

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

**Board Meeting Agenda and Minutes - Monday 29 August 2022, 6.00pm,**  
**Alfriston College Boardroom and via Google Meeting**  
**Google Meet ID: [meet.google.com/ddq-xeui-bgo](https://meet.google.com/ddq-xeui-bgo)**

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| <b>Chair:</b>                                   | Sarah-Jane Whitehead  |             |                   |
| <b>Welcome:</b>                                 | Nil   |             |                   |
| <b>ADMINISTRATION:</b>                          |   |             |                   |
| <b>Present:</b>                                 | Sarah-Jane Whitehead, Kaira-Jo Talagi-Ikiua, Sarah Loomb, Diane Black<br>Robert Solomone, Steve Miller<br>Jolie Kay-Cassin (minutes)  |             |                   |
| <b>Apologies:</b>                               | Isaac Tekai, Sala Sefilino<br><br><i>It was then moved that the <b>apologies be accepted</b></i><br><b>Moved:</b> S-J Whitehead<br><b>Seconded:</b> R Solomone<br><b>Carried</b>  |             |                   |
| <b>Declaration of conflict of interest:</b>     | Nil   |             |                   |
| <b>Members of the Public:</b>                   | Nil   |             |                   |
| <b>In attendance:</b>                           | Clare Curtis, Ministry of Education<br>Stuart Bracey, Kianga Ora<br>Mark Thomas, Town Planner representing one of the landowners  |             |                   |
| <b>Presentation by:</b>                         | <b>Kainga Ora re their proposed public/private housing development - Alfriston Village</b><br><br><b>Clare, Stuart and Mark left the meeting at 6.51pm</b>  |             |                   |
| <b>TABLED DISCUSSION:</b>                       |   |             |                   |
| <b>Subject</b>                                  | <b>Discussion / Details / Resolution:</b>   | <b>Who:</b> | <b>Timeframe:</b> |
| Work in progress:                               | Nil   |             |                   |
| School Ball proposal                            | <b>Tabled documents:</b> <ul style="list-style-type: none"> <li>• 2022 AC School Ball proposal</li> </ul> <i>It was then moved that the <b>Board agree to cover the Ball Committee shortfall</b>, on the bases that funding has not been provided for the previous two years</i><br><b>Moved:</b> S Miller<br><b>Seconded:</b> R Solomone<br><b>Carried</b><br><br><b>Kaira-Jo left the meeting at 7.00pm</b> |             |                   |
| <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>24 August 2022</b></li> <li>• HR report for August 2022</li> <li>• EEO report</li> <li>• Financial statements for July 2022</li> <li>• Revised Operational and Capital Budget 2022</li> </ul>  |             |                   |

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|   | <ul style="list-style-type: none"> <li>Property report August 2022</li> </ul> <p><b>Sarah re-joined the meeting at 7.44pm</b></p> <p><i>It was then decided that the <b>tabled documents</b> be accepted</i><br/> <b>Moved:</b> S Miller<br/> <b>Seconded:</b> R Solomone<br/> <b>Carried</b></p> <p><i>It was then moved that the <b>EFAP Report</b> be accepted</i><br/> <b>Moved:</b> S Miller<br/> <b>Seconded:</b> R Solomone<br/> <b>Carried</b></p> <p><b>Recommendations:</b></p> <ul style="list-style-type: none"> <li>That the <b>HR report for August 2022</b> be tabled at the next BOT meeting</li> <li>That the <b>EEO report dated August 2022</b> be tabled at the next BOT meeting</li> <li>That the <b>monthly financial statements for July 2022</b> be tabled at the next Board meeting for ratification</li> <li>That the <b>revised 2022 operations and capital budget</b> be tabled at the next Board meeting for ratification</li> <li>That the <b>property report for August 2022</b> be tabled at the next Board meeting for ratification</li> <li>That the <b>school contribute a koha towards Jorja Muau's paddlers package</b>, the value of the contribution to be discussed at the board meeting</li> <li>That the <b>board continues to support the Ball Committee</b>, and commit to ensuring the Ball takes place at the Pulman Hotel, for at least 120 learners; learners must pay their fees</li> <li>That we <b>accept Karl Tu'inukuafe's test jersey</b> so it can be raffled by the school ball committee</li> </ul> <p><b>Moved:</b> S Miller<br/> <b>Seconded:</b> R Solomone<br/> <b>Carried</b></p> <p><i>It was then moved that the <b>board approves the purchase of one school van now and look towards the purchase of a second van when the time is right</b></i><br/> <b>Moved:</b> S Miller<br/> <b>Seconded:</b> R Solomone<br/> <b>Carried</b></p> <p><i>It was then moved that the <b>EFAP committee to investigate storage area to accommodate the third school van</b></i><br/> <b>Moved:</b> S Miller<br/> <b>Seconded:</b> R Solomone<br/> <b>Carried</b></p> |  |  |
| <p>Planning/Reviewing and Achievement/Teaching and Learning [PRATL] report:</p> | <p><b>Tabled documents:</b></p> <ul style="list-style-type: none"> <li>2022 Year 11 semester 1 data</li> <li>Engagement report Term 2, 2022</li> <li>Year 9/10 learner progress conversation data</li> <li>NZCL comments - Health and Physical Education and Science</li> <li>NZCL comments - Mathematics and Technology</li> <li>Equity index</li> <li>Isolation index</li> <li>SPaR engagement phase 2</li> </ul> <p><i>It was then decided that the <b>tabled documents</b> be accepted</i><br/> <b>Moved:</b> S-J Whitehead<br/> <b>Seconded:</b> R Solomone<br/> <b>Carried</b></p> <p><i>It was then moved that the <b>PRATL Report</b> be accepted</i><br/> <b>Moved:</b> S-J Whitehead<br/> <b>Seconded:</b> R Solomone<br/> <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 August 2022</li> </ul> <p><i>It was then decided that the <b>tabled documents</b> be accepted</i><br/> <b>Moved:</b> D Black</p>  |  |  |

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|   | <p><b>Seconded: R Solomone</b><br/><b>Carried</b></p> <p><i>It was then moved that the <b>School Leader's Report for August 2022</b> be accepted</i><br/><b>Moved: D Black</b><br/><b>Seconded: R Solomone</b><br/><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>27 June 2022</b></li> </ul> <p><i>It was moved that the <b>minutes of 27 June 2022</b> meeting be taken as read and accepted as a true and accurate record</i><br/><b>Moved: R Solomone</b><br/><b>Seconded: D Black</b><br/><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><i>It was then moved that the <b>Board endorse Jaime McCafferty's application for a 2023 Secondary Teacher's Study Support Grant</b></i><br/><b>Moved: S-J Whitehead</b><br/><b>Seconded: R Solomone</b><br/><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><br/><b>Moved: S-J Whitehead</b><br/><b>Seconded: R Solomone</b><br/><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>C3 Board member induction process</li> <li>Appendix 1 Board members code of behaviour agreement</li> <li>Appendix 2 Alfriston College employee policies acknowledgement</li> <li>Appendix 5 3-month board induction review</li> </ul>  |  |  |
| 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>IN-COMMITTEE DISCUSSION:</b>   |   |  |  |
| In-Committee:   | <p><b>At: 8.35pm</b></p> <p><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><br/><b>Moved: S-J Whitehead</b><br/><b>Seconded: R Solomone</b><br/><b>Carried</b></p>   |  |  |

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| Out of In-committee:                             | <p><i>It was moved that the meeting now enable the public to attend</i><br/> <b>Moved:</b> S-J Whitehead<br/> <b>Seconded:</b> R Solomone<br/> <b>Carried</b></p> <p><b>At: 9.20pm</b></p>  |                   |                               |
| Any other matters:                               | Nil   |                   |                               |
| <b>IDENTIFIED AGENDA ITEMS FOR NEXT MEETING:</b> | <ul style="list-style-type: none"> <li>● Farewell outgoing board</li> <li>● Board roles and responsibilities</li> <li>● Induction meeting for new board</li> </ul>  | BOT<br>BOT<br>BOT | Sep mtg<br>Sep mtg<br>Sep mtg |
| <b>PREPARATION FOR NEXT MEETING:</b>             | <ul style="list-style-type: none"> <li>● Health, Safety and Wellbeing, <b>4.00pm, Monday 19 September 2022</b></li> <li>● Employment, Finance and Property, <b>4.00pm, Wednesday 21 September 2022</b></li> <li>● Planning/Reviewing and Achievement/Teaching and Learning, <b>4.00pm, Thursday 22 September 2022</b></li> <li>●</li> <li>● BOT monthly meeting, <b>6.00pm, Monday 26 September 2022</b></li> </ul> |                   |                               |
| <b>MEETING CLOSURE:</b>                          | <b>At: 9.30pm</b>   |                   |                               |

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:**