

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

**Board Meeting Agenda and Minutes - Monday 5 December 2022, 6.00pm,**  
**Alfriston College Boardroom and via Google Meeting**  
**Google Meet ID: [meet.google.com/hrt-aivt-rjs](https://meet.google.com/hrt-aivt-rjs)**

Chair:	Steve Miller		
Welcome:	Steve, with a prayer		
ADMINISTRATION:			
Present:	Sarah-Jane Whitehead, Lisa Takuira, Leslie Pakau, Regina Rex Steve Miller, Robert Solomone Jolie Kay-Cassin (minutes)		
Apologies:	Sarah-Jane Whitehead (lateness), Steve Miller (leaving early), Ben Samuel  <i>It was then moved that the <b>apologies be accepted</b></i> <b>Moved:</b> S Miller <b>Seconded:</b> R Solomone <b>Carried</b>		
Declaration of conflict of interest:	There has been no declaration of conflict of interest in HSW, EFAP, PRATL and Board meetings between February-November 2022		
Members of the Public:	Nil		
In attendance:	Nil		
Presentation by:	Nil		
TABLED DISCUSSION:			
Subject	Discussion / Details / Resolution:	Who:	Timeframe:
Work in progress:	<b>Tabled documents:</b> <ul style="list-style-type: none"><li>AC Way 2023-2025</li></ul>		
MONITORING / STRATEGIC:			
Subject	Discussion / Details / Resolution:	Who:	Timeframe:
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>2 November 2022</b></li><li>HR report for November 2022</li><li>Banked staffing</li><li>Bulk grant (school funded) teachers reconciliation</li><li>Financial statements for October 2022</li><li>Property report November 2022</li></ul> <i>It was then moved that board fees for 2023 be set at:</i> <ul style="list-style-type: none"><li>\$120 per board meeting for the Presiding Member</li><li>\$75 per board meeting for elected board members</li><li>\$35 per meeting for working group/committee meetings</li></ul> <b>Moved:</b> L Takuira <b>Seconded:</b> L Pakau <b>Carried</b>  <i>It was then moved that the capital items budget be adjusted to include the purchase of two school vans \$128,611</i> <b>Moved:</b> R Solomone <b>Seconded:</b> L Takuira <b>Carried</b>		

	<p><i>It was then decided that the <b>tabled documents</b> be accepted</i>  <b>Moved:</b> S-J Whitehead  <b>Seconded:</b> R Solomone  <b>Carried</b></p> <p><i>It was then moved that the <b>EFAP Report</b> be accepted</i>  <b>Moved:</b> S-J Whitehead  <b>Seconded:</b> R Solomone  <b>Carried</b></p> <p><i>It was then moved that the <b>HR report for November 2022</b> be accepted</i>  <b>Moved:</b> S-J Whitehead  <b>Seconded:</b> R Solomone  <b>Carried</b></p> <p><i>It was then moved that the <b>monthly financial statements for October 2022</b> be ratified</i>  <b>Moved:</b> S-J Whitehead  <b>Seconded:</b> R Solomone  <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>3 November 2022</b></li> <li>• Term 4 informing parent report</li> <li>• International Student report</li> <li>• Market Insights Dashboards March 2022</li> <li>• Managing an international programme - A guide for NZ schools</li> </ul> <p><i>It was then decided that the <b>tabled documents</b> be accepted</i>  <b>Moved:</b> S-J Whitehead  <b>Seconded:</b> C McLeod  <b>Carried</b></p> <p><i>It was then moved that the <b>PRATL Report</b> be accepted</i>  <b>Moved:</b> S-J Whitehead  <b>Seconded:</b> C McLeod  <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 November 2022</li> </ul> <p><i>It was then decided that the <b>tabled documents</b> be accepted</i>  <b>Moved:</b> L Pakau  <b>Seconded:</b> L Takuira  <b>Carried</b></p> <p><i>It was then moved that the <b>School Leader's Report for November 2022</b> be accepted</i>  <b>Moved:</b> L Pakau  <b>Seconded:</b> L Takuira  <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>7 November 2022</b></li> </ul> <p><i>It was moved that the <b>minutes of 7 November 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> L Pakau  <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>tabled 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:	Nil		

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 - <b>Actioned</b></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 - <b>Actioned</b></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:	<p><i>It was then decided that the <b>Presiding Member, Deputy Presiding Member and School Leader or delegated Senior Leader</b> be authorised to make decisions on behalf of the Board during the period 5 December 2022 to 27 February 2023 (date of the first BOT meeting in 2023)</i></p> <p><b>Moved:</b> S-J Whitehead  <b>Seconded:</b> L Pakau  <b>Carried</b></p>		
<b>IN-COMMITTEE DISCUSSION:</b>			
In-Committee:	<p><b>At: 8.08</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></p> <p><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></p> <p><b>Moved:</b> S-J Whitehead  <b>Seconded:</b> R Solomone  <b>Carried</b></p> <p><b>At: 8.49pm</b></p>		
<b>IDENTIFIED AGENDA ITEMS FOR NEXT MEETING:</b>	<ul style="list-style-type: none"> <li>The AC Way 23-25 approved</li> </ul>	PRATL	Mar mtg
<b>PREPARATION FOR NEXT MEETING:</b>	<ul style="list-style-type: none"> <li>Health, Safety and Wellbeing, <b>4.00pm, Monday 20 February 2023</b></li> <li>Employment, Finance and Property, <b>4.00pm, Wednesday 22 February 2023</b></li> <li>Planning/Reviewing and Achievement/Teaching and Learning, <b>4.00pm, Thursday 23 February 2023</b></li> <li>BOT monthly meeting, <b>6.00pm, Monday 27 February 2023</b></li> </ul>		
<b>MEETING CLOSURE:</b>	<b>At: 8.50pm</b>		

<b>ACTIONS:</b>	<ul style="list-style-type: none"><li>• Changes to The AC Way 23-25</li><li>• Update policy framework document B3</li><li>• Need to align budget to strategic plan</li></ul>	Robert Jolie Robert	Actioned
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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: