

ALFRISTON COLLEGE BOARD

Meeting Agenda and Minutes - Monday 26 June 2023, 6.00pm, Alfriston College Boardroom and via Google Meeting Google Meet ID: meet.google.com/ymt-jvxu-wdh			
Chair:	Sarah-Jane Whitehead		
Welcome:	Steve opened with a prayer		
ADMINISTRATION:			
Present	Sarah-Jane Whitehead, Lisa Takuira, Regina Rex, Leslie Pakau, Caroline McLeod Steve Miller, Ben Samuel, Robert Solomone Jolie Kay-Cassin (minutes)		
Apologies	Nil		
Declaration of conflict of interest	Nil		
Members of the Public	Leanne Rex		
In Attendance	Response to the new process around closing the toilets during learning time Leanne left the meeting at 6.41pm <i>It was then moved that we contract someone internally 2-days per week to put together board communication to whanau and manage the communication consultation process</i> Moved: L Takuira Seconded: S Miller Carried		
Presentation by:	Nil		
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:	<p>Tabled documents:</p> <ul style="list-style-type: none"> ● SLT Committee report 21 June 2023 ● HR report ● Discretionary leave applications ● Banked staffing report ● Operations grant teacher costs ● Relief teacher costs ● HR toolkit checklist 5 ● Exit survey summary 2022 ● Mail - internal appointment process re NZCL Learning Languages position ● Monthly accounts May ● Annual report and financial statements 31 December 2023 ● Mail - funding for signs (garden) ● Property report ● Mail - toilet update ● Mail - heating costs <p><i>It was then moved that the following HR Board considerations for June 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: L Takuira Seconded: S Miller 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 May 2023 be accepted</i> ● <i>That the audited annual report and financial statements for the year ended 31 December 2022 be ratified</i> <p>Moved: L Takuira Seconded: S Miller Carried</p> <p><i>It was moved that the board approve the purchase of two signs for school gardens</i></p> <p>Moved: B Samuel Seconded: S-J Whitehead 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 22 June 2023 ● B2 Board member code of behaviour policy ● NZSTA email re code of conduct for school board members ● Code of conduct for state school board members ● 2024 term dates and staff call back dates <p><i>It was then moved that the following PRATL Board considerations for June 2023 be accepted:</i></p> <ul style="list-style-type: none"> ● <i>That the amended 2024 term dates and staff call back dates be approved</i> <p>Moved: S Miller Seconded: B Samuel Carried</p>		
<p>School Leader's report:</p>	<p>Tabled documents:</p> <ul style="list-style-type: none"> ● School leader's report June 2023 <p><i>It was then decided that the tabled documents be accepted</i></p> <p>Moved: S Miller Seconded: L Pakau Carried</p> <p><i>It was then moved that the School Leader's Report for June 2023 be accepted</i></p> <p>Moved: S Miller Seconded: L Pakau Carried</p>		
<p>Minutes of previous meeting and matters arising from the minutes:</p>	<p>Tabled documents:</p> <ul style="list-style-type: none"> ● Agenda/minutes of meeting 29 May 2023 <p><i>It was moved that the minutes of 29 May 2023 meeting be taken as read and accepted as a true and accurate record</i></p> <p>Moved: S-J Whitehead Seconded: S Miller Carried</p>		
<p>Correspondence:</p>	<p>Tabled documents:</p> <ul style="list-style-type: none"> ● Inwards and outwards correspondence ● Mail - Alfriston College rugby <p><i>It was then moved that the tabled inwards and outwards Correspondence be received and accepted</i></p> <p>Moved: Seconded: Carried</p> <p><i>It was then moved that the board contribute \$200 towards Brooke Whiteman's towards travel costs to attend the World qualifying series in Italy in July 2023</i></p> <p>Moved: B Samuel Seconded: S Miller Carried</p>		

<p>Review of AC Charter, Governance and Operational Policies 2018 v5:</p>	<p>Tabled documents:</p> <ul style="list-style-type: none"> ● D2 Curriculum delivery policy - no change ● Appendix 1 Board member code of behaviour agreement - no change ● Amended B2 Board member code of behaviour policy <p><i>It was then moved that the following PRATL Board considerations for June 2023 be accepted:</i></p> <ul style="list-style-type: none"> ● <i>That the reviewed D2: Curriculum Delivery procedures policy be ratified</i> ● <i>That the reviewed Appendix 1: Board member code of behaviour agreement be ratified</i> ● <i>That the amended B2: Board member code of behaviour policy be ratified</i> <p>Moved: L Takuira Seconded: S Miller Carried</p>		
<p>Review of AC Procedures Policies:</p>	<p>Tabled documents:</p> <ul style="list-style-type: none"> ● EFAP 19 AC/MOE privacy statement: Vaccination register (Workplace) - new ● PRATL22 Self review - no change <p><i>It was then moved that the following EFAP Board considerations for June 2023 be accepted:</i></p> <ul style="list-style-type: none"> ● <i>That the EFAP 19 AC/MOE privacy statement: Vaccination register (Workplace) procedures policy be ratified</i> <p>Moved: L Takuira Seconded: B Samuel Carried</p> <p><i>It was then moved that the following PRATL Board considerations for June 2023 be accepted:</i></p> <ul style="list-style-type: none"> ● <i>That the reviewed PRATL 22 Self Review procedures policy be ratified</i> <p>Moved: S Miller Seconded: B Samuel Carried</p>		
<p>A2 Board work plan</p> <p>C1.3 Meeting checklist</p> <p>C5.1 Triennial review programme [internal evaluati;on process]</p>	<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 ○ 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 - Actioned ○ Appoint returning officer for student member election - Actioned ○ Register attendance at NZSTA conference - Actioned ● 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 		

	<ul style="list-style-type: none"> ○ 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:	<p>Discussion:</p> <ul style="list-style-type: none"> ● Appoint returning officer for student member election <p><i>It was then moved that Julie-Anne Roberts be appointed returning officer for the 2023 student member elections</i> Moved: R Solomone Seconded: S-J Whitehead Carried</p>		
IN-COMMITTEE DISCUSSION:			
In-Committee:	<p>At: 8.20pm</p> <p><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</p>		
Out of In-committee:	<p><i>It was moved that the meeting now enable the public to attend</i> Moved: S-J Whitehead Seconded: S Miller Carried</p> <p>At: 9.15pm</p>		
Identified agenda items for next meeting:	<ul style="list-style-type: none"> ● Report on learnings and our response to the learnings of recent lockdown 		
Preparation for next meeting::	<ul style="list-style-type: none"> ● Health, Safety and Wellbeing, 4.00pm, Monday 24 July 2023 ● Employment, Finance and Property, 4.00pm, Wednesday 26 July 2023 ● Planning/Reviewing and Achievement/Teaching and Learning, 4.00pm, Thursday 27 July 2023 ● ACB monthly meeting, 6.00pm, Monday 31 July 2023 		
Meeting Closure	At: 9.16pm		

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: