

ALFRISTON COLLEGE
Board of Trustees

Board Meeting Agenda and Minutes - Monday 27 February 2023, 6.00pm,
Alfriston College Boardroom and via Google Meeting
Google Meet ID: meet.google.com/goh-hiph-ust

Chair:	Robert Solomone		
Welcome:	Nil		
ADMINISTRATION:			
Present:	Sarah-Jane Whitehead, Lisa Takuira, Regina Rex, Steve Miller, Ben Samuel, Robert Solomone Jolie Kay-Cassin (minutes)		
Apologies:	Leslie Pakau, Caroline McLeod <i>It was then moved that the apologies be accepted</i> Moved: S-J Whitehead Seconded: R Solomone Carried		
Declaration of conflict of interest:	Nil		
Members of the Public:	David Hemopo and Lockwood - Pūhoro Charitable Trust		
Presentation by:	David Hemopo and Lockwood - Pūhoro Charitable Trust David and Lockwood left the meeting at 6.28pm		
In attendance:	Serenity Reti-Huch and Emil Huch joined the meeting at 6.31pm		
Elect Presiding Member	<i>It was then moved that Sarah-Jane Whitehead be appointed Board Presiding Member for 2023</i> Moved: R Solomone Seconded: L Takuira Carried <i>It was then moved that Steve Miller be appointed Board Deputy Presiding Member for 2023</i> Moved: R Solomone Seconded: S-J Whitehead Carried		
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 February 2023 ● Banked staffing ● Operations grant (school funded) teachers costs ● Draft financial statements for December 2022 ● Final operational and capital budget 2023 ● Technology assets for disposal ● Facility hire agreement ● Property report February 2023 ● Concrete pad for new carport for new vans 		

	<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 EFAP Report be accepted</i> Moved: L Takuira Seconded: R Solomone Carried</p> <p><i>It was moved that the EFAP minutes of 2 November 2022 meeting be taken as read and accepted as a true and accurate record</i> Moved: L Takuira Seconded: R Solomone Carried</p> <p><i>It was then moved that the HR report for February 2023 be accepted</i> Moved: R Solomone Seconded: L Takuira Carried</p> <p><i>It was then moved that the draft financial statements for the year ended 31 December 2022 be approved</i> Rider: Mid year budget review needs to better reflect what we're doing, our strategic goals and teaching and learning Moved: S Miller Seconded: L Takuira Carried</p> <p><i>It was then moved that the final final operation and capital expenditure budget for 2023 be approved</i> Rider: Midyear budget review needs to better reflect what we're doing, our strategic goals and teaching and learning Moved: S Miller Seconded: L Takuira Carried</p> <p><i>It was then moved that an external funding application be made to Trillian Trust for \$9,084.80 to support travel, accommodation, and van hire costs for the Alfriston College Premier Boys Softball Team to attend the NZ Secondary Schools Softball Nationals at Dynasty Ballpark in Christchurch, 27-31 March 2023</i> Moved: R Solomone Seconded: S-J Whitehead Carried</p> <p><i>It was then moved that the property report for February 2023 be accepted</i> Moved: R Solomone Seconded: S Miller Carried</p> <p><i>It was then moved to increase TurfTech contract for grounds maintenance by the CPI of 7.19%</i> Moved: S Miller Seconded: R Rex Carried</p> <p><i>It was then moved to accept Teshwill's quote of \$85k to erect a carport and concrete pad to house the two new school vans</i> Moved: R Solomone Seconded: S Miller 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 23 February 2023 ● NCEA Principal's report ● The AC Way 2023-25 <p><i>It was then decided that the tabled documents be accepted</i> Moved: S-J Whitehead Seconded: C McLeod Carried</p> <p><i>It was then moved that the PRATL Report be accepted</i> Moved: S-J Whitehead</p>		

	<p>Seconded: C McLeod Carried</p> <p>Recommendations:</p> <ul style="list-style-type: none"> • That the AC Way 2023-2025 be approved <p>Moved: S Miller Seconded: B Samuel Carried</p>		
School Leader's report:	<p>Tabled documents:</p> <ul style="list-style-type: none"> • School leader's report February 2023 <p><i>It was then decided that the tabled documents be accepted</i></p> <p>Moved: R Rex Seconded: S-J Whitehead Carried</p> <p><i>It was then moved that the School Leader's Report for February 2023 be accepted</i></p> <p>Moved: R Rex 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 5 December 2022 <p><i>It was moved that the minutes of 5 December 2022 meeting be taken as read and accepted as a true and accurate record</i></p> <p>Moved: S-J Whitehead Seconded: L Takuira Carried</p>		
Correspondence:	<p>Tabled documents:</p> <ul style="list-style-type: none"> • Inwards and outwards correspondence • External funding application to NZ Community Trust <p><i>It was then moved that the tabled and additional inwards and outwards Correspondence be received and accepted</i></p> <p>Moved: S Miller Seconded: L Takuira Carried</p> <p><i>It was then moved that an external funding application be made to NZ Community Trust for \$9,084.80 to support travel, accommodation, and van hire costs for the Alfriston College Premier Boys Softball Team to attend the NZ Secondary Schools Softball Nationals at Dynasty Ballpark in Christchurch, 27-31 March 2023</i></p> <p>Moved: R Solomone Seconded: S-J Whitehead Carried</p> <p><i>It was then moved that the board support the production of a 2023 Yearbook</i></p> <p>Moved: S-J Whitehead Seconded: L Takuira Carried</p>		
Review of AC Charter, Governance and Operational Policies 2018 v5:	<p>Tabled documents:</p> <ul style="list-style-type: none"> • Policy review annual governance policies (A1-A4) <ul style="list-style-type: none"> ○ A1: Board members register ○ A2: Board work plan ○ A3: Strategic annual plan - our number 1 policy ○ A4: Delegations list • Policies requiring annual review <ul style="list-style-type: none"> ○ B3: Board member remuneration and expenses ○ B5: Presiding member role description ○ C1.3: Meeting checklist ○ C5: Internal evaluation processes and Appendix 7: Internal evaluation process ○ C5.1 and Appendix 6: Triennial review programme 2023-2025 <p><i>It was then moved that the reviewed AC Charter, Governance and Operational Policies A1-4, B3, B5, C1.3, C5 and Appendix 7, C5.1 and Appendix 6 be updated</i></p> <p>Moved: R Solomone</p>		

	Seconded: S Miller Carried		
A2 Board work plan C1.3 Meeting checklist 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 Member ○ Review co-opted/seconded positions (reason/end date) - N/a ○ Review board roles and responsibilities ○ Plan board professional development for year ● March <ul style="list-style-type: none"> ○ 1 March roll return - Actioned ○ Board FTE calculation for auditors ○ Your community workshop ● May <ul style="list-style-type: none"> ○ Appoint NZSTA delegate to vote on behalf of the board ○ Board health and safety workshop ● June <ul style="list-style-type: none"> ○ 1 June roll return ○ Appoint returning officer for student member election ○ Register attendance at NZSTA conference ● July <ul style="list-style-type: none"> ○ 1 July roll return ○ NZSTA conference ● August <ul style="list-style-type: none"> ○ Review board meeting protocols (C1-1.4) ● September <ul style="list-style-type: none"> ○ 1 September roll return ○ Student member election ○ Student member induction process (C3) ● October <ul style="list-style-type: none"> ○ Succession planning ○ Evaluation of board effectiveness ● November <ul style="list-style-type: none"> ○ Board report to the community ○ Board conflict of interest report ○ Calendar meeting dates for following year ○ Sign staff end of year cards ○ Resolution re urgent decisions between end of academic year and first board meeting of the following year 		
Any other matters:	Tabled documents: <ul style="list-style-type: none"> ● Board subcommittee roles and responsibilities ● Board contact list ● Board meeting dates 2023 <p>Serenity Reti-Huch and Emil Huch left the meeting at 8.15pm</p>		
IN-COMMITTEE DISCUSSION:			
In-Committee:	At: 8.20pm <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		
Out of In-committee:	<i>It was moved that the meeting now enable the public to attend</i> Moved: S-J Whitehead Seconded: R Solomone Carried At: 9.00pm		
IDENTIFIED AGENDA ITEMS FOR NEXT MEETING:	<ul style="list-style-type: none"> ● Reviewed facility hire agreement ● Amended technology machinery disposal list ● Capital works update/presentation to board ● Deep dive into NCEA Principal's report for next meeting ● asTTle data for April meeting ● Proposal on upgrade of video conferencing set up for boardroom 	HSW EFAP ACB PRATL PRATL EFAP ACB	Mar mtg Mar mtg Mar mtg Mar mtg Apr mtg Mar mtg Mar mtg

	<ul style="list-style-type: none"> Co-option of Serenity Reti-Huch and/or Emil Huch onto board - community engagement 		
PREPARATION FOR NEXT MEETING:	<ul style="list-style-type: none"> Health, Safety and Wellbeing, 4.00pm, Monday 20 March 2023 Employment, Finance and Property, 4.00pm, Wednesday 22 March 2023 Planning/Reviewing and Achievement/Teaching and Learning, 4.00pm, Thursday 23 March 2023 BOT monthly meeting, 6.00pm, Monday 27 March 2023 		
MEETING CLOSURE:	At: 9.05pm		
ACTIONS:	<ul style="list-style-type: none"> Facility hire agreement to be reviewed Amend technology machinery disposal list Update/presentation to board on capital works School to wash roof and all external walls Deep dive into NCEA Principal's report for next meeting asTTle data for April meeting Proposal on upgrade of video conferencing set up for boardroom Funding/group of learners/community to complete driver licence course Follow up on pending ERO visit Whare clean up / roof leak costs added to emergency cost recovery claim with MOE/Insurance Discussion on upgrade of whare furniture with Lisa 	Sarah-Jane/Lisa Robert Robert Robert Alastair Karyn Ananda Robert Robert Robert Ananda	

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: