



**AC Board Meeting  
May 13, 2025 at 5:00pm**

**Present:**

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

**Apologies:**

Stephen Miller	<b>Deputy Presiding Board Member</b>
Caroline McLeod	<b>Parent Representative</b>
Ben Samuel	<b>Parent Representative</b>

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

**Moved: SJW**

**Seconded: LP**

**Carried: TK**

**Declaration of conflict of interest:**

N.a

**In Attendance:**

N.a

**Members of the public:**

N.a

Agenda Item	Discussion
AC Board Minutes for April 1, 2025, to be ratified on May 13, 2025.	<p>April 1, 2025 - AC Board Agenda Minutes 2025</p> <p style="text-align: right;"><b>Moved: SJW</b> <b>Seconded: LP</b></p>
School Leader Report	<p>The School Leader's Report was presented to the Board by Kylee Jefferies with discussion of the following:</p> <ul style="list-style-type: none"> <li>● Rotuman Language Week</li> <li>● Tertiary institutes in school discussing UE Entrance</li> <li>● CAAs will start May 26, 2025 for Year 10s that are assessed.</li> <li>● Numeracy catch up in the holidays, TBC Literacy catch up</li> <li>● End of last term - Polyfest 2025, Results</li> <li>● Div 1 - sixth overall</li> <li>● Learners recognised</li> <li>● Statement of variance waiting for final auditors report, MOE end of May.</li> <li>● Attendance overall %84</li> <li>● Go back and look at the data - trends with stand-downs and suspensions for violence</li> <li>● Staffing</li> <li>● Student roll fluctuating 1259</li> <li>● Everyday Matters Term 1 attendance provisional report, Steps response to attendance, MOE support, national communication</li> <li>● Te Kaha o Roto Term 1 Update, referrals to external agencies for our learners</li> <li>● Year 9 and 20 PAT Literacy and numeracy progress update</li> <li>● NZ Curriculum Area Board Report for 2024 Learner outcomes, assessment schedules for results</li> <li>● Property Update</li> </ul> <p>It was then moved that the following from the <b>School Leaders Report - May 2025</b> be accepted.</p> <p style="text-align: right;"><b>Moved: SJW</b> <b>Seconded: TK</b></p>
Human Resources	<p>It was then moved that the following from the <b>HR Board report - May 2025</b> be accepted.</p> <p style="text-align: right;"><b>Moved: SJW</b> <b>Seconded: TK</b></p>

<p><i>Monthly Finance Report</i></p> <p><i>Monthly Management Accounts</i></p> <p><i>Property Update</i></p>	<p><i>It was then moved that the following from the <b>Monthly Management Accounts - May 2025</b> be Accepted.</i></p> <p><i>Sub-committee meeting to review the tenders in property work (Tk)</i></p> <p style="text-align: right;"><b><i>Moved: SJW</i></b> <b><i>Seconded: LP</i></b></p>
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#### 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.*

<b>At: 6:30pm</b>	
	<b><i>Moved: SJW</i></b> <b><i>Seconded: LP</i></b>

#### OUT OF IN-COMMITTEE

<b>At: 7:00pm</b>	
	<b><i>Moved: SJW</i></b> <b><i>Seconded: Tk</i></b>
<b><i>In committee items to be released to main minutes:</i></b>	

*Any other matters:*

*Actions for next meeting*

Action	Who	Timeframe
Ben, Caroline and Stephen to review the report and provide comments to go back and thank the NZ curriculum leaders (Principals report) Formal acknowledgment		Actioned.
Site visit SJW Contact the Board to see who will attend the site visit (gear preparation)		Actioned.

Confirmation tomorrow if we are on track.		

*Meeting closing time: 7:15pm.*

*Signed by: Sarah-Jane Whitehead (Presiding member)*

*Date: June 24, 2025.*