

## ALFRISTON COLLEGE BOARD

Meeting Agenda and Minutes - Monday 31 July 2023, 6.00pm, Alfriston College Boardroom and via Google Meeting Google Meet ID: <a href="https://meet.google.com/bnk-pytk-qmy">meet.google.com/bnk-pytk-qmy</a>			
<b>Chair:</b>	Sarah-Jane Whitehead		
<b>Welcome:</b>	Nil		
<b>ADMINISTRATION:</b>			
Present	Sarah-Jane Whitehead, Leslie Pakau, Caroline McLeod, Regina Rex, Lisa Takuira Ben Samuel, Steve Miller, Alastair Caine (Acting School Leader) Jolie Kay-Cassin (minutes)		
Apologies	Robert Solomone  <i>It was then moved that the <b>apologies be accepted</b></i> <b>Moved:</b> S-J Whitehead <b>Seconded:</b> S Miller <b>Carried</b>		
Declaration of conflict of interest	Nil		
Members of the Public	Nil		
In Attendance	Nil		
Presentation by:	Nil		
<b>Tabled Discussion:</b>			
Subject	Discussion / Details / Resolution:	Who:	Timeframe:
Work in progress:	Nil		
Health, Safety and Wellbeing [HSW] report:	<b>Discussion:</b> Refer to in-committee minutes		
Employment, Finance and Property [EFAP] report:	<p><b>Tabled documents:</b></p> <ul style="list-style-type: none"> <li>● SLT Committee report <b>26 July 2023</b></li> <li>● HR report</li> <li>● Discretionary leave applications</li> <li>● Banked staffing report</li> <li>● Operations grant teacher costs</li> <li>● Relief teacher costs</li> <li>● Monthly accounts June</li> <li>● 31 December 2022 auditors report to the board</li> <li>● AC mail - lift sprinkler system</li> <li>● AC mail - lift trip hazard</li> </ul> <p><i>It was then moved that the following <b>HR Board considerations for July 2023</b> be accepted:</i></p> <ul style="list-style-type: none"> <li>● <i>That the tabled discretionary leave applications be approved</i></li> <li>● <i>That the HR report be accepted</i></li> </ul> <p><b>Moved:</b> S-J Whitehead <b>Seconded:</b> L Pakau</p> <p><i>It was then moved that the following <b>Finance Board considerations for July 2023</b> be accepted:</i></p> <ul style="list-style-type: none"> <li>● <i>That the monthly management accounts for June 2023 be accepted</i></li> <li>● <i>That the kapa haka budget cover the costs associated with the Kapa Haka overnight EOTC to the Far North, 26-30 September 2023</i></li> </ul> <p><b>Moved:</b> S-J Whitehead <b>Seconded:</b> B Samuel <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>27 July 2023</b></li> <li>● Mid-year update 2023 asTTle summary</li> <li>● Term 2 engagement report</li> <li>● AC mail - out of zone enrolments 2024</li> </ul> <p><i>It was then moved that the following <b>PRATL Board recommendations for July 2023</b> be accepted:</i></p> <ul style="list-style-type: none"> <li>● <i>That the board accept 20 Year 9 out of zone enrolments (including siblings) for 2024</i></li> </ul> <p><b>Moved:</b> S Miller  <b>Seconded:</b> B Samuel  <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 July 2023</li> <li>● Lockdowns</li> </ul> <p><i>It was then decided that the <b>tabled documents</b> be accepted</i></p> <p><b>Moved:</b> S-J Whitehead  <b>Seconded:</b> B Samuel  <b>Carried</b></p> <p><i>It was then moved that the <b>School Leader's Report for July 2023</b> be accepted</i></p> <p><b>Moved:</b> S-J Whitehead  <b>Seconded:</b> B Samuel  <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>26 June 2023</b></li> </ul> <p><i>It was moved that the <b>minutes of 26 June 2023</b> meeting be taken as read and accepted as a true and accurate record</i></p> <p><b>Moved:</b> B Samuel  <b>Seconded:</b> R Rex  <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> <li>● AC Mail - whanau community hui re vaping and ways to inform and support</li> </ul> <p><i>It was then moved that the <b>tabled inwards and outwards Correspondence</b> be received and accepted</i></p> <p><b>Moved:</b> S-J Whitehead  <b>Seconded:</b> B Samuel  <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>● B2 Board member code of behaviour policy</li> </ul> <p><i>It was then moved that the following <b>PRATL Board recommendations for July 2023</b> be accepted:</i></p> <ul style="list-style-type: none"> <li>● <i>That the reviewed B2 Board member code of behaviour policy be ratified</i></li> </ul> <p><b>Moved:</b> S Miller  <b>Seconded:</b> B Samuel  <b>Carried</b></p>		
<p><b>Review of AC Procedures Policies:</b></p>	<p><b>Tabled documents:</b></p> <ul style="list-style-type: none"> <li>● EFAP #15 appointments procedures policy</li> <li>● PRATL #1-15 curriculum procedures policies</li> </ul> <p><i>It was then moved that the following <b>EFAP Board considerations for July 2023</b> be accepted:</i></p> <ul style="list-style-type: none"> <li>● <i>That the reviewed EFAP #15 Appointments procedures policies be ratified</i></li> </ul> <p><b>Moved:</b> S-J Whitehead  <b>Seconded:</b> B Samuel  <b>Carried</b></p>		

	<p><i>It was then moved that the following <b>PRATL Board recommendations for July 2023</b> be accepted:</i></p> <ul style="list-style-type: none"> <li>• <i>That the reviewed PRATL #1-8 and PRATL #12-15 procedures policies be ratified</i></li> </ul> <p><b>Moved:</b> S Miller <b>Seconded:</b> B Samuel <b>Carried</b></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 on 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 - <b>Actioned</b></li> <li>○ Board 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 - <b>Actioned</b></li> <li>○ Board health and safety workshop</li> </ul> </li> <li>• June <ul style="list-style-type: none"> <li>○ 1 June roll return - <b>Actioned</b></li> <li>○ Appoint returning officer for student member election - <b>Actioned</b></li> <li>○ Register attendance at NZSTA conference - <b>Actioned</b></li> </ul> </li> <li>• July <ul style="list-style-type: none"> <li>○ 1 July roll return - <b>Actioned</b></li> <li>○ NZSTA conference - <b>Actioned</b></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>		
<b>Any other matters:</b>	<p><b>Tabled documents:</b></p> <ul style="list-style-type: none"> <li>• Te Mātaiaho March 2023</li> <li>• NZC Transitional Statement for boards (for NZC website) July 2023 update approved</li> <li>• AC mail - SAS concept for sports uniform</li> </ul>		
<b>IN-COMMITTEE DISCUSSION:</b>			
In-Committee:	<p><b>At: 8.17pm</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> A Caine <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> A Caine <b>Carried</b></p>		

	<b>At: 9.18pm</b>		
<b>Identified agenda items for next meeting:</b>	<ul style="list-style-type: none"> <li>● EOTC application for kapa haka Far North trip</li> <li>● Report on flooding in front of cafeteria</li> <li>● NZCL analysis of variance reports</li> <li>● Good space presentation to the board</li> <li>● Te Mātaiaho March 2023</li> </ul>		
<b>Preparation for next meeting::</b>	<ul style="list-style-type: none"> <li>● Health, Safety and Wellbeing, <b>4.00pm, Monday 21 August 2023</b></li> <li>● Employment, Finance and Property, <b>4.00pm, Wednesday 23 August 2023</b></li> <li>● Planning/Reviewing and Achievement/Teaching and Learning, <b>4.00pm, Thursday 24 August 2023</b></li> <li>● ACB monthly meeting, <b>6.00pm, Monday 28 August 2023</b></li> </ul>		
<b>Meeting Closure</b>	<b>At: 9.19pm</b>		

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:**