

CONFIRMED MINUTES

TE PAEPAE O AOTEA ESTABLISHMENT BOARD



At the **Te Paepae o Aotea Establishment Board** on **23 Nov 2023** these minutes were confirmed as presented.

Name:	Te Paepae o Aotea
Date:	Thursday, 26 October 2023
Time:	4:00 pm to 6:51 pm (NZDT)
Location:	Kimihia te Rangimarie, Te Paepae o Aotea
Board Members:	Will Edwards (Chair), Cheryl Luke-Maraki, Diana Reid, Dinah King, Hauraki Erb, Neryda Sullivan, Rachel Williams, Ross Dunlop, Te Kiri King
Attendees:	Ruth Simons, Tom Scollard

1. Opening Meeting

1.1 Karakia Timata

W Edwards opened the meeting with karakia, acknowledging the passing of Giarni Thompson and Koro Pop Meihana.

Apologies from C Luke-Marakai and D Reid were acknowledged and accepted.

1.2 Kaupapa Maori Presentation

A Haerewa, A Nikora, C Robinson and T Willing attended the meeting to speak to their Kaupapa Māori proposal.

The presentation examined Māori tamariki success in the whare academically, in leadership, kapa haka and in upholding Māori values and queried why Māori tamariki don't do as well in mainstream education.

The proposal is an alternative *optional* whanau class, where students can succeed as Māori in a Māori space, open to all connected to te taha Māori, to come together to practice tikanga with Karakia, sharing korero, etc. The idea is to address equity issues for Māori students. Further suggestions were to offer a Foundations alternative, a Māori option of the social and emotional curriculum, as a vehicle to teach Taupaenui as an enrichment pathway to connect and combine with Kaupapa Māori with a bonus being 10 Māori credits for senior students.

The group spoke to the history of Māori, connection to the whenua, feelings of intimidation for those students who didn't attend kura, complex multi-generational experience, demand and sustainability, division and racism and the ability for these young people to be able to walk between two worlds.

Looking to start Term 1, 2024.

The Board responded positively overall and looked to the implications of staffing and other practicalities. The Board stressed the importance of open, honest and robust conversation to ensure moving as one in the same direction.

The SLT will continue to work with the presenters to finetune the kaupapa Māori planning for 2024.

The Chair thanked tane for their thoughtful presentation.

1.3 Sports Uniforms - Proposal

Te Paepae o Aotea Sports Coordinator attended the meeting to discuss a sports uniform proposal, specifically replacement interim uniform, preferred supplier and sports travel kit. Decisions were required regarding the same.

- Current supplier feedback and options moving forward.
- Looking at school keeping own sports kit with options for students and families to purchase own to keep throughout the school years.
- Tour kit - parent voice sought via survey.
- Management gear - part of the next process.

The Board were happy with the proposal and agreed a plan to undertake a slow and gradual replacement building into future budgets and/or grant funding. The Board further approved Kukri as the main supplier and for the upcoming Queensland Tour. All future purchasing of sport related attire is to be undertaken through Te Paepae o Aotea's Sports Coordinator only.



Sports Uniform - Preferred Supplier

RESOLVED THAT Te Paepae o Aotea Establishment Board approve Kukri as the preferred sports uniform provider for Te Paepae o Aotea, encompassing the Queensland Sports tour, with all future purchasing of sports attire actioned through the Sports Coordinator.

RESOLVED THAT Te Paepae o Aotea Establishment Board delegate to the Tumuaki, negotiation of a 3-5 year contract with Kukri, with an exit clause for non-performance.

Decision Date: 26 Oct 2023
Mover: Will Edwards
Seconder: Te Kiri King
Outcome: Approved



Sports Uniform

RESOLVED THAT Te Paepae o Aotea Establishment Board agree no sports hoodies or uniform items to be worn around the school. Sports uniform is for the weekends and sport exchanges.

Decision Date: 26 Oct 2023
Mover: Dinah King
Seconder: Ross Dunlop
Outcome: Approved

Queensland Tour

Fundraising will continue until April and if families raise over the requirement, deposits will be returned. Parents balked at the initial \$500 travel kit per child, looking to the Board for a directive on bare minimum travel kit with optional extras.

The Board agreed parents can wear the sports hoodie in a lighter colour option to differentiate from players, with name on back, compulsory school polo and can purchase one of the sports polos or t-shirts. No Queensland markings on uniforms to enable optional buy back by school if a student leaves. No sponsorship branding.

Design decisions required urgently for sports uniform with payment actioned prior to production.
The Sports Coordinator to confirm arrangements with Queensland Tour organiser.



Queensland Tour Travel Kit

RESOLVED THAT Te Paepae o Aotea Establishment Board mandate a bare minimum travel kit for the Queensland Tour being usual school uniform lowers, new school polo (2024 version), sports hoodie. Compulsory purchase is the sports hoodie and the core t-shirt. Optional purchasing are polos, shorts and track pants. Playing gear will be the current Te Paepae o Aotea sportswear. No sponsorship branding.

Decision Date: 26 Oct 2023
Mover: Dinah King
Seconder: Ross Dunlop
Outcome: Approved



Confirmation of Sport Uniform design

Member, D King, to coordinate with the Sports Coordinator re confirmation of sport uniform design.

Due Date: 24 Nov 2023
Owner: Dinah King

1.4 Confirmation of Minutes of Meeting

Te Paepae o Aotea Establishment Board of Trustees 28 Sept 2023, the minutes were confirmed as presented.



Confirmation of Minutes 28 September 2023

RESOLVED THAT the minutes of meeting held 28 September 2023 be accepted as true and correct record of that meeting.

Decision Date: 26 Oct 2023
Mover: Will Edwards
Seconder: Dinah King
Outcome: Approved

1.5 Interests Register

2. Correspondence

2.1 Incoming Correspondence

Inwards Correspondence received.

2.1a Construction Contracts (Retention Money) Amendments Act 2023, noted.

2.1b Hawera Horticultural Society donated fruit trees for Te Paepae o Aotea students to plant as they see the merit of a connection between the school and the park.

The Chair introduced a request received from the Taxpayers Union for Board of Trustee Minutes. As Minutes are now available on Te Paepae o Aotea website, the Chair will advise Taxpayers Union of the same.

2.2 Outgoing Correspondence

Nil.

3. Decisions and Discussions

3.1 Attendance

Taken as read.

3.2 End of Year Functions



End of Year Staff Function

RESOLVED THAT Te Paepae o Aotea Establishment Board approves recommendations from the Finance Committee for the End of Year Staff Function; expenditure of \$55 per head, staff only, no alcohol.

Decision Date:	26 Oct 2023
Mover:	Hauraki Erb
Seconder:	Te Kiri King
Outcome:	Approved

The Board agreed staff have been exceptional in this first year of Te Paepae o Aotea. Big thanks to staff for all their work.

Board of Trustees End of Year Function

Member, N Sullivan, to organise Board End of Year function for Thursday, 14 December 2023, 6.30pm.

Member, R Dunlop, to organise venue.

Partners invited.

4. EOTC

5. Policies

5.1 Policy Committee

Tumuaki spoke to the recommended policies to be adopted for international students. Once adopted, these policies will be uploaded to our SchoolDocs as they are more thorough and provide better cover.

Looking to take first student in January 2024.



Policies - International Students

Members to review policies for approval at the next meeting. R Simons to add Agenda item for November meeting.

Due Date:	23 Nov 2023
Owner:	Rachel Williams

6. In Committee

6.1 In Committee Update

*The meeting moved In Committee at 5.58pm Will/Dinah - **Carried***

*The meeting moved out of In Committee at 6.12pm Te Kiri/Ross - **Carried***

7. Reports

7.1 Tumuaki Report

Taken as read.

Senior Prizegiving - Noted, the new trophies are looking good. M Self is doing an excellent job. Students are also working on the trophies, sanding and cutting.

Gary Wallis is sponsoring the swimming trophy. He has expressed concern regarding the use of the wooden flooring for trophies. Carving of the Awa trophy is progressing. Korero will be provided. Notes need to be correct so we can explain each section. Mr Self has been asked to ensure all wood being used is written up so we know exactly where it came from e.g., science bench, floorboards, etc.

Courtyard - is finished. Stage and seats are complete. A few sub-projects left for students to tackle next year.

Young Enterprise Scheme (YES), Te Paepae o Aotea placed second in the Nationals for Marketing. The Board would like this included in the next double page spread.

Year 13 Leavers Dinner - people loved the concept and were happy to have had the opportunity. Good staff turnout. Presentations were good.

*Moved R Williams / Seconded H Erb - **carried***

7.2 Data Report - October 2023

Taken as read.

7.3 Finance Report

Finances are healthy and tracking well.

Unauthorised Purchasing

Noted two TVs were purchased without correct authorisation. While purchased out of their own budget, correct processes were not followed even after being told. Staff concerned have been asked to meet with the Tumuaki. If she is not happy with how that goes, they will be invited to the Board. Noted, purchase of TVs is a CAPEX purchase.

Hawera High School Trust Funds

This is being organised. Keen to meet Lynette Morris in the new year. Have everything on file.

Board Honorarium payments

Follow-up required.

7.4 Property Report

- Draft Emergency Plans have been received from Harrison Chew. Clarification around content is required. Site visit scheduled for 14 November for staff, SLT and junior school sessions. Powerpoints will be used to introduce plans to seniors in the new year.
- Property report - Needs more substance to track what needs to be done around the property.
- The Ministry will run community consultation for the building on 14 November, Southern Lounge at The HUB.
- Camera installation continuing.
- P Sullivan reviewed the AE building. Further investigation is required, and he will report to the Board once complete.
- Van Purchase - R Dunlop to talk to vehicle dealerships: Toyota and Ford. J Brown to clarify specifications. Compare local with all of Government.



Van Purchase

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Due Date: 23 Nov 2023

Owner: Ross Dunlop

8. Board Annual Work Plan

8.1 Timeline

Election triggers end of Board - constitution review triggers election - Consultation finished today, 20 online responses - 8 for, 12 against. D Leath confident it will go through to the Minister. Some negative comments are why we need to do what we are doing. End of March likely to be gazetted one way or the other. Can plan backwards from the end date.

9. Actions from Previous Meetings

9.1 Action List

Due Date	Action Title	Owner
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
27 Jul 2023	Principal Appraiser Status: Completed on 2 Oct 2023	Neryda Sullivan
25 Aug 2023	Education Brief - Community Consultation Status: In Progress	Rachel Williams
3 Oct 2023	Consultation in the Community Status: Not Started	Rachel Williams

Due Date	Action Title	Owner
6 Oct 2023	Kauri Street property walkthrough Status: Not Started	Rachel Williams
25 Oct 2023	Board Assurance Statement Checklist Status: In Progress	Ruth Simons
26 Oct 2023	Notional Roll Status: Not Started	Rachel Williams
26 Oct 2023	Local Taranki Scholarships Status: Not Started	Rachel Williams
26 Oct 2023	Purchase of replacement vehicles Status: Not Started	Rachel Williams
26 Oct 2023	EOTC Plan Exemplar Status: Not Started	Rachel Williams
26 Oct 2023	Insurance comparison Status: Completed on 23 Nov 2023	Diana Reid

10. Other Business

10.1 ERO Board Assurance Statement Checklist

Noted.

10.2 TSSSA Report and Term 3 Data

Taken as read.

11. Karakia

11.1 Karakia Kapi

12. Close Meeting

12.1 Close the meeting

Next meeting: 23 November 2023

Signature:



Date: 23 November 2023