



**AC Board Meeting
September 16, 2025 at 5:00pm**

Present:

Sarah-Jane Whitehead	Presiding Board Member
Stephen Miller	Deputy Presiding Board Member
Kylee Jefferies	School Leader
Leslie Pakau	Parent Representative
Caroline McLeod	Parent Representative
Lisa Takura	Staff Representative
Shantae Bedgood Katipa	Student Representative

Apologies:

Benjamin Samuel	Parent Representative
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It was then moved that the apologies be accepted.

Moved:

Seconded:

Carried:

Declaration of conflict of interest:

In Attendance:

Members of the public:

Agenda Item	Discussion
AC Board Minutes for June 24 & July 29 2025, to be ratified on September 16, 2025.	<p><i>June 24, 2025 - AC Board Agenda Minutes 2025. July 29, 2025 - AC Board Agenda Minutes 2025.</i></p> <p><i>The Board minutes were accepted via email. To include quorum information in our current agenda.</i></p> <p style="text-align: right;">Moved: SJW Seconded: Sm</p>
EOY Staff Lunch	<p><i>End of year staff lunch \$65pp at the Farmhouse Cafe, Thursday 11 December, 1:00pm.</i></p>
Potential change for AC Zoning	<p><i>Kylee Jefferies provided an update on the potential change to the school's enrolment zone, noting that any final decision rests with the Ministry of Education. A school zoning map was presented to the Board for reference.</i></p> <p><i>It was reported that Brookby School and Clevedon School prefer to be zoned for Howick College. Currently, only two learners from that area are enrolled with us. The Clevedon School Board has formally requested zoning alignment with Howick College, most students from those areas attend either St Kentigern College or Howick College.</i></p> <p><i>Kylee noted that this adjustment would not reduce our school's current boundary and that growth in regional housing developments is expected to bring an increase in enrolments regardless.</i></p> <p><i>A broader discussion followed regarding community perceptions and engagement. The Board agreed that it would be beneficial to understand why some families may choose not to enrol at our school and to consider strategies for improving public perception. Suggestions included: Enhancing local and media presence to promote positive coverage, reviewing the school's community engagement approach and identifying key sectors for outreach, building a stronger public profile and engaging external expertise to help articulate and share the school's story and updating the school website to better reflect the school's strengths and values.</i></p> <p><i>The Board supported continued discussion and planning in this area to strengthen community relationships and enhance the school's reputation.</i></p>

School Leader Report

Kylee Jefferies presented the School Leader Report and the following items were discussed:-

General update

The term has been very busy, with strong participation in winter sports including netball teams and the senior boys' football team.

Common Assessment Activities (CAA)

The CAAs were completed successfully, with most learners participating.

AC Success Awards

The Pasifika Awards evening was recently held, and preparations are underway for the Māori Success Awards scheduled for this Thursday.

Board Elections

Kylee acknowledged upcoming Board elections, noting they close tomorrow, and expressed gratitude to the Board for their ongoing support.

Proposed changes in NCEA

Leading our community to our website to view these changes and enter their submissions.

Looking for opportunities as a board, possibly hiring a specialist who carries this expertise or could be trained to learn and then pass this knowledge to all school staff.

The Board also discussed that a member of SLT could lead this with their expertise. The need for more english and maths teachers and how this would be funded through the board.

Attendance & Engagement

Current roll: 1,231 students.

Projected roll for 2026: 1,260 students.

Year 9 enrolments: 147 students this year, so far.

Overall attendance: 81.9%.

The Board received an update on attendance and engagement initiatives. The primary focus remains on reducing the number of "unknowns" in attendance data, with significant progress made and the target of zero almost achieved.

Ongoing efforts include strengthening the use of learner and whānau voice to better understand and respond to attendance patterns. It was noted that recent absences have been influenced by illness and adverse weather conditions affecting families.

The Ministry of Education (MOE) has provided additional support to assist in reducing chronic absences. Funding will be used to train an additional support staff member to conduct home visits and implement attendance interventions (part-time or part-funded).

*Data comparisons show a positive trend, with chronic absences reduced to **17% in 2025**, compared with **43% in 2023**.*

Professional Development update

Kylee Jefferies recently attended a study PLD in Niue and discussed that there were many connections there with our school. During this time, parent meetings were held, opportunity to do observations of classrooms, understanding of our learners who arrive from these schools into NZ and an overall greater appreciation for the autonomy within NZ Education.

NCEA Achievement and Curriculum Update *An update was provided on NCEA and ongoing interventions. Current projections indicate Level 1 achievement between 42–50%, representing double the achievement compared with the previous year. The CAA pathway (20 credits) remains one of the more challenging routes, while the NCEA pathway (60 credits) continues to be the main focus.*

Key factors supporting improved achievement include targeted interventions, ensuring Year 11 learners remain in English and Mathematics throughout the year, and cultural upskilling for teachers. Staff development continues, with Kylee Jefferies working alongside Kataraina Ropati-Snell (Senior Leader) to strengthen outcomes for Māori learners.

Professional Learning and Development (PLD) has focused on reinforcing the AC Way, teaching and learning pedagogy, with Whānau Leaders and NZCLs receiving training to conduct regular classroom observations. Data shows a positive link between participation in Kapa Haka and learner success, supporting continued emphasis on culturally responsive interventions.

Additional initiatives include the introduction of AC and Tikanga orientation for new staff, including beginning and overseas teachers. Intensive tracking and monitoring processes remain in place.

It was noted that Level 2 and Level 3 achievement has fluctuated over the past five years, maintaining similar levels. The goal remains to lift overall achievement

towards 70%. While Level 2 performance was strong last year, this has not yet been reflected at Level 3.

Numeracy results continue to show the strongest outcomes, with growing capability among learners and staff. Literacy outcomes are improving, and further focused interventions are planned next term. Year 13 students requiring literacy credits have been identified, with Kylee to deliver a dedicated course. Efforts continue to build literacy capability, particularly for ELL learners.

Human Resources

Appointed Joel Singsam - Pathways & Guidance Assistant

Property

The Board noted the recent announcement from the Minister, confirming the allocation of nine additional classrooms. No official correspondence or details have yet been received from the Ministry of Education (MOE) beyond the public announcement. It was acknowledged that once work commences, there may be changes to the original building design or layout. Tirohanga remains to be confirmed.

An update was also provided regarding the recent robbery incident. All stolen equipment has now been recovered.

Cafeteria: A spatter guard has been applied to the flooring, and there have been no reported issues following the treatment.

Canopy over the Turf BOT Project.

The Board discussed progress on the Canopy Over the Turf project, a Board of Trustees (BOT) initiative. The funding amount previously approved by the Board was noted.

A resolution is required to apply for grant funding from the Auckland Council Sport and Recreation Facilities Investment Fund and other relevant funding agencies to support the project. SAS will also support putting in funding guards.

Resolution:

The AC Board resolved that the Board will fund 70% of the total project cost from its own resources. For the remaining 30%, the Board will apply for grants from Auckland Council Sport and Recreation Facilities Investment Fund and other agencies. In the absence of securing the grants, the Board is committed to funding the entire

	<p>project.</p> <p>Theatre Heating & Cooling It was discussed to replace the two plants and to put this in the 10YP and get funding through this. Heating is required as it is used as a classroom space.</p> <p>Oracon is coming in doing more roof investigations and seismic strengthening. Doing other work in the interim.</p> <p style="text-align: right;">Moved: SM Seconded: SJW</p>
<p>EOTC - Final Approval</p> <p>L3GGP Tutukaka snorkelling trip</p>	<p>The AC Board have discussed and endorsed the final approval for the L3GGP Tutukaka snorkelling trip EOTC from Wednesday 8th October - Friday 10th October.</p> <p style="text-align: right;">Moved: Tk Seconded: SM</p>
<p>Human Resources</p>	<p>It was then moved that the following from the HR Board report - August 2025 be accepted.</p> <p style="text-align: right;">Moved: SJW Seconded: Sm</p>
<p>Monthly Finance Report</p> <p>Monthly Management Accounts</p> <p>Property Update</p>	<p>It was then moved that the following from the Monthly Management Accounts - August 2025 be Accepted.</p> <p>The sign at the entrance is damaged, insurance claim pending and potentially a digital screen and council approval. A potential temporary fix is being looked into.</p> <p style="text-align: right;">Moved: SJW Seconded: Sm</p>
<p>Archiving resolutions</p>	<p>That the Board approves the disposal of finance, payroll, professional development and out of zone enrolment records up to 31 December 2017 in line with the MOE School Records Retention/Disposal Schedule.</p> <p>That the Board approves the disposal of:</p> <ul style="list-style-type: none"> ● 1.2 Student Leavers (2018) ● 1.3 Attendance Registers (2004-2018) ● 1.5.2 NETServ (2004-2018) ● 1.5.4 Student Health Records (2004-2018) ● 1.9 Student Driven Initiatives ● 1.11 EOTC (2016-2018) ● 1.12 Gateway Placements (2004-2018) ● 1.14 Students in/out sheets (2004-2018) ● 3.2.1 Staff leavers (2016-2018) ● 3.3.7 Casual and Volunteers (2016-2018) ● 3.3.4 SUE Reports (2014-2018) ● 3.4.1 Timesheets (2012-2017) ● 3.4.2 Leave Schedules (2014-2017)

	<ul style="list-style-type: none"> ● 3.12 Support Staff Appraisals (2004-2018) ● 2.5.1 Curriculum / Course booklets (2004-2014) ● 2.5.1a Curriculum general correspondence (2004-2014) ● 2.5.11a NCEA declaration of authenticity learners (2004-2018) ● 2.13 Various surveys and evaluations (2004-2014) ● 2.14 MOE Circulars (2004-2014) ● 2.15 Annual Return of Students (2004-2014) ● 3.14 All staff emails & Attachments ● 3.15 Staff in/out sheets (2004-2014) ● 5.15.10 Week Ahead notices (2004-2018) ● 5.15.11 Planning Calendar of events ● 5.24 Visitors/Contractors - in/out sheets <p style="text-align: right;">Moved: SJW Seconded: Sm</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.

At: 6:16pm	
	Moved: Seconded:

OUT OF IN-COMMITTEE

At: 6:31pm.	
	Moved: Seconded:
<i>In committee items to be released to main minutes:</i>	

Actions for next meeting

Action	Who	Timeframe

Meeting closing time: 7:00pm

Signed by: To be signed once ratified at the next meeting.

Date: Nov 11, 2025.