



**AC Board Meeting
Tuesday 14 May 2024 at 5:00pm**

Present:	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:

*Sarah-Jane Whitehead Absent - work related
Benjamin Samuels - work related*

It was then moved that the apologies be accepted.

Moved: Stephen Miller

Seconded: Lisa Takuira

Carried

Declaration of conflict of interest:

N/a

In Attendance:

N/a

Members of the public:

1. Governance Policies

In reference to:

[A2 Board work plan](#)

[C1.3 Meeting checklist](#)

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

May/June 2024

1.1 Strategic plan: leaders	Annual aims regularly reviewed and reported to board through school report
1.2 Procedure Policy:	Emergency Management Plan TBC reviewing the EMP with SLT, Harris and Shaw,
1.3 Learner progress & achievement:	NCEA Confirmed results Actioned
1.4 Inclusion & Well-being	Receive staff well-being survey report TBC (Sarah Loomb) Board requesting to see how our staff well-being.
1.5 HR:	HR Toolkit Checklist Actioned
1.6 Budget:	Monitor Monthly finance report. Actioned
1.7 Board process compliance requirements/best practice:	Annual Report to MOE by 31 May 2024
1.8 Board PLD & Internal Evaluation:	Board Self-directed learning/workshops Actioned - SJW

2. Work in progress:

AC Board Minutes for Tuesday 9 April 2024, to be ratified on Tuesday 14 May 2024

Moved: Stephen Miller

Seconded: Lisa Takuira

Items	Discussion
Ka ora Ka Ako (School Lunches)	<p><i>It was discussed that the government has announced changes and the current system will continue for 2024. In 2025, this will be revised and provide lunch from a centralised provider. Considerable impact for our school, as we run the cafe, cooking of the kai and staffing for this project. Reached to other principals, in-school catering and distribution to other schools, local MP, 24 May 2024 going to meet up and discuss what we could do and make the submission together. Evening to meet with the MPs, community meeting. Kylee was able to meet with the team and look at ways internally and make it work. Kylee to keep board updated to support and board chair involvement. Media possibility of our learners Working around the worst case scenario.</i></p>
MNA Review	<p><i>It was discussed that the Managing National Assessment visited. They met with the PN, Curriculum Leaders, learners for feedback and checks to make sure our systems, process and moderation are consistent at school. No serious concerns expressed, really positive confidence in what we are doing, and that our learners understood the process as well End of June for the report. Link for the doc. Comprehensive guide sheet by Alastair Caine.</i></p>
EOTC Processes & Information for staff	<p><i>The Board raised EOTC processes due to a recent external case. Reminder: if there is an overnigher EOTC this has to be checked and approved by BOT. Thoroughly in this space Next week at our staff hui to discuss this reminder to all staff.</i></p>

NZSTA - Wellington 6-9th June Takina Convention & Exhibition Centre	<i>It was confirmed by all members of AC Board that Sarah-Jane Whitehead will be the only member attending the 2024 NZSTA Conference. AC Board resolved that Sarah-Jane Whitehead would be appointed to vote on behalf of the AC Board at AGM.</i> Moved: Stephen Miller Accept: Lisa Takuira
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1. Reports:

3.1 Human Resources	Discussion
Appointments/Departures	Refer to HR Report
Annual Leave requests (more than 5 days)	In-committee
<i>It was then moved that the following from the HR Board report for May 2024 be accepted: Move: Stephen Miller Accept: Lisa Takuira</i>	

1.3 HR Report

Attachments

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

(PRA & TAN Report)

3.2 Finance	
3.2.2 Finance Report March – 2024	Discussion:
<i>It was then moved that the following from the Financial Report for March 2024 be accepted: Move: Stephen Miller Accept: Lisa Takuira</i>	

3.3 Property Report	
3.3 Property Report - April 2024	Discussion:

	MOE reimbursed the Car Park electrical work
<p><i>It was then moved that the following from the Property report - April 2024 be accepted:</i> <i>Moved: Stephen Miller</i> <i>Accept: Lisa Takuira</i></p>	

3.4 School Leaders Report	
<i>3.4 March – April 2024 Report</i>	<p>Discussion <i>It was discussed the current national staffing shortage of NZ Registered teachers and current staff not receiving non-contact time due to relief. Communication will be made to the community for the temporary solution put in place to allow our teaching staff to gain back their non-contact time.</i></p> <p>Enrolment requirements <i>It was discussed that the school is continuing to receive requests for in zone enrolments when the tenancy agreements seem different to their actual address. The Board discussed that it's a case by case basis and meeting with whanau of these learners is essential. Kylee expressed that the school is being mindful of the roll size growth and monitoring the situation.</i></p>
<p><i>It was then moved that the following from the School Leaders Report for Apr/May 2024 be accepted.</i> <i>Moved: Stephen Miller</i> <i>Seconded: Lisa Takuira</i></p>	

4. 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: 6:00pm
<i>Moved: Stephen Miller</i>
<i>Seconded: Lisa Takuira</i>

OUT OF IN-COMMITTEE

At: 6:30pm
<i>Moved: Stephen Miller</i>
<i>Seconded: Lisa Takuira</i>
<i>Carried:</i>

3 Any other matters

NZMA Dinner

Lisa Takuira discussed the feedback from this event, Te Kahikatoa currently has a fundraising goal of \$100,000. This event allowed the opportunity for the school to connect with the community with performances, donations and auctioning items.

Kapa Haka Nationals

Alfriston College Board has moved the motion that they would contribute a donation towards Te Kahikatoa Nationals. Is to see ANA regarding the plan around managing petty cash.

Moved: Stephen Miller

Carried: Kylee Jefferies

4 Actions for next meeting

Action	Who	Timeframe
Letter to Acknowledge AC Dance Academy	Board & PRA	Friday 31 May 2024

Meeting closing time: 6:48pm

Signed by: Stephen Miller
2024

May 31,