

ALFRISTON COLLEGE BOARD

| Meeting Agenda and Minutes - Tuesday 5 March 6.00pm, Alfriston College Boardroom and via Google Meeting Google Meet ID: | | | |
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| Chair: | Sarah-Jane Whitehead | | |
| Welcome: | | | |
| ADMINISTRATION: | | | |
| Present | Kylee Jefferies, Stephen Miller, Lisa Takuira, Fajzelh Stevenson, Crystal Prasad (minutes) | | |
| Apologies | Caroline McLeod (Not available), Leslie Pakau (Family emergency) Ben Samuel (No response) <i>It was then moved that the apologies be accepted</i> Moved: Sarah-Jane Whitehead Seconded: Carried | | |
| Declaration of conflict of interest | Nil | | |
| In Attendance | | | |
| Members of the Public | | | |
| Presentation by: | | | |
| Tabled Discussion: | | | |
| Subject | Discussion / Details / Resolution: | Who: | Timeframe: |

Work in progress:

Discussion:

- **Capital works update**
- **SchoolBridge and SchoolDocs update**
 - SJW & Js to review the survey and get an update of school bridge

Sub-committee Meetings

- Move that we need to establish to sub-committee meeting PRATL
- The board will expect to have regular updates regarding NCEA and moving forward with the PLD schedule, middle leadership growth and reporting back to the board.
- HSW and EFAP important to stay with 2 board members
- Review the policies as school docs bring that to our attention and then we report to the board.
- Financial state and property of the school to be reported by Ananda
- Js has regular 1:1 with Finance Leader and Property Leader fortnightly to keep up regularly with updates. As well as, frequently walk around to keep up with cleaning and maintenance.
- It was then discussed that If there are issues, to organise the meeting around this instead of regular meetings being held.
- Sarah-Jane and Stephen Miller support this plan and will be a part of the committee.
- Request update board report from Nick Bradley and Bernie (capital works)

HSW (Health, Safety & Well-being)

- Structure and process
- Health and Safety reps
- Reports and data
- Revise and refine the way it is currently structured
- Suspensions decisions and conditions
- Committee need to decide and take ownership of conditions
- Reporting back progress
- Learners excluded to Alt-Education
- Have a monthly safety meeting and EFAP when and where needed.
- SJW is happy to commit to the HSW

ACB meeting calendar

- SJW to have a conversation with Caroline Mcleod
- Steve Miller, Lisa Takuira, Sarah-Jane Whitehead, Kylee Jefferies and Fajzelh Stevenson agreed collectively that Tuesday work for Board Meetings.

Drinking water filters in Whanau Commons

- Lisa Takuira and Fajzelh Stevenson reported it's been great.

Strategic Annual Plan

- Uploaded to the AC website

Management Ace for the year ended 31 Dec 2023

- Work stations and ICT School Bell upgrade

Final Operation & Capital Budget 2024

- Kylee Jefferies (Js) had spoken to MOE and reported the discussed plan:
- Funding - all schools previously were funded 100 percent for the healthy school lunches
- MOE reports there's been a lot of wastage nationally and attendance
- funding based on attendance with an average of %72
- Js then met with MOE and reported the roll increase, invoiced the full amount for Term 1.

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| | <ul style="list-style-type: none"> • TBC next term. • Not enough hard data out there to support it (MOE) • Steve Miller then suggested recording Learner stories to showcase the value of free lunches in school. <p>Suspended Learners, Board/Whanau Hui</p> <ul style="list-style-type: none"> • 2 learners • 1 year 10 - Panel: Lisa Takuira & Steve Miller • 1 year 9 - Lisa Takuira & Steve Miller • Discussing the process and conditions • Clarification that the Board chairs the meeting • Principal reads report • Whanau asks questions or clarification | | |
| <p>Employment, Finance and Property [EFAP] report:</p> | <p>Property Board report for November 2023 to be ratified on Tuesday 27 February 2024 Moved: Sarah-Jane Whitehead Seconded: Lisa Takuira Carried</p> <p>Tabled documents:</p> <ul style="list-style-type: none"> • Agenda/minutes • Property Report Feb 2024 • Final Operation and Capital Budget 2024 • Management Accounts for the year ended December 31, 2023. <p>Discussion:</p> <p>HR</p> <ul style="list-style-type: none"> • Appointments/Departures • Annual Leave (TAN - 25 July to 3 Aug 2024) <p>Finance</p> <ul style="list-style-type: none"> • MOE Reduced Funding: Ka Ora Ka Ako <p>Property Cleaning Update</p> <ul style="list-style-type: none"> • Js met with Zoe MOE • Js has contacted Bernie, Nick Bradley and Zoe to discuss concerns. • Property check (Js, ANA and MAR) • Remediations • GO2 - Gap • Spine of the school • Building code and compliance • Cuts to property but we need to make sure we have learning spaces that are warm, dry, well ventilated and safe. • Weather tightness issues with Health & Safety concerns • How can we progress with this work • Taking in consideration costing in 2025 <p>5YA projects update</p> <p><i>It was then moved that the following from the HR Board report for February 2024 be accepted:</i></p> <p><i>It was then moved that the following from the Finance Board report for February 2024 be accepted:</i></p> | | |
| <p>Planning/Reviewing and Achievement/Teaching and Learning [PRATL] report:</p> | <p>Tabled documents:</p> <ul style="list-style-type: none"> • Agenda/minutes 23 November 2023 • AoV 2023 and Strategic Plan draft 2024 <p>Discussion:</p> <ul style="list-style-type: none"> • | | |

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| | <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"> ● <i>That the minutes of 23 November 2023 meeting be taken as read and accepted as a true and accurate record</i> ● <i>That the draft 2024-2025 Strategic Plan be accepted</i> ● <i>That the draft 2023 AoV be accepted</i> <p>Moved: Sarah-Jane Whitehead Seconded: Carried</p> | | |
| <p>School Leader's report:</p> | <p>Tabled documents:</p> <ul style="list-style-type: none"> ● School Leader's report February 2024 <p>Discussion:</p> <p>Masterclass Cleaners & BB Cleaning</p> <ul style="list-style-type: none"> ● Js met with the contracted cleaners and discussed to continue in finding ways to improve such as: ● Sign in the evenings ● Report here by 3:00pm ● Weekly checklist to be completed whilst doing routine checks. <p>Events & Sports</p> <ul style="list-style-type: none"> ● ASB Polyfest Launch 2024 ● Waka Ama Auckland Regatta scores and successes ● AC Boys Cricket team ● Volleyball Games at Bruce Pulman Park ● Rugby update <p>Tekoteko Restoration</p> <ul style="list-style-type: none"> ● Funding ● Spiritual gap <p>PLD</p> <ul style="list-style-type: none"> ● Building common thread by coming back to the AC Values, Teaching practices and Themes. ● Reviewing Data Analysis ● Junior and Senior Learning Progress Conversations refresher. <p>Roll Return</p> <ul style="list-style-type: none"> ● Roll Numbers currently state 1274 Learners to date and the Roll Return has been submitted. <p>Staffing</p> <ul style="list-style-type: none"> ● Richard Ghent Resignation and last day of duty - April 12, 2024. ● Lorenzo Davies Resignation and last day of Duty - April 12, 2024. ● Ben Martelli Resignation and last day of duty - April 12, 2024. ● Robin van Niekerk - Resignation December 2024 <p>Vacancies</p> <ul style="list-style-type: none"> ● Advertised 9 vacancies ● LTR positions from AC ● LAT Teachers ● Relief ● SAS Sports binding agreement <p><i>It was then moved that the School Leader's Report for February 2024 be accepted</i></p> <p>Moved: Sarah-Jane Whitehead Seconded: Steve Miller Carried</p> | | |

| IN-COMMITTEE DISCUSSION: | | | |
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| In-Committee: | <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></p> <p>At:</p> <p>Moved: Sarah-Jane Whitehead Seconded: Robert Solomone Carried</p> | | |
| Out of In-committee: | <p>At:</p> <p>Moved: Sarah-Jane Whitehead Seconded: Robert Solomone Carried</p> | | |
| Health, Safety and Wellbeing [HSW] report: | Discussion: | | |
| Minutes of previous meeting and matters arising from the minutes: | <p>Tabled documents:</p> <ul style="list-style-type: none"> Agenda/minutes of meeting 19 February 2024 <p><i>It was moved that the minutes of 19 February 2024 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"> | | |
| Correspondence: | <p>Tabled documents:</p> <ul style="list-style-type: none"> Inwards and outwards correspondence <p>Discussion:</p> <ul style="list-style-type: none"> <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: | <p>Tabled documents:</p> <ul style="list-style-type: none"> <p>Discussion:</p> <ul style="list-style-type: none"> Refer SchoolDocs update Questionnaire needs to be done | | |
| Review of AC Procedures Policies: | <p>Tabled documents:</p> <ul style="list-style-type: none"> <p>Discussion:</p> <ul style="list-style-type: none"> Refer SchoolDocs update Questionnaire needs to be done | | |
| A2 Board work plan C1.3 Meeting checklist | <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> | | |

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| <p>C5.1 Triennial review programme [internal evaluation process]</p> | <ul style="list-style-type: none"> ● <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 2024</i> | | |
| <p>Any other matters:</p> | <p>Discussion:</p> <p>Board chair 2024</p> <ul style="list-style-type: none"> ● Board Elects Sarah-Jane Whitehead <p>Update: EOTCs for Board</p> <ul style="list-style-type: none"> ● Clarification regarding the budgets ● Reinforcing mobile use in classrooms ● community - legislation is changing ● Update the board with Panui's <p>Kahui Ako</p> <ul style="list-style-type: none"> ● Reported improvement in reading and writing level ● Junior courses that you offer make the most impact. | | |
| <p>IN-COMMITTEE DISCUSSION:</p> | | | |
| <p>Meeting Closure</p> | <p>At:</p> | | |
| <p>ACTIONS:</p> | <ul style="list-style-type: none"> ● Board Dinner for 2023 wrap up NZSCTA conference | | |

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: