



**AC Board Meeting  
June 24, 2025 at 5:00pm**

**Present:**

Sarah-Jane Whitehead	<b>Presiding Board Member</b>
Stephen Miller	<b>Deputy Presiding Board Member</b>
Kylee Jefferies	<b>School Leader</b>
Benjamin Samuel	<b>Parent Representative</b>
Caroline McLeod	<b>Parent Representative</b>
Shantae Bedggood Katipa	<b>Student Representative</b>
Lisa Takuira	<b>Staff Representative</b>

**Apologies:**

Leslie Pakau	<b>Parent Representative</b>
Benjamin Samuel	<b>Parent Representative</b>

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

**Moved: SJW**

**Seconded: SM**

**Declaration of conflict of interest:**

**Lisa Takuira - In-committee**

**In Attendance:**

**Members of the public:**

Agenda Item	Discussion
AC Board Minutes for May 13, 2025, to be ratified on June 24, 2025.	<p>May 13, 2025 - AC Board Agenda Minutes 2025</p> <p style="text-align: right;"><b>Moved: SJW</b> <b>Seconded: Tk</b></p>
Confirm Returning Officer for 2025 Board Elections	<p>The AC Board confirms that Julie-Anne Roberts was confirmed as returning officer for students and staff and Schooled Election Pilot as Provider for the Parent Board Elections.</p> <p style="text-align: right;"><b>Moved: SJW</b> <b>Seconded: SM</b></p>
Classroom design in buildings	<p>The AC Board attended the scheduled site visit in the Tirohanga Block, it was then discussed within the board any feedback that came out of the site visit.</p>
Out of Zone enrolments	<p>The AC Board discussed Out of Zone enrollments and considered next steps with managing these enrollments. Potentially keeping this as any connection by current siblings attending AC or family of teaching staff. The Board also considered the rise in housing subdivision, class sizes, staffing allocation, funding. The current policy still applies until review in future.</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>● <i>Manu Kōrero winners, Raukura Takuira and Khayden Junior.</i></li> <li>● <i>Meleua Ikuia - Member of the New Zealand Order of Merit for her services to Vagahau Niue Language and Education</i> <i>The AC Board would like to send congratulations to Meleua Ikuia.</i></li> <li>● <i>Learning Progress Conversations - Connection with whanau, their child and learning progress so far.</i></li> <li>● <i>Weekly reporting continues.</i></li> <li>● <i>Samoan Language Week.</i></li> <li>● <i>AC Dance Showcase.</i></li> </ul> <p>NCEA</p> <ul style="list-style-type: none"> <li>● <i>Semester 1 finished</i></li> <li>● <i>The NCEA progress report will be at the beginning of the next meeting.</i></li> <li>● <i>The annual report has been published on the website.</i></li> <li>● <i>Pending auditors report</i></li> </ul> <p><i>Disestablishment of Kahui Ako leadership</i></p>

	<ul style="list-style-type: none"> <li>● <i>Links to review, contracts end at the end of the year anyways.</i></li> <li>● <i>Board funding to consider a similar role, considering the allowances remunerated for these roles. Engagement, Senior and Junior roles.</i></li> </ul> <p><i>Education &amp; Training Amendment changes</i></p> <ul style="list-style-type: none"> <li>● <i>Removal of the NELPs, that is what we use when strategic planning.</i></li> <li>● <i>MOE focuses on achievement and attendance.</i></li> <li>● <i>Matauranga Maori PLD for new staff from overseas.</i></li> <li>● <i>Attendance everyday matters report</i></li> <li>● <i>School wide goal for having 0% unknown absences, following it up and investigating it. Texts are sent home twice both in the morning and afternoon. Vistab set-up sign in for lates, positioned at main reception and the back of the school.</i></li> <li>● <i>Ronise Scanlan and Julie-Anne Roberts will be attending PLD for attendance and codes.</i></li> </ul> <p><i>Pathways update</i></p> <ul style="list-style-type: none"> <li>● <i>Springbok trust Career Navigator</i></li> <li>● <i>Te Wahi Awhina - 6 RTLB referrals</i></li> <li>● <i>1IRF application waiting on MOE</i></li> <li>● <i>ORS applications</i></li> <li>● <i>Volunteers to support our learners to read</i></li> <li>● <i>Increase our resourcing in this area</i></li> </ul> <p><i>Strategic planning 2026 - 2028</i></p> <ul style="list-style-type: none"> <li>● <i>Community survey and reviewing the questions.</i></li> </ul> <p><i>It was then moved that the following from the School Leaders Report - June 2025 be accepted.</i></p> <p style="text-align: right;"><b>Moved: SJW</b> <b>Seconded: Sm</b></p>
<p><i>EOTC Overnight for Board Approval - T3 Ahurea Noho</i></p>	<p><i>The Board approves the EOTC Overnight for T3 Ahurea Noho (Te Kahikatoa Kapa Haka)</i></p> <ul style="list-style-type: none"> <li>● <i>Worksafe discussion around Health &amp; Safety</i></li> </ul> <p style="text-align: right;"><b>Moved: SJW</b> <b>Seconded: Sm</b></p>
<p><i>Human Resources</i></p>	<p><i>It was then moved that the following from the <b>HR Board report - June 2025</b> be accepted.</i></p>

	<b>Moved: SJW</b> <b>Seconded: Sm</b>
<i>Monthly Finance Report</i>  <i>Monthly Management Accounts</i>  <i>Property Update</i>	<p><i>It was then moved that the following from the <b>Monthly Management Accounts - June 2025</b> be Accepted.</i></p> <p><i>The AC Board then ratified they would like to proceed with the Floormasters, after checks are done.</i></p> <p style="text-align: right;"><b>Moved: Tk</b> <b>Seconded: SJW</b></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.*

<b>At: 7:40pm</b>	
	<b>Moved: SJW</b> <b>Seconded: SM</b>

#### OUT OF IN-COMMITTEE

<b>At: 8:00pm</b>	
	<b>Moved: SJW</b> <b>Seconded: SM</b>
<b><i>In committee items to be released to main minutes:</i></b>	

*Any other matters:*

- NZCL Thank you Letters
- Acknowledge and look at the reports.

*Actions for next meeting*

Action	Who	Timeframe

*Meeting closing time: 8:20pm.*

*Signed by:*

*Sarah-Jane Whitehead (Presiding member)*

*Date: July 29, 2025.*