

CONFIRMED MINUTES

TE PAEPAE O AOTEA ESTABLISHMENT BOARD



At the **Te Paepae o Aotea Establishment Board of Trustees** on **25 May 2023** these minutes were **confirmed as presented**.

Name:	Te Paepae o Aotea
Date:	Thursday, 27 April 2023
Time:	4:00 pm to 7:00 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

Apologies noted from W Edwards. Vice-Chair Cheryl Luke-Maraki opened the meeting with Karakia.

1.2 Confirmation of Minutes of Meeting

Te Paepae o Aotea Establishment Board 23 Mar 2023, the minutes were confirmed as presented.



Confirmation of Minutes - 23 March 2023

RESOLVED THAT the minutes of Te Paepae o Aotea Establishment Board meeting held 23 March 2023 be accepted as a true and correct record of that meeting.

Decision Date: 27 Apr 2023

Mover: Dinah King

Secunder: Te Kiri King

Outcome: Approved

1.3 Interests Register

1.4 Health & Safety Briefing

2. Correspondence

2.1 Incoming Correspondence



Inwards Correspondence

Correspondence received.

Decision Date: 27 Apr 2023
Mover: Te Kiri King
Seconder: Dinah King
Outcome: Approved

2.1a PPTA Strike Action - Noted. Strike action is being managed via newsletter home, SchoolApps and Facebook posts for parents for the term.

2.1b OAG Report - Noted.

2.2 Outgoing Correspondence

Nil.

3. Decisions and Discussions

3.1 NZ Uniforms presentation - In Person 4.15pm

NZ Uniforms presented in person at 4.15pm.

Noted:

- Wearability - Pill tested, strength tested and sweat tested in order to get the highest longevity. Wash - easycare.
- Can provide a variation shade range lab dip to match accordingly.
- Pre-production sampling - yes, can get full same made with logo made up etc. Can go back to the drawing board at any point - only go into full production once 100% happy.
- Timeframe to have stock for next year? Would want to start pre-production sampling middle May. Can take 6 weeks. Will send timeline of critical dates.
- Culottes - for juniors. Shorts - two cuts - male and female.
- Trouser - male and female - viscose. Female trouser has 4-way stretch. Can transition to work- trousers by snipping tag.
- Hoodies - same supplier. Very smart for a school uniform and wear well. No pilling.
- Bucket hats for juniors. Caps for seniors.
- Ties/Pashmina type scarf.

Contract:

- If going with NZ Uniforms, preferred term is five years.
- If rolling out new uniform, start working in now. How much original left? What can be phased in/out?
- What will transition easily? Polos fine for next year - senior students no change. Year 7s can transition in.
- Quantities, supplies purchase stock. NZ uniforms hold all the stock. Families shop direct to store. If not up and running for December/January, they will open a pop up somewhere - NZ Uniforms facilitate.

- Fitting days specific for us - pop ups at school. Bring stock to do sales etc.
- Offer sponsorship back to school - not built into price. Sponsorship back to use for hardship for students or send a family into store \$200 to spend - comes out of sponsorship account.
- Sports uniforms / staff pashminas etc.

Uniform:

- Difference between junior/senior - seniors in shirt and skirts and jacket same with hoodies. Juniors will be polos and hoodies.
- Blazer - Can do it as a wholesale - not part of uniform. Wholesale to school to lend out or can have as a retail item. Generally, schools will hold on-site for occasions to lend out. Seniors prefer to be in No. 1s all the time.

Deadline:

- pre-production sample - mid May.
- Without an agreement - can place a preliminary order - order to factory to book slot so know stock in time for harvest period (Jan). Comes with agreement and sample comes after the fact - will have security and timeslot booked and can work from the pre-production sample as order already placed.
- Colour samples required on the orange and turquoise. Sub panel in orange to review colour. Will need to check branding guide. Can print sublimation print side panels to check colour.

Next step:

- Agreement for consideration.
- Revisions to the storyboard mid-May. Website direct with WINZ accredited either online or in store. Zip as an afterpay option. NZ Uniform club like a Christmas club. Can be set up as soon as we agree ready for next year.

NZ Uniforms to send digital copy of presentation.

Noted another company will present via ZOOM. D Reid to bring presentation forward and advise Board re attendance due to time constraints. D Reid to look at both school websites and provide price comparison.



Permanent Uniform - Presentations

D Reid to bring presentation forward and advise Board re attendance due to time constraints. D Reid to look at both school websites and provide price comparison.

Due Date: 24 May 2023

Owner: Diana Reid

3.2 Property 101 for School Principals and Boards

Information evening 'Property for dummies,' 17 May 2023 in Whanganui. This is not compulsory but useful for Board development for those members with less experience - all welcome to attend. Advise interest to Rachel for registration.

3.3 Promotion of Te Paepae o Aotea - a year since it's naming

E Davidson has designed lesson plans to produce works to show. This opportunity is being viewed as a school community opportunity, not just art students. The invoice passed at Finance Committee. D King to touch base with E Davidson.

3.4 Pae Rangatahi Proposal

Consideration was given to out of classroom hours for both juniors and seniors, numbers of interested students, senior kapa haka group enrichment time, timetabling re Te Reo Maori lesson, delivery of the Wednesday programme (currently without a female teacher) whose intent is to get to performance level, one-off set up costs and on-going tutoring and whether the outlay qualified for EDI funding.

Noted:

- A more comprehensive plan is desirable.
- Agreed to outfit both juniors and seniors.
- \$12,500 - 200 hours tutoring and competition preparation. \$31K set up costs.
- Quote required from another provider.
- Agreed if can utilise EDI for set up.

Members further considered what to do with the HHS and HIS uniforms currently stored in Kimihia.



Pae Rangitahi

1. Meeting required with Te Runga and Teri, A Haerewa and A Nikora to ensure all are understanding.
2. Kapa Haka tutor proposal - what does that look like with what we do at school - is there any crossover?
3. R Williams to speak with A Haerewa and A Nikora to discuss succession - initially what this looks like.

Decision Date: 27 Apr 2023
Mover: Hauraki Erb
Seconder: Diana Reid
Outcome: Approved

3.5 Project approval - CCTV System



CCTV Project Approval

RESOLVED THAT Te Paepae o Aotea Establishment Board approve the installation of the CCTV system.

Decision Date: 27 Apr 2023
Mover: Cheryl Luke-Maraki
Seconder: Dinah King
Outcome: Approved

3.6 Ratify Flying Minute - Adopt the 2023 Budget



Draft Budget 2023

RESOLVED THAT Te Paepae o Aotea Establishment Board ratify flying minute dated 14 April 2023 adopting the draft Budget as presented for 2023.

Decision Date: 27 Apr 2023
Mover: Cheryl Luke-Maraki
Seconder: Dinah King
Outcome: Approved

3.7 Student/Staff Representative

Noted only one space currently remains on the Board. The matter requires further consideration as to the fairest way - co-option or election.

4. EOTC

4.1 EOTC Guidelines for EOTC Applications to the Board

R Williams to take recommendations/guidelines back to M Akaoula to align with EOTC. M Akaoula and P Hurley to review.

Noted Board only sees high risk activities as day activities are curriculum based and under a blanket consent.

85% attendance required for non-school-based credit items e.g., Queensland Rugby Tour. Ministry set 90%. Attendance is aspirational for 90%.

4.2 EOTC - 1st XV Noho



EOTC noho for 1st XV - Taiporohenui Marae

RESOLVED THAT Te Paepae o Aotea Establishment Board approve the 1st XV Noho at Taiporohenui Marae, 28-29 April 2023.

Decision Date: 27 Apr 2023
Mover: Te Kiri King
Seconder: Hauraki Erb
Outcome: Approved

This is a sponsored event but still needs budget and acknowledgement of sponsors. RAMS to be provided. Board heard student vehicle management will be the same as Vertical Horizons - keys handed into staff members once arrive so they cannot leave. Remind C Robinson, re age of student driving, they drive out alone. No carpooling.

R Williams to discuss with coaches tomorrow to ensure all bases covered.

4.3 EOTC Overnight Event - TOPEC

This event is affected by the strike mid-week as we are in charge of students outside of activity time. Support staff on a different Collective will be in attendance. The affected staff member would go Monday/Tuesday - will go home as strike starts, and support staff will pick up the next two days with the teacher returning Friday when strike is over.

TOPEC is four weeks a year - if seniors don't go, they will miss their credits. No other opportunity if we miss our booked time. All staff are those that have been before.

Good format for EOTC form - easy to read. Blend the two to ensure we are covering all bases.

The Board agreed to the following amendments to the EOTC Proposal:

- Raise the alarm earlier (at 3pm not 5.30pm).
- Include RAMS.

Chain of command - B White will contact M Akaoula and then R Williams if M Akaoula not contactable.



RESOLVED THAT Te Paepae o Aotea Establishment Board approve the O...

RESOLVED THAT Te Paepae o Aotea Establishment Board approve the Overnight Event at TOPEC, 8 -12 May 2023 with the following amendments to the EOTC Proposal:

- reduce the alarm time; and
- include RAMS.

Decision Date: 27 Apr 2023
Mover: Cheryl Luke-Maraki
Seconder: Dinah King
Outcome: Approved

4.4 Te Paepae o Aotea Queensland Rugby Tour 2024



Te Paepae o Aotea Queensland Rugby Tour Proposal

RESOLVED THAT Te Paepae o Aotea Establishment Board approve in principle exploration into a proposed Queensland Rugby tour over the school break.

Decision Date: 27 Apr 2023
Mover: Dinah King
Seconder: Diana Reid
Outcome: Approved

The rugby coaches' sought approval in principle for a sports trip over the term break. All will be organised by the coaches and parents.

The Board queried whether other codes can be included and that at least one other supplier be explored. Adequate insurance cover is to be arranged as the school cannot underwrite trips. Parents need to be aware.

If a trip runs over into term time, relief costs will need to be factored in.

Board has agreed in principle giving approval to explore. Once more definitive details are available, a final decision can be provided.

5. Policies

6. In Committee

7. Reports

7.1 Tumuaki Report

Te Kiri King left the meeting at 6pm.

R Williams spoke to her reports. Noted:

- Staff member now engaged in inputting data to ensure accurate moving forward. A few students on the system who have barely attended. Clarification will be sought from whanau in that space. We have a few northern health school students incorrectly coded.
- Text messages now are out going out to students who are absent First Block.
- Ngati Ruanui has the contract for those students who are not on any role. Truancy Officers were lost during covid. No truancy service available for those not attending.

- K Surgenor to analyse PAT data to see how students have progressed i.e., Year 8 in 2022 now Year 9 for review. Would like a sample monitored from now to Y13 to see if they regress.

7.2 Finance Report

C Luke-Maraki provided a verbal report from the last Finance Committee meeting.

- ASB sign off underway for EFTPOS.
- Approved - purchase of a new lawnmower.
- Reports will be timely from now on and in Board pack before meetings.
- C Colville added to have oversight of accounts to assist Business Manager.

7.3 Property Update - Term 1

Received.

Noted:

- Fence to be reinstated Disraeli Street.
- Extra lights are up.
- Power - progressing.
- Finishing end of building works for now.
- N Sullivan to write thank you note for moving kohatu.
- Handrails and lighting at senior village still to go up. Walkway is finished. Far side clean up on footpath is outstanding.
- Pastoral Hub - Zodiac engaged for signage and also for modulars.

7.4 Inaugural Te Paepae o Aotea PTA Meeting - Summary

Received.

8. Board Annual Work Plan

8.1 Timeline

9. Actions from Previous Meetings

9.1 Action List

Due Date	Action Title	Owner
4 Aug 2022	Investigate Funding from other sources for new devices Status: Completed on 27 Apr 2023	Rachel Williams
8 Aug 2022	Honorarium Payments Status: In Progress	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: In Progress	Will Edwards

Due Date	Action Title	Owner
15 Sept 2022	Becoming a Microsoft School Status: In Progress	Rachel Williams
15 Sept 2022	Cultural Adviser Status: In Progress	Will Edwards
22 Sept 2022	All Board - Policy Committee Review Status: Completed on 27 Apr 2023	Will Edwards
6 Oct 2022	Relocation of Hawera Intermediate Kōhatu Status: Completed on 21 Apr 2023	Neryda Sullivan
24 Nov 2022	Lease obligations - 59 Victoria Street Status: Completed on 31 Mar 2023	Rachel Williams
9 Feb 2023	Letter of thanks to Arthur Brown Status: Not Started	Will Edwards
23 Feb 2023	Cultural Adviser Job Description Status: Not Started	Will Edwards
23 Feb 2023	Constitution and Board representation Status: Not Started	Will Edwards
2 Mar 2023	Maori Cultural Position - Role Description Status: Not Started	Will Edwards
23 Mar 2023	ILP Meetings - Baseline Data Status: Completed on 31 Mar 2023	Rachel Williams
23 Mar 2023	Uniform Status: Completed on 27 Apr 2023	Dinah King
23 Mar 2023	Permanent Uniform - Community Consultation Status: Completed on 27 Apr 2023	Dinah King
23 Mar 2023	Registration Status: Completed on 27 Apr 2023	Will Edwards
23 Mar 2023	Compliance timeline to finalise establishment phase Status: Completed on 23 Mar 2023	Tom Scollard
23 Mar 2023	Future Finance Reports Status: Completed on 27 Apr 2023	Will Edwards
23 Mar 2023	Budget Status: Completed on 14 Apr 2023	Cheryl Luke-Maraki
23 Mar 2023	2023 Budget Status: Completed on 21 Apr 2023	Cheryl Luke-Maraki
24 Mar 2023	Honorarium payments Status: Not Started	Ruth Simons
21 Apr 2023	Board membership - continuation Status: Not Started	Will Edwards
27 Apr 2023	NZ Safety/Ministry Warning Signs Status: Completed on 26 Apr 2023	Tom Scollard
27 Apr 2023	Alternate Constitution Status: Not Started	Tom Scollard

10. Other Business

11. Karakia

11.1 Karakia Kapi

12. Close Meeting

12.1 Close the meeting

Next meeting: Te Paepae o Aotea Establishment Board of Trustees - 25 May 2023, 4:00 pm

Signature: Cheryl Luke-Maraki

Date: 25/05/2023