



**AC Board Meeting  
February 18, 2025 at 5:00pm**

**Present:**

Sarah-Jane Whitehead	<b>Presiding Board Member</b>
Kylee Jefferies	<b>School Leader</b>
Stephen Miller	<b>Board Member</b>
Leslie Pakau	<b>Parent Representative</b>
Shantae Bedggood Katipa	<b>Student Representative</b>
Lisa Takuira	<b>Staff Representative</b>

**Apologies:**

Benjamin Samuel	<b>Parent Representative</b>
Caroline McLeod	<b>Parent Representative</b>

*It was then moved that the apologies be accepted.*

**Moved: SJW**

**Seconded: SM**

**Carried: LT**

**Declaration of conflict of interest:**

N/a

**In Attendance:**

**Members of the public:**

Agenda Item	Discussion
<i>AC Board Minutes for Nov/Dec, 2024, to be ratified on February 18, 2025</i>	<p><b>Nov/Dec ACB Agenda Minutes 2024</b></p> <p><i>Moved: SM</i> <i>Seconded: LT</i></p>
<i>Delegation of the Board Chair</i>	<i>The AC Board resolve that Sarah-Jane Whitehead will continue as board chair for 2025</i>
<i>Confirming date for Triennial Election</i>	<p><b>2025 Triennial Elections:</b> <i>The AC Board discussed and confirmed the 2025 Triennial Elections date to be Wednesday 10 September 2025.</i></p> <p><b>2025 Student Elections:</b> <i>The AC Board discussed and confirmed the 2025 Student Representative Elections to be Thursday 4 September 2025</i></p>
<i>Code of Conduct for Board Members</i>	<p><b>Please refer to the Code of Conduct for Board Members</b></p> <p><i>It was then accepted by The AC Board that the Code of Conduct for Board Members was read and understood.</i> <i>Moved: SJW</i> <i>Seconded: SM</i></p>
<i>Board Delegations</i>	<p><b>Please refer to the NZSBA Delegations list.</b></p> <p><i>The AC Board has discussed and confirmed the 2025 Delegations list including confirmation on the relevant committees and its members.</i></p> <p><b>Health &amp; Safety sub-committee</b></p> <ul style="list-style-type: none"> <li>● <i>Sarah-Jane Whitehead</i></li> <li>● <i>Kylee Jefferies</i></li> <li>● <i>Lisa Takuira</i></li> <li>● <i>Sarah Loomb</i></li> </ul>
<b>School Leader's Report</b>	<p><i>The School Leader's Report was presented to the Board by Kylee Jefferies with discussion of the following:</i></p> <ul style="list-style-type: none"> <li>- <i>Welcoming in all our 2025 new staff and learners and their whānau to Alfriston College.</i></li> <li>- <i>ASB Polyfest will run from April 2 - 5, 2025.</i></li> <li>- <i>Strengthening relationship with mana whenua.</i></li> <li>- <i>Attendance Reporting.</i></li> <li>- <i>MOE Revised Codes.</i></li> <li>- <i>Criteria changes for schools closing for instruction.</i></li> </ul>

	<ul style="list-style-type: none"> <li>- Kāhui Ako WIS Achievement team appointment.</li> <li>- Preliminary 2024 NCEA Achievement results.</li> <li>- Draft AC Annual Implementation Plan 2025.</li> <li>- Tirohanga Block update.</li> <li>- ERO Review confirmed visit dates.</li> </ul> <p><i>It was then moved that the following from the <b>School Leaders Report - Feb 18, 2025</b> be accepted.</i>  Moved: SJW  Seconded: LP</p>
Human Resources	<p><i>It was then moved that the following from the <b>HR Board report - Feb 18, 2025</b> be accepted.</i></p> <p>Moved: SJW  Seconded: SM</p>
Monthly Finance Report 2025 Final Budget	<p><i>It was then moved that the following from the <b>Monthly Management Accounts - Feb 18, 2025</b> be Accepted.</i></p> <p>Moved: SJW  Seconded: SM</p>
Property Report	<p><i>It was then moved that the following from the <b>Property Report - Feb 18, 2025</b> be Accepted.</i></p> <p>Moved: SM</p> <p><i>It was then resolved by the Alfriston College to agree to proceed with the Court Canopy Project</i>  Moved: SJW  Seconded: SM</p>
EOTC Te Kahikātoa Term 1 Noho Schedule	<p><i>The AC Board accepted and endorsed the following from the <b>EOTC Te Kahikātoa Term 1 Noho Schedule.</b></i></p> <p>Moved: SJW  Seconded: SM</p>

#### 4. **IN-COMMITTEE**

*It was then moved that the AC Board go 'into committee' to discuss matters relating to staff members and students and matters of a commercially sensitive nature, this being necessary to protect the privacy of the individuals under Section 9 of the Official Information Act 1982.*

**At: 6:31pm**

Moved: SJW  
Seconded: SM

**OUT OF IN-COMMITTEE**

**At: 6:47pm**  
Moved: SM  
Seconded: SJW

*Any other matters:*

*Actions for next meeting*

Action	Who	Timeframe
Delegation of duties update for next board meeting.	SJW and JS	

*Meeting closing time: 7:35pm*

*Signed by:*

*Sarah-Jane Whitehead (Presiding member)*

*Date: April 1, 2025.*