

ALFRISTON COLLEGE BOARD

Meeting Agenda and Minutes - Monday 29 May 2023, 6.00pm, Alfriston College Boardroom and via Google Meeting Google Meet ID: meet.google.com/ifb-uknp-rps			
Chair:	Sarah-Jane Whitehead		
Welcome:	N/A		
ADMINISTRATION:			
Present	Sarah-Jane Whitehead, Lisa Takuira, Caroline McLeod, Leslie Pakau Steve Miller, Ben Samuel, Robert Solomone Jolie Kay-Cassin (minutes)		
Apologies	Regina Rex <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	Nil		
In Attendance	Maddie Franklin and Quintin Te Maari		
Presentation by:	Maddie Franklin and Quintin Te Maari <ul style="list-style-type: none"> ● Solar energy on wharenui ● Manurewa Youth Council proposal Maddie and Quintin left the meeting at 6.39pm		
IN-COMMITTEE DISCUSSION:			
In-Committee:	At: 6.40pm <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: 8.08pm		
Tabled Discussion:			
Subject	Discussion / Details / Resolution:	Who:	Timeframe:
Work in progress:	Nil		
Health, Safety and Wellbeing [HSW] report:	Discussion: Refer to in-committee minutes		
Employment, Finance and Property [EFAP] report:	Tabled documents: <ul style="list-style-type: none"> ● SLT Committee report ● HR report ● Discretionary leave applications ● Banked staffing report ● Operations grant teacher costs ● Relief teacher costs ● Management units and allowances report ● Monthly Management Accounts April 23 		

	<ul style="list-style-type: none"> ● Draft annual report for 31 December 2022 ● Compliance with Education & Training Act 2020 requirements to be a good employer for the year ended 31 December 2022 ● Koha to Kapa Haka tutors ● Matariki Hautapu ceremony proposal <p><i>It was then moved that the following HR Board considerations for May 2023 be accepted:</i></p> <ul style="list-style-type: none"> ● <i>That the tabled discretionary leave applications be approved</i> ● <i>That the HR report be accepted</i> <p>Moved: R Solomone Seconded: C McLeod Carried</p> <p><i>It was then moved that preliminary approval be granted for Matariki Hautapu event, Alfriston College, Friday 14 July 2023</i></p> <p>Moved: R Solomone Seconded: C McLeod Carried</p> <p><i>It was then moved that the following Finance Board considerations for March 2023 be accepted:</i></p> <ul style="list-style-type: none"> ● <i>That the monthly management accounts for April 2023 be accepted</i> ● <i>That Kataraina Ropati-Snell's request for koha for Kapa Haka tutors be approved and paid from Kapa Haka money</i> ● <i>That we accept the Waddell group NZMA School Sponsorship Programme \$14k so learners/teams can apply for funding</i> <p>Moved: R Solomone Seconded: C McLeod Carried</p> <p><i>It was then moved that the following Property Board considerations for March 2023 be accepted:</i></p> <ul style="list-style-type: none"> ● <i>That we spend board money to electronic key Auaha block (cost \$10-15k for all internal doors per block)</i> ● <i>That we seriously consider purchasing 145 Alfriston Road (property behind ECE)</i> <p>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 25 May 2023 ● Review of Emergency Management Plan ● Year 13 data 2022 (deep dive) ● 2023 SOY asTTle report ● Informing parents of learner progress May 2023 ● Term 1 engagement report ● NZQA principal's report 2022 (NCEA confirmed results) ● Semester 1 entries 2023 ● Reviewed AoV / SoV ● AC school access plan (SAP) ● H&S Visitors on site procedures policy ● Board Assurance Statement (BAS) ● School Improvement Framework (SIF) <p><i>It was then decided that the tabled documents be accepted</i></p> <p>Moved: S Miller Seconded: R Solomone Carried</p> <p>Recommendations:</p> <ul style="list-style-type: none"> ● <i>That the AC School Access Plan (SAP) be ratified</i> <p><i>It was then moved that the PRATL Report be accepted</i></p> <p>Moved: S-J Whitehead Seconded: S Miller Carried</p>		

School Leader's report:	<p>Tabled documents:</p> <ul style="list-style-type: none"> ● School leader's report May 2023 <p><i>It was then decided that the tabled documents be accepted</i> Moved: S-J Whitehead Seconded: L Takuira Carried</p> <p><i>It was then moved that the School Leader's Report for May 2023 be accepted</i> Moved: S-J Whitehead Seconded: L Takuira 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 March 2023 <p><i>It was moved that the minutes of 27 March 2023 meeting be taken as read and accepted as a true and accurate record</i> Moved: L Takuira Seconded: R Solomone 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: R Solomone Carried</p>		
Review of AC Charter, Governance and Operational Policies 2018 v5:	<p>Tabled documents:</p> <ul style="list-style-type: none"> ● D8: Reducing student distress and use of physical restraint policy <p>Recommendation:</p> <ul style="list-style-type: none"> ● <i>That the reviewed NZSTA template D8: Reducing learner distress and use of physical restraint policy be ratified and used to create a new H&S procedures policy</i> <p>Moved: S-J Whitehead Seconded: R Solomone Carried</p>		
Review of AC Procedures Policies:	<p>Tabled documents:</p> <ul style="list-style-type: none"> ● H&S 6: Injuries and incidents management and reporting procedures policy ● AC School Action Plan (SAP) <p>Recommendation:</p> <ul style="list-style-type: none"> ● <i>That the reviewed H&S 6: Injuries and incidents management and reporting procedures policy be ratified</i> <p>Moved: S-J Whitehead Seconded: R Solomone Carried</p>		
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 - Actioned ○ Review co-opted/seconded positions (reason/end date) - N/a ○ Review board roles and responsibilities - Actioned ○ Plan board professional development for year - Actioned ● March <ul style="list-style-type: none"> ○ 1 March roll return - Actioned ○ Board FTE calculation for auditors - Actioned 		

	<ul style="list-style-type: none"> ○ Board your community workshop ● May <ul style="list-style-type: none"> ○ Appoint NZSTA delegate to vote on behalf of the board - Actioned ○ 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"> ● ACB FTE calculation for 2022 ● 33rd NZSTA Annual Conference programme 		
Identified agenda items for next meeting:	<ul style="list-style-type: none"> ● ERO 		
Preparation for next meeting:	<ul style="list-style-type: none"> ● Health, Safety and Wellbeing, 4.00pm, Monday 19 June 2023 ● Employment, Finance and Property, 4.00pm, Wednesday 21 June 2023 ● Planning/Reviewing and Achievement/Teaching and Learning, 4.00pm, Thursday 22 June 2023 ● ACB monthly meeting, 6.00pm, Monday 26 June 2023 		
Meeting Closure	At: 9.30pm		

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: