

ALFRISTON COLLEGE BOARD

Meeting Agenda and Minutes - Monday 30 October 6.00pm, Alfriston College Boardroom and via Google Meeting Google Meet ID: meet.google.com/rbb-ybcq-rso			
Chair:	Sarah-Jane Whitehead		
Welcome:	Fajzelh Stevenson, newly appointed Student Member, AC Board (2023-24) Crystal, incoming ACB Secretary		
ADMINISTRATION:			
Present	Stephen Miller, Leslie Pakau, Caroline McLeod, Robert Solomone		
Apologies	Regina Rex Lisa Takuira (Discretionary Leave) <i>It was then moved that the apologies be accepted</i> Moved: Sarah-Jane Whitehead Seconded: Robert Solomone Carried		
Declaration of conflict of interest	NIL		
In Attendance	NIL		
Members of the Public	NIL		
Presentation by:	NIL		
IN-COMMITTEE DISCUSSION:			
In-Committee:	<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> At: 6:15pm Moved: Sarah-Jane Whitehead Seconded: Robert Solomone Carried		
Out of In-committee:	<i>It was moved that the meeting now enable the public to attend</i> At: 7:35pm Moved: Sarah-Jane Whitehead Seconded: Robert Solomone Carried		
Tabled Discussion:			
Subject	Discussion / Details / Resolution:	Who:	Timeframe:
Work in progress:	Discussion: <ul style="list-style-type: none"> ● Farewell Regina Rex, outgoing Student Member, AC Board (2022-23) ● Induction of Fajzelh Stevenson 		
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"> ● Agenda/minutes 23 August 2023 ● HR report ● Discretionary leave applications ● Banked staffing report ● Operations grant teacher costs 		

- Relief teacher costs
- 2024 provisional staffing entitlement
- 2024 provisional staffing and funding entitlement
- Management accounts for September 2023
- Draft operational and capital budget for 2024
- Review of depreciation rates and cyclical maintenance provision 2023
- Property report
- Rental assessment 526 Porchester Road
- Technology machinery disposal
- AC Mail - scan box
- AC Mail - drinking fountains
- AC Mail - Lisa's agenda items
- Salesforce and Project Documentation

Discussion:

- Business as usual in HR
- Recommendation to continue to use STP for BOT funded-staffing and to accept invitation to join Auckland Secondary Schools Teacher Training Programme; already have two excellent LAT candidates: Isaac Tuia in Music and Fatu Su'a teaching Samoan in Learning Languages; ASSTTP is MOE backed and linked to Waikato University; MOE will reimburse fees we pay and add staffing allowance
- Confirming last day for School Leader is 22 December 2023; also confirming acceptance of resignation of Jolie Kay-Cassin, last day also 22 December; recommending we delegate SL responsibilities to Karyn White
- Recommendation we pay Caretaker staff the living wage rate of \$26ph as they are the only ones not being paid this given Ka Ora Ka Ako recommendation for School Lunches staff to be paid this which we have done
- Recommending too we pay the staff at their maximum rate currently, a 5% CPI index increase after successful completion of respective annual growth cycle conversations
- Need to consider HR work in the new year; recommending SchoolBridge platform and app be used to help the transition: <https://www.inboxdesign.co.nz/schoolbridge/schoolbridge-app>
- Finance business as usual too; audit in process and draft budget 24 tabled; Se to have sit down with ANA so a more detailed and realistic Budget can be presented at next meeting
- From In-committee meeting, confirming agreement in principle to support Te Kahikatoa attend 2024 Kapa Haka Nationals in Nelson; Te Kahikatoa to table proposal and fund-raising plans
- School lunches continues to expand; new Area Leader has purchased four scan boxes which keep cooked food warm and safe before service
- Go ahead and remove old outdoor drinking fountains and replace with water filter systems in sinks in all Whanau Commons; aim to do for Term 1 2024
- Accept tabled rental appraisal of School Caretaker House; school will now complete contractual process with Teshwill
- Discussion about cleaning in Whare; resolved but going forward need to be aware that our MOE PA has mentioned the Whare is under ACB ownership so any work on it / to it is board funded; mooted development of a connected toilet block so a/h wananga and noho is better catered for; explore further in 2024
- Have not had interest in Technology equipment to be disposed; a PTE was invited to come and view it all but did not actually turn up; recommend we dispose through staff silent auction first and the rest to a contractor to remove
- Re: correspondence from 10YPP/5YA Project Manager Nick Bradley about new Procurement process and appointment of AC Delegated Financial Authority, Presiding Member is the recommended person; requires an Education Sector Login (ESL) and pre-training
- No further updates from Capital Works; Steve Miller to connect with new MP Rima Nakhle
- Recommended that we renew cleaning contracts for 2024 and to be reviewed mid year

	<p><i>It was then moved that the following from the HR Board report for October 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> ● <i>That the School Leaders last day of duty be amended to 22 December 2023</i> ● <i>That Karyn White be given delegated authority, School Leader, for the period 23 December 2023 - 22 January 2024</i> ● <i>That the 2024 budget include the following staffing:</i> <ul style="list-style-type: none"> ○ <i>3 x ACB funded positions - curriculum needs (Learning Languages / WBL)</i> ○ <i>2 x ACB funded positions - trainee teachers (LATs)</i> ○ <i>6 x STP positions (maximum of 8)</i> ● <i>That support staff at the top of the scale be paid an annual increment of 5% (to match the CPI index) in 2023 after successful completion of respective GDC conversations</i> ● <i>That caretaker staff be paid at the living wage rate of \$26.00 per hour, effective 1 September 2023</i> <p><i>It was then moved that the following from the Finance Board report for October 2023 be accepted:</i></p> <ul style="list-style-type: none"> ● <i>That the monthly management accounts for September 2023 be accepted</i> ● <i>That the draft operational and capital budget for 2024 be presented again at the November ACB meeting</i> ● <i>That no change be made to depreciation rates for the year ended 31 December 2023</i> ● <i>That, in line with the auditor's recommendation, no provision be made for cyclical maintenance until capital work is completed</i> ● <i>That AC agree in principle to financially support the Te Kahikatoa 2024 Kapa Haka Nationals in Nelson pending a fundraising plan and strategy from Te Kahikatoa leadership</i> <p><i>It was then moved that the following from the Property Board report for October 2023 be accepted:</i></p> <ul style="list-style-type: none"> ● <i>That the current night cleaning and day cleaning contracts be extended until end of 2024 school year, with quarterly reviews, to allow time for the new School Leader to consider further review</i> ● <i>That the Board approve the disposal of tabled technology machinery as proposed above</i> ● <i>That we purchase and install suitable commercial-grade drinking water filter systems in each of the Whanau Commons kitchenettes and remove the existing outdoor drinking fountains</i> ● <i>That the Presiding Member, Sarah-Jane Whitehead be the AC DFA for 10YPP/5YA procurement</i> <p>Moved: Sarah-Jane Whitehead Seconded: Steve 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 28 August 2023 ● Engagement Report ● NZC Board Reports ● TWA Report ● Draft Special Needs Procedures Policy ● Feedback on NZCL reports (Steve, Caroline, We) ● Puhoro Report <p>Discussion:</p> <ul style="list-style-type: none"> ● Suggest we change the time NZCL reporting is tabled; current process is too late and shows lack of energy / exhaustion; need to consider NCEA achievement which is only confirmed in late Feb / early March; consider changing the purpose to be responding to previous achievement data by reporting on planning, improvement and innovation strategies ● No major variances to report from Engagement and TWA ● Accept draft Special Needs Procedures Policy; recommend to put on hold all future reviews and adopt SchoolDocs; updates all existing policies and tracks reviews; also is an online platform that community can easily access https://www.schooldocs.co.nz/ 		

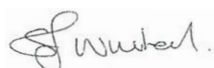
	<ul style="list-style-type: none"> Beginning new NCEA L1 2024 development; have surveyed a sample of current Y10 and will give to staff to inform delivery design; need to keep our AC guiding principles on learning: <ol style="list-style-type: none"> sticking to our AC way Make sure we are transforming and innovating in line with the spirit of the review Make sure it is also based on our learning design principles of connected and relevant, lifelong learning; and must include digital technologies Must also address the new corequisite requirements Must also meet Mana Orite mo Te Matauranga Maori Accepted Pūhoro and Alfriston College Partnership Summary 2023; Science integrated Te Ao Maori; impact on the few learners is huge; hoping to develop this partnership and the course itself further; have been able to attract our first fully qualified and new to the profession, Maori Science Teacher <p><i>It was then moved that the following from the PRATL Board report for October 2023 be accepted:</i></p> <ul style="list-style-type: none"> That the minutes of 28 August 2023 meeting be taken as read and accepted as a true and accurate record That we begin inquiries into contracting SchoolDocs to replace our current policies and procedures That a framework for the 2024 Y11 programme be tabled at the November Board meeting That we accept the Pūhoro and Alfriston College Partnership Summary 2023 <p>Moved: Sarah-Jane Whitehead Seconded: Robert Solomone Carried</p>		
School Leader's report:	<p>Tabled documents:</p> <ul style="list-style-type: none"> School Leader's report Sep/Oct 2023 <p>Discussion:</p> <ul style="list-style-type: none"> No significant variances to report <p><i>It was then moved that the School Leader's Report for Sep/Oct 2023 be accepted</i></p> <p>Moved: Sarah-Jane Whitehead Seconded: Steve Miller 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 28 August 2023 <p><i>It was moved that the minutes of 28 August 2023 meeting be taken as read and accepted as a true and accurate record</i></p> <p>Moved: Sarah-Jane Whitehead Seconded: Steve Miller Carried</p> <p>Matters arising:</p> <ul style="list-style-type: none"> NIL 		
Correspondence:	<p>Tabled documents:</p> <ul style="list-style-type: none"> Inwards and outwards correspondence <p>Discussion:</p> <ul style="list-style-type: none"> Clarification this needs to include all correspondence to and from Presiding Member, ACBOT email and internal to do with ACB <p><i>It was then moved that the tabled inwards and outwards Correspondence be received and accepted</i></p> <p>Moved: Sarah-Jane Whitehead Seconded: Steve Miller Carried</p>		

Review of AC Charter, Governance and Operational Policies 2018 v5:	Tabled documents: <ul style="list-style-type: none"> • https://www.schooldocs.co.nz/ Discussion: <ul style="list-style-type: none"> • Confirm discussion in PRATL October report 		
Review of AC Procedures Policies:	Tabled documents: <ul style="list-style-type: none"> • Special Needs procedures policy Discussion: <ul style="list-style-type: none"> • Present final draft at November meeting for adoption 		
A2 Board work plan C1.3 Meeting checklist C5.1 Triennial review programme [internal evaluation process]	<ul style="list-style-type: none"> • <i>Annual aims reviewed/reported via school leader report on-going</i> • <i>Community of Learning/Kahui Ako regularly reported via school leader report on-going</i> • <i>Board self-directed learning on-going</i> • <i>February</i> <ul style="list-style-type: none"> ○ <i>Elect Board Presiding Member - Actioned</i> ○ <i>Review co-opted/seconded positions (reason/end date) - N/a</i> ○ <i>Review board roles and responsibilities - Actioned</i> ○ <i>Plan board professional development for year - Actioned</i> • <i>March</i> <ul style="list-style-type: none"> ○ <i>1 March roll return - Actioned</i> ○ <i>Board FTE calculation for auditors - Actioned</i> ○ <i>Board your community workshop</i> • <i>May</i> <ul style="list-style-type: none"> ○ <i>Appoint NZSTA delegate to vote on behalf of the board - Actioned</i> ○ <i>Board health and safety workshop</i> • <i>June</i> <ul style="list-style-type: none"> ○ <i>1 June roll return - Actioned</i> ○ <i>Appoint returning officer for student member election - Actioned</i> ○ <i>Register attendance at NZSTA conference - Actioned</i> • <i>July</i> <ul style="list-style-type: none"> ○ <i>1 July roll return - Actioned</i> ○ <i>NZSTA conference - Actioned</i> • <i>August</i> <ul style="list-style-type: none"> ○ <i>Review board meeting protocols (C1-1.4) - Actioned</i> • <i>September</i> <ul style="list-style-type: none"> ○ <i>1 September roll return - Actioned</i> ○ <i>Student member election - Actioned</i> ○ <i>Student member induction process (C3) - In action</i> • <i>October</i> <ul style="list-style-type: none"> ○ <i>Succession planning</i> ○ <i>Evaluation of board effectiveness</i> • <i>November</i> <ul style="list-style-type: none"> ○ <i>Board report to the community</i> ○ <i>Board conflict of interest report</i> ○ <i>Calendar meeting dates for following year</i> ○ <i>Sign staff end of year cards</i> ○ <i>Resolution re urgent decisions between end of academic year and first board meeting of the following year</i> 		
Any other matters:	Discussion: <ul style="list-style-type: none"> • NIL 		
IN-COMMITTEE DISCUSSION:			
Meeting Closure	At: 8:35pm		

ACTIONS:	<ul style="list-style-type: none"> ● Induction for Fajzelh to ACB ● Begin SchoolBridge appointment process ● Set time for ANA / Se Budget 2024 meet ● Include Te Kahikatoa request for separate bank suffix for their funds in next Agenda ● Accept low appraisal figure for MAR rental and complete contractual process ● ESL login for S-J and others; photo id needs to be sighted ● Capital works update in WIP ● Include NZCL Board reporting change to March / February in next PRATL Agenda ● Begin inquiries into contracting SchoolDocs to replace our current policies and procedures ● That a framework for the 2024 Y11 programme be tabled at the November Board meeting 		
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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:



Sarah-Jane Whitehead

Oct 2023