



Alfriston College Board

Meeting Agenda and Minutes - Tuesday 9 April 5.00pm,
Alfriston College Boardroom

Present:	Sarah-Jane Whitehead	Presiding Board Member
	Stephen Miller	Board Member
	Kylee Jefferies	School Leader
	Lisa Takuira	Staff Representative
	Fajzehl Stevenson	Student Representative
	Leslie Pakau	Parent Representative
	Benjamin Samuel	Parent Representative

Apologies:

- **Fajzehl Stevenson - Apologies family emergency**

It was then moved that the apologies be accepted.

Moved: Sarah-jane Whitehead

Seconded: Stephen Miller

Carried

Declaration of conflict of interest:

N/a

In Attendance:

N/a

Members of the public:



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1. Governance Policies

In reference to:

[A2 Board work plan](#)

[C1.3 Meeting checklist](#)

[C5.1 Triennial review programme \[internal evaluation process\]](#)

March/April 2024

1.1 Strategic plan: Confirm and approve 3-year strategic plan and annual implementation plan.

Actioned

1.2 Policy: Governance policy B9: School Leader's performance management
Operational policy D5: Protection and sharing of intellectual property.

Actioned 2023 - Review

**1.3 Learner progress
& achievement:**

Semester 1 entries
Y9/10 meet the Portfolio Learning Leaders report.

Actioned

1.4 Te Tiriti o Waitangi: Local Māori community consultation

**Principals update and follow up
Extending to wider community
Changes to the curriculum
Mana Orite & Maturanga Maori
Lisa Takuira to have a look into that**

1.5 HR: School Leader performance agreement approved.
Teacher registration / police vetting report.

Actioned

1.6 Budget: Monitor Monthly finance report.

Actioned

**1.7 Board process
compliance**

requirements/best practice: Roll return 1 March
Accounts to Auditor
AoV/SoV to MoE
Board FTE calculation for auditors.

Actioned

2. Work in progress:

AC Board Minutes for March 5, 2024, to be ratified on Tuesday 9 April 2024

Moved: Sarah-Jane Whitehead

Seconded: Ben Samuel

Items	Discussion
SchoolBridge and SchoolDocs Update	<i>It was discussed that Kylee is currently undertaking the questionnaire to customise the database. Legislation updates were present.</i>
Confirmation of ACB meeting calendar	<i>It was confirmed that the Board Meeting day would be on a Tuesday based on all members availability. It was then moved by Sarah-Jane Whitehead, that the board should meet a minimum of two meetings per term.</i>
Gift Policy	<i>The gifting policy was discussed and actioned that Kylee would come back with feedback from other schools. It was also discussed the foundation members gift as well as:-</i> <ul style="list-style-type: none"> ● <i>Discretion of the principal where appropriate, gift amount and morning tea</i> ● <i>the nature of gifts i.e flowers</i>

3. Reports:

3.1 Human Resources	Discussion
Appointments/Departures	<ul style="list-style-type: none"> ● Refer to HR Report
Annual Leave requests (more than 5 days)	Staff will need to write a letter to the board indicating details of their leave before a decision is made.
<i>It was then moved that the following from the HR Board report for March - April 2024 be accepted: Move: Sarah-Jane Whitehead Accept: Lisa Takuira</i>	

3.2 Finance	
3.2.1 Bain Maries Report	<i>It was discussed that the Bain Maries are an asset, and could be put in storage for future use, a need for the community or future where upgrade. Move to accept Bain Maries Report Accept: Sarah-jane Whitehead Move: Lisa Takuira</i>
3.2.2 Finance Report – February 2024	Discussion: It was discussed that the school and community are waiting to hear an update regarding the School Lunches Programme. The capital expenditure was also discussed and looked into possible purchasing of furniture.



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	<p><i>Move to accept financial report:</i></p> <p>Accept: Sarah-Jane Whitehead</p> <p>Moved: Lisa Takuira</p>
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3.3 NCEA Report

The NCEA report was presented and it was discussed from the statistics that, 300 learners entered in the first round and second opportunity in the year after. Those learners who don't have their requirements can be entered Year 12/13 had some literacy and numeracy credits, due to the NCEA change, seniors cannot sit older standards

- Strategy : coming into this year 11 - Literacy / Numeracy work.
- Understood the change, understand the info and formulate the plan
- Next term - to see where that sits with our year 10s

It was then moved that the following from the **NCEA report for March to April 2024** be accepted:

Moved: Sarah-Jane Whitehead

Seconded: Lisa Takuira

3.4 HR Report

Attachments

- Discretionary Leave
- Banked staffing
- Operations grant teacher costs
- Relief teacher costs

Collective Agreements

- [Secondary Principals' Collective Agreement 2022-2025 1 December 2022 to 1 May 2025](#)
- [Secondary Teachers Collective Agreement 3 July 2022 to 2 July 2025](#)
 - Salary Cap for Relievers raised 28 January 2024
- [Support Staff in Schools Collective Agreement 20 June 2022 to 19 February 2024](#)
 - Public Sector Pay Adjustment back payment from 1/12/2022 to 30/11/2023 (PP25)
 - Public Sector Pay Adjustment Holiday back payment from 1/12/2022 to 30/11/2023 (PP26)
- [Caretakers, Caretakers', Cleaners', Canteen and Ground Staff Collective Agreement 14 November 2022 to 13 November 2024](#)
- All IEAs are current

Staff Movements

Appointments since last HR report

- Ainise Ofa – Learning Leader (English) Term 2 start & overseas trained
- Mohammed Dean – Learning Leader Social Sciences (History) Term 2 start & overseas trained
- Yvette Abundo – LNS Assistant Teacher Aide (Te Wahi Awhina) Term 2 start
- Dani DiBella – LNS Assistant Teacher Aide (Te Wahi Awhina) Term 2 start

Resignations since last HR report

- Michelle Lloyd Last day 10 May 2024, transferring school

Advertised vacancies

- Learning Leader - English, full-time, permanent position
- LNS Assistant - Te Wahi Awhina
- LNS Assistant - Kitchen Hand
- LNS Assistant - Sports Coordinator
- LDS Specialist - Sports Director
- Learning Leader - The Arts, full-time, permanent position
- Learning Leader - DVC/Hard Materials, full-time, permanent position



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- Learning Leader - English full-time, permanent
- Learning Leader - Senior HPE
- Learning Leader - Kaupapa Maori LTR Cover
- Learning Leader - Social Sciences (History)

Recommendations

- That the HR report for March 2024 be accepted

Crystal Prasad & Vincent Tan

Executive Office

Alfriston College

It was then moved that the following from the HR Report for March to April 2024 be accepted:

Moved: Sarah-Jane Whitehead

Seconded: Lisa Takuira

Carried

3.5 School Leaders Report

Staffing

We have faced several challenges employing staff for vacancies that we have, some of which have been advertised multiple times in the Education Gazette. This situation is not unique to Alfriston College and is currently one of the biggest concerns shared amongst Secondary School Principals. It is hoped that the government announcement to fast track residency approvals for overseas trained Secondary School Teachers will mitigate the current crisis.

Recent
appointments:

- Ainise Ofa, English, (Currently awaiting Visa approval, from Tonga)
- Mohammed Dean, History (Currently awaiting Visa approval, from Fiji)

Vacancies yet filled:

- Technology
- Kaupapa Māori (LTR)
- Visual Arts
- Health and Physical Education x 2

It was then discussed the national shortage of registered teaching staff in NZ and how challenging it is to fill these roles

Property update

Ministry-led property projects pre-construction are currently being reviewed by MOE to see if there are opportunities to achieve better value for money. There are several schools in a similar situation. No update will be provided until the review is completed. The expected timeframe for completion is this month. On completion our Delivery Manager is meant to discuss options and next steps.

- 350 schools where all projects are being reviewed
- Achieving value for money
- review should be completed this month, delivery manager should discuss next steps
- concerns - IRF has not been processed by the ministry
- project is under review
- Heating for winter



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- JS to have a meeting with Bernie, Nick and Zoe.
- To copy the board in

Re-phasing of NCEA Change Programme

Minister for Education, Erica Stanford, announced on April 5 that the rephasing of the NCEA Change One Programme has been pushed out for a further 2 years. This means that the roll-out of NCEA Level 2 Qualifications will be rephased to 2028 (previously planned for 2026). The roll-out of NCEA Level 3 Qualifications will be rephased to 2029. There will be implications for us as the new NCEA Level 1 Qualifications have been rolled out this year.

- New level 1 qual
- level 2 - 2028
- learners come through an old and new system
- more time for the standards to be worked on
- implications for us especially with planning and managing this going ahead.

Attendance

Please refer to the table below. Our overall attendance currently sits around 80%. Year 12 and 13 learners have the highest rates of non-attendance. When broken down into ethnic groups, Māori, Cook Island Māori and Tokelauan learners have the highest rates of non-attendance. We currently do not have an attendance officer at school. Without an attendance officer it has been challenging to navigate these issues with learners and their whānau, and to support positive interventions through a relational lens.

- Internally - attendance office
- like whanau engagement officer
 - sign in the learners
 - Lates data & attendance data
 - liaise with whanau and work with truancy services
 - can understand the picture of what's going on and report.

Discretionary Leave requests

For discretionary leave requests of 5 days or longer I would like board approval to action that staff detail in writing to the board and myself this request.

*motion

Phones away for the day

The Government has introduced new regulations that require all state schools and kura to have student phone rules in place. These regulations come into effect in Term 2.

Schools must allow students to use or access a phone when:

- a phone is needed for health reasons (for example, to monitor insulin levels); or
- a phone is needed to help a student with a disability or learning support need (for example, to assist with impaired communication); or
- a teacher requires students to use phones for a specific educational task or purpose (for example, for a class assignment); or
- the Principal decides that they are needed for special circumstances (for example, the student is a teenage parent)

We have communicated to whānau that this regulation comes into force in Term 2 and the approach has been to support learners to take personal responsibility for cellphone use. We have



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already indicated that learners cannot use phones during lessons and that we encourage our learners to socialise and get involved in games and sports at break times instead of using their cellphones. All learners can access chromebooks through the Digital Device Loan Scheme and we also have devices available at school for learning, so no learner will be at a disadvantage. We have also indicated that parents and caregivers should contact reception if they need to get in touch with their child. Our school rules need to be updated to reflect this.

Please consider below to implement as our school rules:

International research indicates some key challenges with cellphones at school such as being a major distraction for our learners. These rules are designed to ensure learning is maximised, while minimising any potential for distraction and cyber-bullying for our learners. Our approach is “away for the day”, meaning cellphones either do not come with the learner to school, or are switched off and in school bags during the full school day.

If a learner does bring their cellphone for emergency contact or health reasons, these must be switched off and always kept in bags, unless directed by a teacher.

It is important to note that if learners do make the decision to bring a cellphone to the school grounds, they do so at their own risk. The school is not responsible for any loss or damage caused to any cellphone.

If a parent or caregiver needs to contact their child urgently during the day, they should call the office or contact their child via their school email address.

Cellphones ‘away for the day’ expectations:

Learners are always encouraged to regulate themselves and develop healthy in person relationships. In circumstances where a member of staff considers the device to be a harmful, disruptive, or distracting influence or that usage has breached the school cellphone rules the result will be confiscation for the rest of the school day. The device will then be retrieved by the student after school and the inappropriate use recorded in KAMAR.

Breaches of the cellphone rules include (but not limited to):

- using the device when not permitted
- any sort of bullying, including online bullying
- taking photos or videos of other people without their permission
- forwarding inappropriate messages or content

Cellphones ‘away for the day’ exemptions:

Learning activities

If cellphones are used for a learning activity, this will be at the teacher's discretion and the phone's use will be supervised by a staff member. Guidelines on appropriate usage still apply.

Health and emergency situations

In matters related to a learner's immediate health and safety concerns, a parent or caregiver can apply at any time to the Principal/School Leader for a period of exemption (e.g., medical conditions or protection issues).

Education outside the classroom (EOTC)

- Usage of cellphones will be at the discretion of teachers and other adult supervisors.
- Please note with all exemptions and exceptions appropriate usage guidelines and other relevant school rules still apply.



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March – April 2024 Report	Discussion Table any questions:
<p><i>It was then moved that the following from the School Leaders Report for March to April 2024 be accepted.</i> Moved: Sarah-Jane Whitehead Seconded: Lisa Takuira Carried:</p>	

3.5 Te Tari Waiora – Term 1 Report Update

Term 1 2024 Report	Discussion <i>It was then discussed that based on the report learners feel comfortable coming into the health centre and receiving health care services.</i>
<p><i>It was then moved that the following from the Te Tari Waiora – Term 1 Update Report 2024 be accepted.</i> Moved: Sarah-Jane Whitehead Seconded: Lisa Takuira Carried:</p>	

IN-COMMITTEE

5. IN-COMMITTEE

*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.*

At: 6:26pm
Moved: Sarah-Jane Whitehead Seconded: Stephen Miller

5.1 OUT OF IN-COMMITTEE

At: 6:58pm
Moved: Sarah-Jane Whitehead Seconded: Stephen Miller Carried:

4 Any other matters

5 Actions for next meeting

Action	Who	Timeframe



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Meeting closing time: 6:58pm

Minutes signed:

A handwritten signature in black ink, appearing to read "S Whitehead".

Sarah-Jane Whitehead
April 9, 2024