

ALFRISTON COLLEGE
Board of Trustees

Board Meeting Agenda and Minutes - Monday 7 November 2022, 6.00pm,
Alfriston College Boardroom and via Google Meeting
Google Meet ID: meet.google.com/cop-cmsh-jhj

Chair:	Sarah-Jane Whitehead		
Welcome:	Steve opened with a prayer Welcome to Regina Rex, newly elected Student Board Member Board introductions		
ADMINISTRATION:			
Present:	Sarah-Jane Whitehead, Lisa Takuira, Leslie Pakau, Caroline McLeod, Regina Rex, Kaira-Jo Talagi-Ikiua, Robert Solomone, Ben Samuel, Steve Miller Jolie Kay-Cassin (minutes)		
Apologies:	Nil		
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:
Health, Safety and Wellbeing [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"> • Agenda/minutes of meeting 2 November 2022 • HR report for October 2022 • Financial statements for September 2022 • Review of depreciation rates and cyclical maintenance provision 2022 • Draft budget 2023 • Property report October 2022 • Laser cutter quote <ul style="list-style-type: none"> ○ Proposal ○ Quote GENESIS G750L Laser Cutter Package ○ Quote AEON Mira7 Premium Laser Cutter Package <p><i>It was then decided that the tabled documents be accepted</i> Moved: S-J Whitehead Seconded: R Solomone Carried</p> <p><i>It was then moved that the EFAP Report be accepted</i> Moved: S-J Whitehead Seconded: R Solomone Carried</p>		

	<p>Recommendations:</p> <ul style="list-style-type: none"> • That the HR report for October 2022 be tabled at the next Board meeting • That the monthly financial statements for September 2022 be tabled at the next Board meeting for ratification • That no change be made to depreciation rates for the year ended 31 December 2022 • That, in line with auditors' recommendation, no provision be made for cyclical maintenance until capital work is completed • That the draft operational and capital budget for 2023 be accepted • That the Board approve the disposal of school records dated 2015 or prior in line with MOE School Records Retention/Disposal Schedule • That the property report for October 2022 be tabled at the next Board meeting for ratification • That, for quality purposes, we break down the Alfriston College cleaning contract into three smaller manageable contracts to be managed by the school's property team • To enable Alfriston College to manage the cleaning contract ourselves the board resolves to remove the tender from the GETS system • That we dispose of the current manual petrol school van • That we purchase two LVD 14-seater diesel automatic vans with towbars, cost \$62,133 each • That we build a carport beside the existing garage for the new vans • That we build a suitable shelter off KTK for the tractor • That we purchase the GENESIS G750L Laser Cutter package with the larger workspace and deeper cut bed, cost \$11,479.88 • That we dispose of all the hard technology machinery currently stored in H05/H06 • That we reignite the 5YA project to repurpose H14 instead of H11 • That we appoint BPMS to collate the gym and theatre toilets refurbishment/ remediation into a 5YA project for MOE • That we resolve to spend K4L money to complete the redevelopment of the kitchen, T11, outdoor eating area, after hours delivery shed, outdoor chiller, concrete pad for afterhours delivery shed and chiller and concrete pad by the current kitchen entry • That the Board resolve to top up any additional costs to complete LSC number 2 project • That the board fund the staff end of year luncheon at Urban Soul (Karaka) on Friday 9 December 2022, at a cost of \$50-\$55 per person • That the board fund a staff gift up to the value \$45 per person (maximum of \$100 per person for lunch and gift) • That we digitize the board room with a speaker system or new TV <p><i>It was then decided that the recommendations be approved</i> Moved: R Solomone Seconded: L Pakau Carried</p>		
<p>Planning/Reviewing and Achievement/Teaching and Learning [PRATL] report:</p>	<p>Tabled documents:</p> <ul style="list-style-type: none"> • Agenda/minutes of meeting 3 November 2022 <p><i>It was then decided that the tabled documents be accepted</i> Moved: S Miller Seconded: L Takuira Carried</p> <p><i>It was then moved that the PRATL Report be accepted</i> Moved: S Miller Seconded: L Takuira Carried</p>		
<p>School Leader's report:</p>	<p>Tabled documents:</p> <ul style="list-style-type: none"> • School leader's report October 2022 <p><i>It was then moved that we write to our AC Winter Sports volunteers in recognition of their contribution</i> Moved: R Solomone Seconded: S-J Whitehead Carried</p> <p><i>It was then decided that the tabled documents be accepted</i></p>		

	<p>Moved: R Solomone Seconded: S-J Whitehead Carried</p> <p><i>It was then moved that the School Leader's Report for October 2022 be accepted</i> Moved: R Solomone Seconded: S-J Whitehead Carried</p>		
Minutes of previous meeting and matters arising from the minutes:	<p>Tabled documents:</p> <ul style="list-style-type: none"> Agenda/minutes of meeting 27 September 2022 <p><i>It was moved that the minutes of 27 September 2022 meeting be taken as read and accepted as a true and accurate record</i> Moved: S-J Whitehead Seconded: L Takuira Carried</p>		
Correspondence:	<p>Tabled documents:</p> <ul style="list-style-type: none"> Inwards and outwards correspondence <p><i>It was then moved that the tabled inwards and outwards Correspondence be received and accepted</i> Moved: S-J Whitehead Seconded: S Miller Carried</p>		
Review of AC Charter, Governance and Operational Policies 2018 v5:	Nil		
C1.3 Meeting checklist:	<ul style="list-style-type: none"> February <ul style="list-style-type: none"> Elect Board Presiding Officer - Actioned Review co-opted/seconded positions (reason/end date) - N/a Review board roles and responsibilities - Actioned March <ul style="list-style-type: none"> Appoint NZSTA delegate to vote on behalf of the board - Actioned October <ul style="list-style-type: none"> Induction of newly elected student board member - Actioned November <ul style="list-style-type: none"> Resolution re urgent decisions between end of academic year and first board meeting of the following year 		
C5.1 Triennial review programme [internal evaluation process]:	<ul style="list-style-type: none"> Annual aims reviewed/reported via school leader report on-going Community of Learning/Kahui Ako regularly reported via school leader report on-going Board self-directed learning on-going February <ul style="list-style-type: none"> Elect board presiding officer / deputy presiding officer [except in election year] - Actioned Review co-opted / seconded positions [reason / end date] - Actioned Board roles and responsibilities - Actioned Plan board professional development for year - Actioned March <ul style="list-style-type: none"> 1 March roll return - Actioned 		
IN-COMMITTEE DISCUSSION:			
In-Committee:	<p>At: 7.43pm</p> <p><i>It was then moved that in order to discuss financially sensitive and ensure privacy of individuals the public is removed from the next section of this meeting</i> Moved: S-J Whitehead Seconded: R Solomone Carried</p>		
Out of In-committee:	<p><i>It was moved that the meeting now enable the public to attend</i> Moved: S-J Whitehead</p>		

	<p>Seconded: R Solomone Carried</p> <p>At: 8.24pm</p>		
Any other matters:	<p>Tabled documents:</p> <ul style="list-style-type: none"> Board subcommittee roles and responsibilities Board contact details 		
IDENTIFIED AGENDA ITEMS FOR NEXT MEETING:	<ul style="list-style-type: none"> Board honoraria for 2023 Succession planning - tracking, mentoring and monitoring of wages, salaries and staffing Strategic plan (AC Way) 2023 Conflict of interest report 	<p>Board EFAP</p> <p>PRATL Board</p>	<p>Nov mtg Nov mtg</p> <p>Nov mtg Nov mtg</p>
PREPARATION FOR NEXT MEETING:	<ul style="list-style-type: none"> Health, Safety and Wellbeing, 4.00pm, Monday 28 November 2022 Employment, Finance and Property, 4.00pm, Wednesday 30 November 2022 BOT monthly meeting, 6.00pm, Monday 5 December 2022 Planning/Reviewing and Achievement/Teaching and Learning, 4.00pm, Thursday 23 February 2022 		
MEETING CLOSURE:	<p>At: 8.53pm</p>		

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: