

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

**Board Meeting Agenda and Minutes - Tuesday 27 September 2022, 6.00pm,**  
**Alfriston College Boardroom and via Google Meeting**  
**Google Meet ID: [meet.google.com/cop-cmsh-jhj](https://meet.google.com/cop-cmsh-jhj)**

<b>Chair:</b>	Sarah-Jane Whitehead		
<b>Welcome:</b>	Prayer by Lisa		
<b>ADMINISTRATION:</b>			
<b>Present:</b>	Sarah-Jane Whitehead, Leslie Pakau, Lisa Takuira, Caroline McLeod Ben Samuel, Robert Solomone, Steve Miller Jolie Kay-Cassin (minutes)		
<b>Apologies:</b>	Steve Miller (lateness)  <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>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 Wellbeing [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 September 2022</li> <li>Banked staffing report</li> <li>Financial statements for August 2022</li> <li>Purchase/disposal of vehicles</li> <li>Toyota quote</li> <li>MOE information re houses for teachers and caretakers</li> </ul> <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>  <i>It was moved that the <b>minutes of 24 August 2022 EFAP meeting</b> be taken as read and accepted as a true and accurate record</i> <b>Moved:</b> S Miller <b>Seconded:</b> R Solomone <b>Carried</b>		

	<p><i>It was then moved that the <b>EFAP Report</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>monthly financial statements for August 2022</b> be ratified</i>  <b>Moved:</b> R Solomone  <b>Seconded:</b> L Takuira  <b>Carried</b></p> <p><i>It was then recommended that we <b>spend money to tidy the Kaitoro toilet/showers and the block changing rooms for whare noho</b></i>  <b>Moved:</b> R Solomone  <b>Seconded:</b> L Takuira  <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 September 2022</li> </ul> <p><b>Steve joined the meeting at 6.47pm</b></p> <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 September 2022</b> be accepted</i>  <b>Moved:</b> R Solomone  <b>Seconded:</b> S-J Whitehead  <b>Carried</b></p>		
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>23 June 2022</b></li> <li>• Agenda/minutes of meeting <b>21 September 2022</b></li> <li>• Informing parents of learner progress August 2022</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> R Solomone  <b>Carried</b></p> <p><i>It was then moved that the <b>PRATL Report</b> be accepted</i>  <b>Moved:</b> S Miller  <b>Seconded:</b> R Solomone  <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>29 August 2022</b></li> </ul> <p><i>It was moved that the <b>minutes of 29 August 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> R Solomone  <b>Carried</b></p>		
<b>IN-COMMITTEE DISCUSSION:</b>			
In-Committee:	<p><b>At: 7.32pm</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>  <b>Moved:</b> S-J Whitehead  <b>Seconded:</b> R Solomone  <b>Carried</b></p>		
Out of In-committee:	<p><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></p> <p><b>At: 8.21pm</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>tabled and additional inwards and outwards Correspondence</b> be received and accepted</i>  <b>Moved:</b> S-J Whitehead  <b>Seconded:</b> R Solomone  <b>Carried</b></p>		
Review of AC Charter, Governance and Operational Policies 2018 v5:	<p><b>Tabled documents:</b></p> <ul style="list-style-type: none"> <li>A4 Alfriston College delegations list</li> </ul> <p><i>That we continue to <b>keep the current delegations recommended in Policy Framework document (A4)</b></i>  <b>Moved:</b> R Solomone  <b>Seconded:</b> L Takura  <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 - <b>Actioned</b></li> </ul> </li> <li>October <ul style="list-style-type: none"> <li>Induction of newly elected student board member</li> </ul> </li> <li>November <ul style="list-style-type: none"> <li>Resolution re urgent decisions between end of academic year and first board meeting of the following year</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>		
Any other matters:	Nil		
<b>IDENTIFIED AGENDA ITEMS FOR NEXT MEETING:</b>	<ul style="list-style-type: none"> <li>Agenda/minutes of meeting 23 June 2022</li> <li>Strategic plan: focus on 'equity everyday' and mana orite (what are we doing as a school - Kaupapa Māori Te Pae o Takanini)</li> </ul>	PRATL PRATL	Nov mtg Nov mtg
<b>PREPARATION FOR NEXT MEETING:</b>	<ul style="list-style-type: none"> <li>Health, Safety and Wellbeing, <b>4.00pm, Monday 31 October 2022</b></li> <li>Employment, Finance and Property, <b>4.00pm, Wednesday 2 November 2022</b></li> <li>Planning/Reviewing and Achievement/Teaching and Learning, <b>4.00pm, Thursday 3 November 2022</b></li> <li>BOT monthly meeting, <b>6.00pm, Monday 7 November 2022</b></li> </ul>		
<b>MEETING CLOSURE:</b>	At: 8.31pm		

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: