

CONFIRMED MINUTES

TE PAEPAE O AOTEA ESTABLISHMENT BOARD OF TRUSTEES



At the **Te Paepae o Aotea Establishment Board** on **26 Oct 2023** these minutes were confirmed as presented.

Name:	Te Paepae o Aotea
Date:	Thursday, 28 September 2023
Time:	4:00 pm to 6:40 pm (NZDT)
Location:	Te Paepae o Aotea - Boardroom, Camberwell Road, Hawera
Board Members:	Will Edwards (Chair), Cheryl Luke-Maraki, Dinah King, Neryda Sullivan, Rachel Williams, Ross Dunlop
Attendees:	Ruth Simons
Apologies:	Diana Reid, Hauraki Erb, Tom Scollard, Te Kiri King

1. Opening Meeting

1.1 Karakia Timata

C Luke-Maraki (Chair) acknowledged apologies from D Reid, H Erb and TK King and welcomed all to the meeting.

Moved R Dunlop / Seconded D King - carried

1.2 Confirmation of Minutes of Meeting

Establishment Board of Trustees 24 Aug 2023, the minutes were confirmed as presented.

EBoT Emergency Meeting 18 Sept 2023, the minutes were confirmed as presented.



Confirmation of Minutes of Meetings: 18 September 2023; 28 September 2023

RESOLVED THAT the minutes of Te Paepae o Aotea Establishment Board meeting held 24 August 2023 and Te Paepae o Aotea Establishment Board Emergency meeting held 18 September 2023 be accepted as true and correct records of those meetings.

Decision Date: 28 Sept 2023
Mover: Ross Dunlop
Seconder: Neryda Sullivan
Outcome: Approved

Noted updates to Interest Register to Ruth tomorrow.

1.3 Interests Register

1.4 Health & Safety Briefing

2. Correspondence

2.1 Incoming Correspondence

Received.

2.1 Notional Roll

Members noted a discrepancy between Ministry correspondence and information shown on the Portal. The tumuaki to follow up.



Notional Roll

The tumuaki to follow up on the discrepancy noted between the Ministry correspondence and the Notional roll.

Due Date: 26 Oct 2023
Owner: Rachel Williams

2.2 Outgoing Correspondence

Nil.

3. Decisions and Discussions

3.1 Taranaki Scholarship Trust Board nominee



Taranaki Scholarship Trust Board

RESOLVED THAT Te Paepae o Aotea Establishment Board appoint Tumuaki, Rachel Williams, as its representative on the Taranaki Scholarship Trust Board effective 1 September 2023.

Decision Date: 28 Sept 2023
Mover: Ross Dunlop
Seconder: Dinah King
Outcome: Approved



Local Taranki Scholarships

R Williams to source a list of available local scholarships for Board review.

Due Date: 26 Oct 2023
Owner: Rachel Williams

The tumuaki spoke to the purpose of the Taranaki Scholarship Trust Board and the application and award process. The Board queried whether Careers were up to date regarding local scholarships.

3.2 Internet Access - Te Paepae o Aotea accounts

Request received via the Finance Committee to approve an application for internet access to Te Paepae o Aotea's ASB Bank account to effect the transfer of funds received via EFTPOS to the TSB - operating - account. The Committee asks that authority over the ASB account sit with Committee members N Sullivan, R Williams and J Brown.



ASB Internet Access

RESOLVED THAT Te Paepae o Aotea Establishment Board of Trustees approve an application to ASB Bank for internet access to effect the transfer of funds received via EFTPOS from ASB to TSB – operating – account. Authority over the ASB account to sit with Board members N Sullivan and R Williams and Te Paepae o Aotea Business Manager, James Brown.

Decision Date: 28 Sept 2023
Mover: Ross Dunlop
Seconder: Dinah King
Outcome: Approved

3.3 Alternative Education / Ko Wai Au? - Property

The tumuaki spoke to the combining of the Ko Wai Au? (KWA) and Alternative Education classes and the need for a long-term solution. The Ministry have advised modifications to the Kauri Street property can be made at our own cost. A number of consultations are required to lease a property. Members are asked to keep this on their radar for a resolution.

P Sullivan to be invited to do a walk through to review the Kauri Road property with a view to changing the footprint to allow a more workable space and separation.

A member requested further discussion around the KWA and Alternative Education classes being located off-site.

Members to consider for discussion at a later date, 'What does 2024 look like for KWA and Alt Ed?'



Kauri Street property walkthrough

R Williams to arrange a walkthrough of the AETS property with P Sullivan, noting staff preference is to keep the kitchen and bathroom.

Due Date: 6 Oct 2023
Owner: Rachel Williams

3.4 School Vans

An upgrade of both red vans was discussed at the recent Finance Committee meeting. Members considered replacement would be 10% of EDI funding. Te Paepae o Aotea Business Manager to look at purchasing new - consider approaching WR Phillips in an effort to support local; Tasman and Ford.



Van purchase

RESOLVED THAT Te Paepae o Aotea Establishment Board approve the investigation of two additional school vans utilising EDI.

Decision Date: 28 Sept 2023
Mover: Dinah King
Seconder: Neryda Sullivan
Outcome: Approved



Purchase of replacement vehicles

The tumuaki to ask Te Paepae o Aotea Business Manager to investigate the purchase of two new school vans - consideration to be given to purchasing through WR Phillips in an effort to support local; Tasman and Ford.

Due Date: 26 Oct 2023
Owner: Rachel Williams

3.5 EdCloud Access for Executive Assistant



EdCloud

RESOLVED THAT Te Paepae o Aotea Establishment Board of Trustees approve access to EdCloud for R Simons, Executive Assistant, Te Paepae o Aotea.

Decision Date: 28 Sept 2023
Mover: Ross Dunlop
Seconder: Neryda Sullivan
Outcome: Approved

3.6 Alternative Constitution



Approval for Alternative Constitution

RESOLVED THAT Te Paepae o Aotea Establishment Board of Trustees accept the alternative constitution wording and approve ready for consultation. Consultation to close Labour weekend 2023.

Decision Date: 28 Sept 2023
Mover: Neryda Sullivan
Seconder: Ross Dunlop
Outcome: Approved

3.7 School Uniform - NZ Uniforms

The Board were provided with the following update:

1. Currently waiting for samples of the shirt and blazer to arrive for final approval.
2. Questions still remain around the No. 1 shirt - Board considered advising students to wear white shirts until correct items available.
3. FAQs are being added to the newsletter.

4. EOTC

4.1 EOTC Approval Request - (L2TGO) Overnight Tramp 11-13 October 2023

The Board praised John Roy for his well-prepared EOTC plan, requesting permission for it to be distributed to staff as an exemplar. Tumuaki to action.



L2TGO Tramping Trip

RESOLVED THAT Te Paepae o Aotea Establishment Board approves the EOTC Plan for the L2TGO Overnight Tramping trip, 13-19 October 2023.

Decision Date: 28 Sept 2023
Mover: Dinah King
Seconder: Ross Dunlop
Outcome: Approved



EOTC Plan Exemplar

Tumuaki to distribute copy of submitted EOTC plan to staff as an exemplar.

Due Date: 26 Oct 2023
Owner: Rachel Williams

5. Policies

5.1 Policy Committee



Insurance comparison

The Board asked that D Reid investigate and provide clarity around how the insurance sitting within SchoolDocs marries up with insurance provided by the Ministry of Education.

Due Date: 26 Oct 2023
Owner: Diana Reid

6. In Committee

6.1 In Committee

W Edwards arrived 4.40pm.

*The meeting moved In Committee at 4.40pm - Moved N Sullivan / Seconded D King - **carried***

*The meeting moved out of In Committee at 5.09pm - Moved D King / Seconded N Sullivan - **carried***

7. Reports

7.1 Tumuaki Report

Members suggested future Tumuaki reports be uploaded as a Word document and tested before uploading to papers.

Stand downs - Staff are trying to break the back on vaping - process is internal stand down, then external stand down. A resource toolkit is now available for students to do during their internal stand down educating them in this space.

Nathan Wallis - Monday - Please use claim form for reimbursement.

*Received R Williams / Seconded W Edwards - **carried**.*

7.2 Data Report - September 2023

The Tumuaki spoke to her report.

Data indicates individual programmes are working for students. Tweaking is required for 2024 however our staff are further ahead of other schools, especially in the junior space, due to our early uptake of the NZ Curriculum Refresh to minimise long-term change.

The Tumuaki spoke to the layers of reporting, how they speak to each other, and how reporting could also be used as a reflection tool for teachers.

NCEA - Members queried the level of understanding in the community about NCEA and stressed the importance of whanau hui meetings in transition.

It was suggested the Board statement be distributed again via the newsletter with updated information on student voice and success stories.

Attendance - Ngati Ruanui hold the contract for attendance (2-yearly). The trend is stagnating due to the winter season and a lot of sickness. Weekly meetings are now in place with Ngati Ruanui. Te Paepae o Aotea has two Attendance officers: Paano Hill (full-time) and Tracey Hardy (Part-time). Our process is one period - whanau teacher: 1-2 days - Whanau Lead. After 20 days, the Ministry is advised, and the matter forwarded to Ngati Ruanui. By this time, all avenues have been exhausted.

Reduced roll - This is due to ghosts coming off the roll. Some students have been removed due to non-response and will be followed up via Ministry processes.

Year 7 & 8s can now access correspondence courses.

7.3 Finance Report

Trusts

Frank Muggerridge - Cybil (recently passed) donated under his name. Request is that capital be invested, and interest only used to provide science/engineering resources in the library.

Centennial Gate - Funds tagged to maintain the historical gates.

Noted, funds for these trusts are to be invested and tagged. Background for each trust will be noted as we go. Follow up may be required to discover the background for other trusts.

*Received. R Dunlop / Seconded N Sullivan - **carried**.*

7.4 Property Report

The Tumuaki spoke to the Property report, in particular, the request to replace the Kai room carpet with lino and new doors. Further supervision required at the senior lunchroom. The Board suggested the Property Manager minute when he sees new vandalism happening to gauge when this is happening. Concerns to be conveyed to staff located in the senior school. For review 2024.

- Hazard Register complete.
- Emergency Plans in process.
- Tumuaki reported on progress of student hit by a vehicle.
- Expenditure approved for extra cameras for corridors and blind spots. Gilcom will manage installation.

*Received. Moved Cheryl / Seconded Dinah - **carried***

8. Board Annual Work Plan

8.1 Timeline

9. Actions from Previous Meetings

9.1 Action List

Due Date	Action Title	Owner
18 Aug 2022	Board Member Contact List_Details Update Status: Completed on 27 Sept 2023	Clare Baylis
9 Feb 2023	Letter of thanks to Arthur Brown Status: Completed on 28 Sept 2023	Will Edwards
23 Feb 2023	Cultural Adviser Job Description Status: In Progress	Will Edwards
23 Feb 2023	Constitution and Board representation Status: Completed on 28 Sept 2023	Will Edwards
3 Mar 2023	Maori Cultural Position - Role Description Status: In Progress	Will Edwards
28 Apr 2023	Alternate Constitution Status: In Progress	Tom Scollard
31 May 2023	Board photo for website Status: Completed on 27 Sept 2023	Ruth Simons
27 Jul 2023	Principal Appraiser Status: Completed on 2 Oct 2023	Neryda Sullivan
24 Aug 2023	Honorarium payments Status: Completed on 27 Sept 2023	Ruth Simons
24 Aug 2023	ERO Self-Check Status: Completed on 27 Sept 2023	Ruth Simons
25 Aug 2023	Education Brief - Community Consultation Status: In Progress	Rachel Williams

10. Other Business

10.1 ERO Board Assurance Statement Checklist

Finance self-audit checklist, complete.

Members were reminded to ensure assigned portfolios are completed.

- R Dunlop to set time with Business Manager
- D King - an Asset Management officer currently reviewing assets.
- W Edwards - Board Administration.



Board Assurance Statement Checklist

R Simons to distribute Board Assurance checklist again to ensure members R Dunlop, D King and W Edwards know requirements.

Due Date: 25 Oct 2023

Owner: Ruth Simons

10.2 PAT Mathematics Report 2023

Taken as read.

10.3 Term 1 & 3 Literacy Reporting

Taken as read.

10.4 Term 3 AsTTle Reading

Taken as read.

10.5 Principal Appraisal

Due to other commitments, N Sullivan is unable to continue with this matter. Consideration is being given to connecting tumuaki, R Williams, with principals doing great things in their spaces with established schools outside of the area and/or a professional learning group. Professional development is also being considered for the senior leadership team to develop them in their roles with resources they can use with their teams.

10.6 Alt Constitution

Meeting to discuss with Mayor Phil Nixon - attendees W Edwards, R Dunlop and R Williams.



Consultation in the Community

Set appointment with Mayor Phil Nixon - 10am re consultation - W Edwards, R Dunlop and R Williams to meet with him Tuesday before or after ERO Assurance Self-check.

Due Date: 3 Oct 2023

Owner: Rachel Williams

11. Karakia

11.1 Karakia Kapi

W Edwards thanked R Williams for her work during the holidays and in general. Thanks also to R Simons.

12. Close Meeting

12.1 Close the meeting

Next meeting: No date for the next meeting has been set.

Signature: _____

William Edwards

Date: 26 October 2023