b>	<ul style="list-style-type: none"> <li>● NZCL 2021 package available</li> <li>● Covid update</li> <li>● Senior School LLC update</li> </ul>		
<b>PREPARATION FOR NEXT MEETING:</b>	<ul style="list-style-type: none"> <li>● Health, Safety and Wellbeing, <b>4.00pm, Monday 23 May 2022</b></li> <li>● Employment, Finance and Property, <b>3.30pm, Wednesday 25 May 2022</b></li> <li>● Planning/Reviewing and Achievement/Teaching and Learning, <b>4.00pm, Thursday 26 May 2022</b></li> <li>●</li> <li>● BOT monthly meeting, <b>6.00pm, Monday 30 May 2022</b></li> </ul>		
<b>MEETING CLOSURE:</b>	<b>At: 8.49pm</b>		
<b>ACTIONS:</b>	<ul style="list-style-type: none"> <li>● Request more information/plan around tree planting</li> <li>● Special contract with ex International Student leader</li> <li>● Invitation to BOT/SLT get together</li> </ul>	Robert Robert Sarah-Jane	

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:**