

## ALFRISTON COLLEGE BOARD

Meeting Agenda and Minutes - Monday 27 November 6.00pm, Alfriston College Boardroom and via Google Meeting Google Meet ID: <a href="https://meet.google.com/rbb-ybcq-rso">meet.google.com/rbb-ybcq-rso</a>			
<b>Chair:</b>	Sarah-Jane Whitehead		
<b>Welcome:</b>			
<b>ADMINISTRATION:</b>			
Present	Stephen Miller, Leslie Pakau, Robert Solomone, Lisa Takuira, Fajzelh Stevenson meeting started 6:04pm		
Apologies	Caroline McLeod (Sick), Regina Rex (Family) Ben Samuels (Apologies) <i>It was then moved that the <b>apologies be accepted</b></i>  <b>Moved:</b> Sarah-Jane Whitehead <b>Seconded:</b> Robert Solomone <b>Carried</b>		
Declaration of conflict of interest	NIL		
In Attendance	Kylee Jefferies		
Members of the Public	NIL		
Presentation by:	NIL		
<b>Tabled Discussion:</b>			
Subject	Discussion / Details / Resolution:	Who:	Timeframe:
Work in progress:	<p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>● <b>ACB / SLT EOY function including farewells and card signing</b> <i>Farewelling Jolie and Robert, Thursday 7 December 2023</i></li> <li>● <b>Induction of Fajzelh Stevenson</b> <i>It was recommended for Fajzelh to start induction processes and PRA to see KAY regarding this process.</i></li> <li>● <b>Capital works update</b> <i>It was discussed that Robert was still waiting for an update. In reference to the safety meeting that was held last week, plans were unveiled claiming the builders will bubble wrap each building at a time. It was also discussed that relocks were to be put in 1 specialist space, multi use space and the DTC space.</i></li> <li>● <b>Drinking water filters in Whanau Commons</b> <i>It was discussed that the quote has been approved and work is happening.</i></li> <li>● <b>Disposal of outdated Technology equipment</b> <i>It was discussed that this task has been completed, sold half the equipment in house and resolved the rest of the tools.</i></li> </ul>		
Employment, Finance and Property [EFAP] report:	<p><b>Tabled documents:</b></p> <ul style="list-style-type: none"> <li>● Agenda/minutes for August 23, 2023.</li> <li>● Management accounts for November 2023</li> <li>● Property report</li> <li>● SPANZ email re: school closure</li> <li>● Staff notice - School closing Dec 19 - Jan, 19 2023</li> </ul> <p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>● HR</li> </ul> <p><b>Staff EOY function</b></p>		

	<p><i>It was discussed that the Staff End Of Year Function will go ahead and for invitations to be sent out. It was also discussed that the Board will need a presence at the Junior Prizegiving at the end of the term. It was also confirmed that school will close on December 29, 2023 and re-open on January 29, 2024. It was suggested that a staff notice be sent out.</i></p> <ul style="list-style-type: none"> <li>● <b>Finance</b> <ul style="list-style-type: none"> <li>○ November accounts</li> </ul> </li> <li>● <b>Property</b></li> </ul> <p><i>It was discussed that a deep clean will occur at the end of year by BB Cleaning. The Board is open to other company quotes.</i></p> <p>Technology equipment disposal</p> <ul style="list-style-type: none"> <li>○ 5YA projects update</li> </ul> <p><i>Delegated F Authority, Nick BPMS Need ESL Logins SJW, Leslie</i></p> <p><i>It was then moved that the following from the <b>HR Board report for November 2023</b> be accepted:</i></p> <ul style="list-style-type: none"> <li>● <i>That in line with 6.1.3 of the STCA, we close the school from 19 December 2023 to 19 January 2023 and give staff notice from 28 November 2023 in this regard.</i></li> </ul> <p><i>It was then moved that the following from the <b>Finance Board report for November 2023</b> be accepted:</i></p> <ul style="list-style-type: none"> <li>● <i>That the monthly management accounts for November 2023 be accepted.</i></li> </ul> <p><i>It was then moved that the following from the <b>Property Board report for November 2023</b> be accepted:</i></p> <ul style="list-style-type: none"> <li>● <i>NIL</i></li> </ul> <p><b>Moved:</b> Sarah-Jane Whitehead <b>Seconded:</b> Steve Miller <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 <b>23 November 2023</b></li> <li>● AoV 2023 and Strategic Plan draft 2024</li> </ul> <p><b>Discussion:</b></p> <p><i>It was discussed then that when strategic planning, need to make sure we are confident use the MOE template</i></p> <p><i>It was then moved that the following from the <b>PRATL Board report for October 2023</b> be accepted:</i></p> <ul style="list-style-type: none"> <li>● <i>That the minutes of <b>23 November 2023</b> meeting be taken as read and accepted as a true and accurate record</i></li> <li>● <i>That the draft 2024-2025 Strategic Plan be accepted</i></li> <li>● <i>That the draft 2023 AoV be accepted</i></li> </ul> <p><b>Moved:</b> Sarah-Jane Whitehead <b>Seconded:</b> Robert Solomone <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 November 2023</li> </ul> <p><i>It was then moved that the <b>School Leader's Report for November 2023</b> be accepted</i></p> <p><b>Moved:</b> Sarah-Jane Whitehead <b>Seconded:</b> Steve Miller <b>Carried</b></p>		

IN-COMMITTEE DISCUSSION:			
In-Committee:	<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>At: 6:15pm</b></p> <p><b>Moved:</b> Sarah-Jane Whitehead  <b>Seconded:</b> Robert 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>At: 7:35pm</b></p> <p><b>Moved:</b> Sarah-Jane Whitehead  <b>Seconded:</b> Robert Solomone  <b>Carried</b></p>		
Health, Safety and Wellbeing [HSW] report:	<p><b>Discussion:</b>  Refer to in-committee minutes</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>30 October 2023</b></li> </ul> <p><i>It was moved that the <b>minutes of 30 October 2023</b> meeting be taken as read and accepted as a true and accurate record</i></p> <p><b>Moved:</b> Sarah-Jane Whitehead  <b>Seconded:</b> Steve Miller  <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></p> <p><b>Moved:</b> Sarah-Jane Whitehead  <b>Seconded:</b> Steve Miller  <b>Carried</b></p>		
<b>Review of AC Charter, Governance and Operational Policies 2018 v5:</b>	<p><b>Tabled documents:</b></p> <ul style="list-style-type: none"> <li>●</li> </ul> <p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>● Refer SchoolDocs update</li> </ul>		
<b>Review of AC Procedures Policies:</b>	<p><b>Tabled documents:</b></p> <ul style="list-style-type: none"> <li>●</li> </ul> <p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>● Refer SchoolDocs update</li> </ul>		
<b>A2 Board work plan</b> <b>C1.3 Meeting checklist</b> <b>C5.1 Triennial review programme [internal evaluati;on process]</b>	<ul style="list-style-type: none"> <li>● <i>Annual aims reviewed/reported via school leader report <b>on-going</b></i></li> <li>● <i>Community of Learning/Kahui Ako regularly reported via school leader report <b>on-going</b></i></li> <li>● <i>Board self-directed learning <b>on-going</b></i></li> <li>● <i>February</i> <ul style="list-style-type: none"> <li>○ <i>Elect Board Presiding Member - <b>Actioned</b></i></li> <li>○ <i>Review co-opted/seconded positions (reason/end date) - <b>N/a</b></i></li> <li>○ <i>Review board roles and responsibilities - <b>Actioned</b></i></li> <li>○ <i>Plan board professional development for year - <b>Actioned</b></i></li> </ul> </li> <li>● <i>March</i> <ul style="list-style-type: none"> <li>○ <i>1 March roll return - <b>Actioned</b></i></li> <li>○ <i>Board FTE calculation for auditors - <b>Actioned</b></i></li> <li>○ <i>Board your community workshop</i></li> </ul> </li> </ul>		

	<ul style="list-style-type: none"> <li>● <i>May</i> <ul style="list-style-type: none"> <li>○ <i>Appoint NZSTA delegate to vote on behalf of the board - <b>Actioned</b></i></li> <li>○ <i>Board health and safety workshop</i></li> </ul> </li> <li>● <i>June</i> <ul style="list-style-type: none"> <li>○ <i>1 June roll return - <b>Actioned</b></i></li> <li>○ <i>Appoint returning officer for student member election - <b>Actioned</b></i></li> <li>○ <i>Register attendance at NZSTA conference - <b>Actioned</b></i></li> </ul> </li> <li>● <i>July</i> <ul style="list-style-type: none"> <li>○ <i>1 July roll return - <b>Actioned</b></i></li> <li>○ <i>NZSTA conference - <b>Actioned</b></i></li> </ul> </li> <li>● <i>August</i> <ul style="list-style-type: none"> <li>○ <i>Review board meeting protocols (C1-1.4) - <b>Actioned</b></i></li> </ul> </li> <li>● <i>September</i> <ul style="list-style-type: none"> <li>○ <i>1 September roll return - <b>Actioned</b></i></li> <li>○ <i>Student member election - <b>Actioned</b></i></li> <li>○ <i>Student member induction process (C3) - <b>In action</b></i></li> </ul> </li> <li>● <i>October</i> <ul style="list-style-type: none"> <li>○ <i>Succession planning</i></li> <li>○ <i>Evaluation of board effectiveness</i></li> </ul> </li> <li>● <i>November</i> <ul style="list-style-type: none"> <li>○ <i>Board report to the community</i></li> <li>○ <i>Board conflict of interest report</i></li> <li>○ <i>Calendar meeting dates for following year</i></li> <li>○ <i>Sign staff end of year cards</i></li> <li>○ <i>Resolution re urgent decisions between end of academic year and first board meeting of the following year</i></li> </ul> </li> </ul>		
<b>Any other matters:</b>	<b>Discussion:</b> <ul style="list-style-type: none"> <li>● Tk Tables, AC Board to consider the possibility of Chat GBT copying the assessment task, pasting it, and it generates the work. Policy in schooldocs. Flagging it for next year.</li> </ul>		
<b>IN-COMMITTEE DISCUSSION:</b>			
<b>Meeting Closure</b>	<b>At: 8:47pm</b>		
<b>ACTIONS:</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:**  
27, 2024

**Dated: November**