

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

**Board Meeting Agenda and Minutes - Monday 30 May 2022, 6.00pm,**  
**Alfriston College Boardroom and via Google Meeting**  
**Google Meet ID: [meet.google.com/cso-whmm-dgn](https://meet.google.com/cso-whmm-dgn)**

<b>Chair:</b>	Sarah-Jane Whitehead		
<b>Welcome:</b>	Welcome to Kaira-Jo Talagi-Ikiua, our newly elected Student Board Member Information is confidential; want to hear to your views; ask questions and seek clarification		
<b>ADMINISTRATION:</b>			
<b>Present:</b>	Sarah-Jane Whitehead, Kaira-Jo Talagi-Ikiua, Sarah Loomb, Diane Black Isaac Tekai, Steve Miller, Robert Solomone Jolie Kay-Cassin (minutes)		
<b>Apologies:</b>	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: 6.15pm</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: 7.10pm</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:

**Tabled documents:**

- Agenda/minutes of meeting **25 May 2022**
- HR report for May2022
- Financial statements for April 2022
- Property report May 2022

**Discussion:**

- HR report
  - Lots of leave due to covid
  - Number of vacancies - difficulty attracting staff country wide
- Finance - running smoothly
  - Funding received for after school programme (Keeping Up @ AC homework/tutoring programme)
- Property report
  - Cleaners have resigned; seeking proposals for short term (no more than 6 months) contract until end of year then have to go to tender
  - Old tractor and rotary cutter up for sale
  - Ride on lawnmower - using as a staff retainer
  - Price to lift basement door to cater for new mower expensive - paused process; looking at other ideas, quotes, conversation with Nick Bradley
  - Signage completed
  - Waiting for lift parts
  - Beginning process to get gym/theatre toilets fixed
  - Looking to purchase golf cart for school lunches programme
  - Lighting around gym required
  - Changing electrical supplier as part of all-of-government contract
- Building improvement project
  - Auditors querying cyclical maintenance budget and recommend we do a EOM (Emphasis of Matter)

Robert

Ananda  
Robert  
Robert

Ananda

*It was then moved that we **reverse our cyclical maintenance provision of \$400k in line with the Auditors disclosure***

**Moved:** R Solomone

**Seconded:** S Miller

**Carried**

**Sarah left meeting at 7.23pm**

- Capital Works
  - Integrated remediation plan

*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 **HR report for May 2022** be tabled at the next BOT meeting*
- *That we continue to **pursue a contingency staffing plan for relief teachers and support staff***
- *That the **monthly financial statements for April 2022** be tabled at the next BOT meeting for ratification*
- *That the **property report for May 2022** be tabled at the next BOT meeting for ratification*
- *That the **tractor and rotary cutter** be sold*
- *That we accept the proposal to **purchase electricity through the All-of-Government (AoG) Electricity contract (48 months)***

**Moved:** S Miller

**Seconded:** R Solomone

**Carried**

<p>Planning/Reviewing and Achievement/Teaching and Learning [PRATL] report:</p>	<p><b>Tabled documents:</b></p> <ul style="list-style-type: none"> <li>● Agenda/minutes of meeting <b>26 May 2022</b></li> <li>● RAS Day 1 report</li> <li>● Term 1 2022 engagement report</li> <li>● NZSTA Board Election update</li> </ul> <p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>● asTTLE results - reasonably poor rate <ul style="list-style-type: none"> <li>○ Second round of assessments due to new enrolments</li> <li>○ Large Y9 enrolment (273) - puts pressure on ICI, not evenly spread</li> </ul> </li> <li>● Engagement report trends discussed <ul style="list-style-type: none"> <li>○ Spike in vaping and physical assault</li> <li>○ Disruptive year 9 leads to a disruptive year 10</li> <li>○ New enrolments at Year 10</li> </ul> </li> <li>● Semester 1 entries <ul style="list-style-type: none"> <li>○ Intervention for some learners who aren't in position to achieve</li> <li>○ Communicate with parents - don't want to get to the end of year to find out child is not going to achieve</li> <li>○ Difficult for parents to connect with learning leaders - web page opportunities (emails and phone numbers)</li> <li>○ School notices <ul style="list-style-type: none"> <li>■ panui 3 times/term (beginning, middle and end)</li> <li>■ weekly notices</li> <li>■ trying to put as little as possible on social media</li> <li>■ exploring parent portal</li> </ul> </li> </ul> </li> <li>● Consultation of health and safety plan - COVID 19 protection framework in schools survey / current response to orange COVID setting <ul style="list-style-type: none"> <li>○ Mandatory mask wearing for staff by request of the staff</li> </ul> </li> <li>● NZCL report next meeting</li> <li>● Education (Board Elections) Regulations 2000 require board to choose from one of the following options: <ul style="list-style-type: none"> <li>○ Board appoints an accredited provider as our returning office to run electronic elections</li> <li>○ Board appoints a returning officer to engage with an accredited provider and use their services to run electronic elections</li> <li>○ Board appoints a returning officer who will run paper elections and will not offer electronic elections</li> </ul> </li> <li>● Appointed CES as our Returning Officer for Parent Election last year <ul style="list-style-type: none"> <li>○ Waiting for appointment as accredited provider (working with MOE since September 2021)</li> <li>○ Nomination forms sent electronically and posted to those without email addresses (3% of our parents/caregivers)</li> <li>○ All voting papers will be posted with option to vote electronically or manually</li> </ul> </li> <li>● School Board Elections timeframe: <ul style="list-style-type: none"> <li>○ By 6 July - School to return confirmation letter appointing CES as Returning Officer</li> <li>○ 6 July - Send parent/caregiver roll to CES electronically</li> <li>○ 13 July - Roll formally closes, and supplementary roll opens</li> <li>○ 15 July - Election notices and nomination forms sent</li> <li>○ 3 August - Supplementary roll closes <b>at noon</b></li> <li>○ <b>5 August - Nominations close at 12noon</b></li> <li>○ By 10 August - Mail voting papers to caregivers</li> <li>○ <b>7 September - Caregivers' vote closes at 4.00pm</b></li> <li>○ 13 September - Count votes and ascertain election results</li> <li>○ 13 September - <b>Declare elections results at 1.00pm</b></li> <li>○ <b>14 September - New Board takes office</b></li> </ul> </li> <li>● Appoint Returning Officer for the Staff Board Elections by <b>6 July 2022</b></li> <li>● Chromebook loan scheme - good uptake; 1 whanau have joined the skinny JUMP scheme</li> </ul> <p><i>It was then moved that Board appoints an accredited provider (CES) as our returning office to run electronic elections</i>  <b>Moved: S Miller</b></p>	<p>Robert</p> <p>PRATL</p> <p>BOT</p>	<p>June mtg</p> <p>June mtg</p>
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	<p><b>Seconded: S-J Whitehead</b> <b>Carried</b></p> <p><i>It was then decided that the <b>tabled documents</b> be accepted</i> <b>Moved: R Solomone</b> <b>Seconded: S Miller</b> <b>Carried</b></p> <p><i>It was then moved that the <b>PRATL Report</b> be accepted</i> <b>Moved: S-J Whitehead</b> <b>Seconded: R Solomone</b> <b>Carried</b></p>		
School Leader's report:	<p><b>Tabled documents:</b></p> <ul style="list-style-type: none"> <li>• School leader's report May 2022</li> </ul> <p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>• Business as usual; no surprises</li> <li>• Winter sports has started</li> <li>• Two new mentors - Roland Williams and Junior Tofa Vaa</li> <li>• Kapa haka going from strength to strength; hosting Parawhakawai this Friday</li> <li>• Secured Hilary Trust funding for three Year Y10 outdoor pursuits programmes through our mataurangi approach starting with a 5-day trip to Great Barrier Island</li> </ul> <p><i>It was then decided that the <b>tabled documents</b> be accepted</i> <b>Moved: I Tekai</b> <b>Seconded: D Black</b> <b>Carried</b></p> <p><i>It was then moved that the <b>School Leader's Report for May 2022</b> be accepted</i> <b>Moved: I Tekai</b> <b>Seconded: D Black</b> <b>Carried</b></p>		
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>24 March 2022</b></li> </ul> <p><i>It was moved that the <b>minutes of 24 March 2022</b> meeting be taken as read and accepted as a true and accurate record</i> <b>Moved: S-J Whitehead</b> <b>Seconded: R Solomone</b> <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>Additional inwards correspondence:</b></p> <ul style="list-style-type: none"> <li>• 23 May Darci Shelley, external funding application to CLM Community Sport for \$4,594.25 from Tu Manawa Active Aotearoa Fund to support the purchase of new multi-purpose poles for school sport</li> </ul> <p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>• SAS secures funding for the school, let us know to apply with SAS support, then we get funding</li> <li>• Covid - a lot of charities trying to catch up</li> </ul> <p><i>It was then moved that the board approve the <b>external funding application to CLM Community Sport for \$4,594.25</b> from Tu Manawa Active Aotearoa Fund to support the purchase of new multi-purpose poles for school sport</i> <b>Moved: S-J Whitehead</b> <b>Seconded: S Miller</b> <b>Carried</b></p> <p><i>It was then moved that the <b>tabled and additional inwards and outwards correspondence</b> be received and accepted</i> <b>Moved: S-J Whitehead</b> <b>Seconded: S Miller</b> <b>Carried</b></p>		
Review of AC Charter,	Nil		

<b>Governance and Operational Policies 2018 v5:</b>			
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>	<p><b>Tabled documents:</b></p> <ul style="list-style-type: none"> <li>● BOT FTE calculation</li> <li>● 2022 board contact details (digital only)</li> <li>● Subcommittee roles and responsibilities May 2022</li> </ul> <p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>● Kaira-Jo added to the HSW committee</li> <li>● BOT/SLT and partners dinner</li> </ul> <p><i>It was then moved to thank Sarah-Jane for the cake, and for being so welcoming</i>  <b>Moved: K-J Talagi-Ikiua</b>  <b>Seconded: S Miller</b>  <b>Carried</b></p>	Sarah-Jane	
<b>IDENTIFIED AGENDA ITEMS FOR NEXT MEETING:</b>	<ul style="list-style-type: none"> <li>● NZCL reports</li> <li>● Appoint Returning Officer for Staff Board Elections by <b>6 July 2022</b></li> </ul>	PRATL BOT	June mtg June mtg
<b>PREPARATION FOR NEXT MEETING:</b>	<ul style="list-style-type: none"> <li>● Health, Safety and Wellbeing, <b>4.00pm, Monday 20 June 2022</b></li> <li>● Employment, Finance and Property, <b>4.00pm, Wednesday 22 June 2022</b></li> <li>● Planning/Reviewing and Achievement/Teaching and Learning, <b>4.00pm, Thursday 23 June 2022</b></li> <li>●</li> <li>● BOT monthly meeting, <b>6.00pm, Monday 27 June 2022</b></li> </ul>		
<b>MEETING CLOSURE:</b>	<b>At: 8.29pm</b>		
<b>ACTIONS:</b>	<ul style="list-style-type: none"> <li>● Appoint short term cleaning contract (until end of year)</li> <li>● Tender process for long term cleaning contract</li> <li>● Sell tractor and rotary cutter</li> <li>● Ride on lawnmower staff retainer</li> <li>● Pursue options re housing new mower</li> <li>● Lighting options around gymnasium</li> <li>● Advise investment board of our preferences and concerns re capital works plan</li> <li>● Learning leader contact details on school web page</li> <li>● BOT/SLT and partners dinner</li> </ul>	Robert Robert Ananda Robert Robert Ananda 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:**