

CONFIRMED MINUTES

TE PAEPAE O AOTEA ESTABLISHMENT BOARD



At the **Te Paepae o Aotea Establishment Board** on **27 Jul 2023** these minutes were confirmed as presented.

Name:	Te Paepae o Aotea
Date:	Thursday, 22 June 2023
Time:	4:00 pm to 6:00 pm (NZST)
Location:	Te Paepae o Aotea - Boardroom, Camberwell Road, Hawera
Board Members:	Cheryl Luke-Maraki, Diana Reid, Dinah King, Hauraki Erb, Neryda Sullivan, Rachel Williams, Te Kiri King
Attendees:	Ruth Simons, Tom Scollard
Apologies:	Will Edwards (Chair), Ross Dunlop

1. Opening Meeting

1.1 Karakia Timata

1.2 Confirmation of Minutes of Meeting

Te Paepae o Aotea Establishment Board of Trustees 25 May 2023, the minutes were confirmed as presented.



Confirmation of Minutes 25 May 2023

RESOLVED THAT the minutes of Te Paepae o Aotea Establishment Board meeting held 25 May 2023 be accepted as a true and correct record of that meeting.

Decision Date:	22 Jun 2023
Mover:	Te Kiri King
Second:	Neryda Sullivan
Outcome:	Approved

Apologies from W Edwards, D Reid, H Erb and R Dunlop, accepted.

1.3 Interests Register

1.4 Health & Safety Briefing

2. Correspondence

2.1 Incoming Correspondence

Taken as read.

R Williams alerted members to vacancies at the Kahui ako level, advising interested parties have been asked to discuss with her. No approaches to date.



Inwards Correspondence

Inwards Correspondence accepted.

Decision Date: 22 Jun 2023
Mover: Te Kiri King
Seconder: Neryda Sullivan
Outcome: Approved

2.2 Outgoing Correspondence

Noted.

3. Decisions and Discussions

3.1 Ka Ora, Ka Ako | Healthy School Lunches Programme - Contract Renewal



Ka Ora, Ka Ako | Healthy Lunches in Schools Programme

RESOLVED THAT Te Paepae o Aotea Establishment Board approve the continuation of the Healthy Lunches in Schools programme in 2024.

Decision Date: 22 Jun 2023
Mover: Rachel Williams
Seconder: Neryda Sullivan
Outcome: Approved

3.2 Drug Dogs & Police Vetting



Drug Dogs & Police Vetting

R Williams spoke to the engagement of NZ Detector Dogs to bring drug dogs into the school. R Williams explained the process to members who agreed this was a worthwhile exercise to keep the school safe. Noted, Detector Dogs NZ is run by ex Police personnel so are current with procedures. Correspondence will go home to parents. A tentative date has been booked in August.

R Williams further spoke to ERO advice around the tightening up of police vetting requirements. Changes include:

1. Support staff Police vetting needs to be completed prior to interview therefore shortlisted candidates will need to provide two forms of ID for Police vetting purposes. Results for candidates who are not a preferred candidate will be destroyed.
2. Police Vetting Returned with Results. Members agreed the principal will manage results.

Decision Date: 22 Jun 2023
Mover: Cheryl Luke-Maraki

Seconded: Te Kiri King
Outcome: Approved



Drug Dogs & Police Vetting

RESOLVED THAT Te Paepae o Aotea Establishment Board approve the engagement of NZ Detector Dogs for the purpose of a general drug dog inspection of classrooms to be proactive in keeping the school safe.

Decision Date: 22 Jun 2023
Outcome: Approved

3.3 Hawera High / Hawera Intermediate Schools' Trophies

R Williams spoke to the recall of existing Hawera High School and Hawera Intermediate School cups and trophies presented in 2022, noting Te Paepae o Aotea will have its own awards and structure for prizegiving in line with Te Paepae o Aotea values - Aotea, Taupaenui and Paepae. Once awards are confirmed, sponsors for other prizes will be canvassed in the community.

Following discussion, the Board agreed R Williams will include a message in the upcoming newsletter regarding the return of Hawera High School and Hawera Intermediate School cups and trophies presented in 2022, advising all cups and trophies will be held for safekeeping until such time as new premises are built and items can be displayed in a trophy room.



HHS & HIS Cups and Trophies

R Williams to include message in the upcoming newsletter regarding the return of Hawera High School and Hawera Intermediate School cups and trophies presented in 2022. All cups and trophies to be held for safekeeping until such time as new premises are built and these can be displayed in a trophy room.

Due Date: 30 Jun 2023
Owner: Rachel Williams

4. EOTC

4.1 Kapahaka Marae Noho 22-24 June 2023

The Board queried whether training been undertaken regarding the completion of the EOTC forms.

N Sullivan to review format of the EOTC form with M Akaoula during the holiday period, asking him to walk her through the format to ensure understanding and to review the quality.

A discussion regarding the amount of koha allocated for EOTC Pa visits etc., will take place at a later date.



Kapa Haka Marae Noho - 22-24 June 2023

RESOLVED THAT Te Paepae o Aotea Establishment Board approved the Kapa Haka Marae noho, 22-24 June 2023 via flying minute.

Decision Date: 22 Jun 2023
Outcome: Approved

6.1 In Committee Update

The meeting moved In Committee. Moved Te Kiri King / Seconded Cheryl Luke-Maraki

The meeting moved out of In Committee. Moved Te Kiri King / Seconded Cheryl Luke-Maraki

7. Reports

7.1 Tumuaki Report

R Williams spoke to her report.

- Overall stand-downs and suspensions have decreased in Term 2.
- Flow diagram for Pastoral team, noted. Referral to Counsellor and/or external agency is the next process for review.
- Social and Emotional Curriculum under scrutiny by a parent. R Williams has sent a response. W Edwards to meet with parent.

7.2 Data Report - June 2023

Received. Noted, NCEA tracking quite well compared to usual years - more credits, merits and excellences on the system.

7.3 Finance Report

No Finance meeting held this month due to lack of quorum.



EFTPOS Facility

RESOLVED THAT Te Paepae o Aotea Establishment Board approve N Sullivan as the only signatory on the merchant account in order to enable the EFTPOS facility.

Decision Date: 22 Jun 2023
Mover: Cheryl Luke-Maraki
Seconder: Will Edwards
Outcome: Approved



Sensibo for Schools

RESOLVED THAT Te Paepae o Aotea Establishment Board approve the quote provided by Independent Energy Limited for the purchase of 16 x Sensibo Sky Units for Bayly Park and the licensing of management software across the school.

Decision Date: 22 Jun 2023
Mover: Dinah King
Seconder: Cheryl Luke-Maraki
Outcome: Approved



Furnware - Furniture for Modular Classrooms

RESOLVED THAT Te Paepae o Aotea Establishment Board approve Furnware quotes 50297 and 50298 for the purchase of furniture for the Endeavour Centre and Cooking Room.

Decision Date: 22 Jun 2023
Mover: Dinah King
Seconder: Cheryl Luke-Maraki
Outcome: Approved



Office Furniture First

RESOLVED THAT Te Paepae o Aotea Establishment Board approve the Office Furniture First quote for the purchase of office chairs for the Patea Resource room.

Decision Date: 22 Jun 2023
Mover: Dinah King
Seconder: Cheryl Luke-Maraki
Outcome: Approved



Cleanmaster International

RESOLVED THAT Te Paepae o Aotea Establishment Board approve a variation of contract between Te Paepae o Aotea and Cleanmaster International being a pricing change to include an additional hour per day, effective 29 May 2023. New pricing details, exclusive of GST, are \$183,321.56 per annum.

Decision Date: 22 Jun 2023
Mover: Dinah King
Seconder: Cheryl Luke-Maraki
Outcome: Approved



Management of Reserve Funds

RESOLVED THAT Te Paepae o Aotea Establishment Board agrees to adopt the management of reserve funds proposal, 15 June 2023, tabled by the Te Paepae o Aotea Finance Committee.

Decision Date:	22 Jun 2023
Mover:	Dinah King
Seconder:	Cheryl Luke-Maraki
Outcome:	Approved

7.4 Property Report

Health & Safety Committee established, meeting twice per term to encourage more thorough Health & Safety reporting.

Noted, the new modular buildings do not have ramp access - Ministry oversight.

7.5 Alternate Constitution

Noted. D Leath (Ministry of Education) has all the required information and will draft response for W Edwards and C Luke-Maraki to review before being released to the Hawera community. Notice regarding the board tenure extension may be included in the survey or go out as a separate notification.

T Scollard left the meeting at 5.27pm

8. Board Annual Work Plan

8.1 Timeline

9. Actions from Previous Meetings

9.1 Action List

Due Date	Action Title	Owner
8 Aug 2022	Honorarium Payments Status: Completed on 11 Jul 2023	Cheryl Luke-Maraki
18 Aug 2022	Board Member Contact List_Details Update Status: In Progress	Clare Baylis
13 Sept 2022	Trustee Remuneration and Expenses Status: Completed on 27 Jul 2023	Will Edwards
15 Sept 2022	Becoming a Microsoft School Status: Completed on 27 Jul 2023	Rachel Williams
15 Sept 2022	Cultural Adviser Status: Completed on 27 Jul 2023	Will Edwards
9 Feb 2023	Letter of thanks to Arthur Brown Status: In Progress	Will Edwards
23 Feb 2023	Cultural Adviser Job Description Status: Not Started	Will Edwards
23 Feb 2023	Constitution and Board representation Status: In Progress	Will Edwards
2 Mar 2023	Maori Cultural Position - Role Description Status: Not Started	Will Edwards
24 Mar 2023	Honorarium payments Status: Completed on 11 Jul 2023	Ruth Simons
21 Apr 2023	Board membership - continuation Status: Completed on 27 Jul 2023	Will Edwards
27 Apr 2023	Alternate Constitution Status: In Progress	Tom Scollard

Due Date	Action Title	Owner
24 May 2023	Permanent Uniform - Presentations Status: Completed on 11 Jul 2023	Diana Reid
26 May 2023	Amendment to Proposed Alternate Constitution Status: Completed on 11 Jul 2023	Will Edwards
31 May 2023	Board photo for website Status: In Progress	Ruth Simons
2 Jun 2023	EOTC Voting - Agenda items 4.2-4.4 Status: Completed on 11 Jul 2023	Ruth Simons
22 Jun 2023	Alternate supplier for sports uniforms Status: Completed on 27 Jul 2023	Rachel Williams
22 Jun 2023	Extension of Establishment Board Status: Completed on 22 Jun 2023	Tom Scollard

10. Other Business

10.1 Property 101

N Sullivan reported on the recent Property 101 training in Whanganui.

10.2 ERO Self-Audit Checklist - Curriculum

Noted Te Paepae o Aotea is looking at an August sign-off for the ERO pre-check.

- Junior curriculum and Pastoral - Monday
- Senior curriculum and Pastoral - TBC
- Compliance, EOTC - TBC

The Board further acknowledged, a principal appraiser is yet to be appointed.



Principal Appraiser

N Sullivan to approach Fiona Parkinson regarding an appraisal on both R Williams and the Senior Leadership team. The Board is looking to maximise value from the appraisal and will focus on leadership capabilities. Other options include Anne Brokenshire, Debbie Marshall-Lodge.

Due Date: 27 Jul 2023

Owner: Neryda Sullivan

11. Karakia

11.1 Karakia Kapi

12. Close Meeting

12.1 Close the meeting

Next meeting: Te Paepae o Aotea Establishment Board - 27 Jul 2023, 4:00 pm

Signature: William Edwards

Date: 27 July 2023