

## ALFRISTON COLLEGE BOARD

| Meeting Agenda and Minutes - Monday 27 March 2023, 6.00pm,<br>Alfriston College Boardroom and via Google Meeting<br>Google Meet ID: <a href="https://meet.google.com/ios-fqxr-pjc">meet.google.com/ios-fqxr-pjc</a> |   |             |                   |
|---|---|-------------|-------------------|
| <b>Chair:</b>   | Sarah-Jane Whitehead  |             |                   |
| <b>Welcome:</b>   | Nil   |             |                   |
| <b>ADMINISTRATION:</b>  |   |             |                   |
| <b>Present:</b>   | Sarah-Jane Whitehead, Steve Miller, Caroline McLeod, Leslie Pakau, Lisa Takuira, Regina Rex<br>Sarah Loomb (on behalf of Robert)  |             |                   |
| <b>Apologies:</b>   | Robert Solomone, Ben Samuel, Jolie Kay-Cassin<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> S Miller<br><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: 6.18pm</b><br><br><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:</b> S-J Whitehead<br><b>Seconded:</b> S Miller<br><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><br><b>Moved:</b> S-J Whitehead<br><b>Seconded:</b> L Takuira<br><b>Carried</b><br><br><b>At: 7.38pm</b>   |             |                   |
| <b>Tabled Discussion:</b>   |   |             |                   |
| <b>Subject</b>  | <b>Discussion / Details / Resolution:</b>   | <b>Who:</b> | <b>Timeframe:</b> |
| Work in progress:   | Nil   |             |                   |
| Health, Safety and Wellbeing [HSW] report:  | <b>Discussion:</b><br>Refer to in-committee minutes   |             |                   |
| Employment, Finance and Property [EFAP] report:   | <b>Tabled documents:</b> <ul style="list-style-type: none"> <li>● HR report</li> <li>● Discretionary leave applications</li> <li>● Banked staffing report</li> <li>● Operations grant teacher costs</li> <li>● Teacher registration / police vetting report</li> <li>● Monthly Management Accounts Feb 23</li> </ul><br><i>It was then moved that the following <b>HR Board considerations for March 2023</b> be accepted:</i> <ul style="list-style-type: none"> <li>● That the HR Report and Banked Staffing Report be accepted</li> <li>● That the tabled discretionary leave applications be approved</li> </ul> <b>Moved:</b> S Miller<br><b>Seconded:</b> L Takuira |             |                   |

|   |  |  |  |
|---|--|--|--|
|   | <p><b>Carried</b></p> <p><i>It was then moved that the following <b>Finance Board considerations for March 2023</b> be accepted:</i></p> <ul style="list-style-type: none"> <li>● <i>That the monthly financial statements for February 2023 be accepted</i></li> <li>● <i>That \$1000 be credited to the Premier Softball participation at 2023 Nationals</i></li> </ul> <p><b>Moved:</b> L Takuira<br/><b>Seconded:</b> S Miller<br/><b>Carried</b></p> <p><i>It was then moved that the following <b>Property Board considerations for March 2023</b> be accepted:</i></p> <ul style="list-style-type: none"> <li>● <i>That the minutes of the EFAP Committee Meeting of 22 March 2023 on Property be accepted</i></li> <li>● <i>That works to improve learner access to the Sports Office be undertaken</i></li> <li>● <i>That an alternative exit from the Sports Office be investigated</i></li> </ul> <p><b>Moved:</b> S-J Whitehead<br/><b>Seconded:</b> S Miller<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>● Agenda/minutes of meeting <b>23 February 2023</b></li> <li>● Y9/10 meet the portfolio learning leader report</li> <li>● B1: Board roles and responsibilities</li> <li>● B2: Board member code of behaviour</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> S Miller<br/><b>Carried</b></p> <p><i>It was moved that the <b>PRATL minutes of 23 February 2023 meeting</b> be taken as read and accepted as a true and accurate record</i><br/><b>Moved:</b> S Miller<br/><b>Seconded:</b> C McLeod<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> S Miller<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 March 2023</li> </ul> <p><i>It was then decided that the <b>tabled documents</b> be accepted</i><br/><b>Moved:</b> L Takuira<br/><b>Seconded:</b> C McLeod<br/><b>Carried</b></p> <p><i>It was then moved that the <b>School Leader's Report for March 2023</b> be accepted</i><br/><b>Moved:</b> L Takuira<br/><b>Seconded:</b> C McLeod<br/><b>Carried</b></p>   |  |  |
| <p>Minutes of previous meeting and matters arising from the minutes:</p>        | <p><b>Tabled documents:</b></p> <ul style="list-style-type: none"> <li>● Agenda/minutes of meeting <b>27 February 2023</b></li> </ul> <p><i>It was moved that the <b>minutes of 27 February 2023 meeting</b> be taken as read and accepted as a true and accurate record</i><br/><b>Moved:</b> L Takuira<br/><b>Seconded:</b> S Miller<br/><b>Carried</b></p>  |  |  |
| <p>Correspondence:</p>  | <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 inwards and outwards Correspondence</b> be received and accepted</i><br/> <b>Moved:</b> S Miller<br/> <b>Seconded:</b> R Rex<br/> <b>Carried</b></p>  |  |  |
| <p><b>Review of AC Charter, Governance and Operational Policies 2018 v5:</b></p>  | <p><b>Tabled documents:</b></p> <ul style="list-style-type: none"> <li>● Policies requiring annual review <ul style="list-style-type: none"> <li>○ B1: Board roles and responsibilities</li> <li>○ B2: Board member code of behaviour</li> </ul> </li> </ul> <p><i>It was then moved that the reviewed <b>AC Charter, Governance and Operational Policies B1 and B2</b> be updated</i><br/> <b>Moved:</b> S Miller<br/> <b>Seconded:</b> S-J Whitehead<br/> <b>Carried</b></p>   |  |  |
| <p><b>Review of AC Procedures Policies:</b></p>   | <p>Nil</p>   |  |  |
| <p><b>A2 Board work plan</b></p> <p><b>C1.3 Meeting checklist</b></p> <p><b>C5.1 Triennial review programme [internal evaluation process]</b></p> | <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 Member - <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> <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> <li>○ Board FTE calculation for auditors</li> <li>○ Your community workshop</li> </ul> </li> <li>● May <ul style="list-style-type: none"> <li>○ Appoint NZSTA delegate to vote on behalf of the board</li> <li>○ Board health and safety workshop</li> </ul> </li> <li>● June <ul style="list-style-type: none"> <li>○ 1 June roll return</li> <li>○ Appoint returning officer for student member election</li> <li>○ Register attendance at NZSTA conference</li> </ul> </li> <li>● July <ul style="list-style-type: none"> <li>○ 1 July roll return</li> <li>○ NZSTA conference</li> </ul> </li> <li>● August <ul style="list-style-type: none"> <li>○ Review board meeting protocols (C1-1.4)</li> </ul> </li> <li>● September <ul style="list-style-type: none"> <li>○ 1 September roll return</li> <li>○ Student member election</li> <li>○ Student member induction process (C3)</li> </ul> </li> <li>● October <ul style="list-style-type: none"> <li>○ Succession planning</li> <li>○ Evaluation of board effectiveness</li> </ul> </li> <li>● November <ul style="list-style-type: none"> <li>○ Board report to the community</li> <li>○ Board conflict of interest report</li> <li>○ Calendar meeting dates for following year</li> <li>○ Sign staff end of year cards</li> <li>○ Resolution re urgent decisions between end of academic year and first board meeting of the following year</li> </ul> </li> </ul> |  |  |
| <p><b>Any other matters:</b></p>  | <p>Nil</p>   |  |  |
| <p><b>Identified agenda items for next meeting:</b></p>   | <p>Nil</p>   |  |  |
| <p><b>Preparation for next meeting:</b></p>   | <ul style="list-style-type: none"> <li>● Health, Safety and Wellbeing, <b>4.00pm, Monday 22 May 2023</b></li> <li>● Employment, Finance and Property, <b>4.00pm, Wednesday 24 May 2023</b></li> <li>● Planning/Reviewing and Achievement/Teaching and Learning, <b>4.00pm, Thursday 25 May 2023</b></li> <li>● ACB monthly meeting, <b>6.00pm, Monday 29 May 2023</b></li> </ul>   |  |  |

|                                   |   |   |                                 |
|-----------------------------------|---|---|---------------------------------|
| <b>Meeting Closure</b>            | <b>At: 8.12pm</b>   |   |                                 |
| <b>ACTIONS FOR BOT SECRETARY:</b> | <ul style="list-style-type: none"> <li>● Load discretionary leave applications onto relief calendar</li> <li>● Work to improve learner access to the Sports Office</li> <li>● Investigate alternative exit from the Sports Office</li> <li>● B1: Board roles and responsibilities point 3 to be updated when information is available</li> <li>● Staff and learners informed of early finish Monday 3 April 2023</li> <li>● Update AC Charter, Governance and Operational Policies</li> </ul> | <p>Jolie<br/>Robert<br/>Robert<br/>Jolie</p> <p>Sarah<br/>Jolie</p> | <p>Actioned</p> <p>Actioned</p> |

NOTE: A meeting quorum consists of more than half the board members currently holding office. Declaration of a conflict of interest does not destroy a quorum. **Eight** board members currently holding office = quorum **five** Trustees

**Signed by Board Representative:**

**Dated:**