

# CONFIRMED MINUTES

## TE PAEPAE O AOTEA ESTABLISHMENT BOARD MEETING



At the **Te Paepae o Aotea Establishment Board of Trustees** on **30 May 2024** these minutes were **confirmed as presented**.

<b>Name:</b>	Te Paepae o Aotea
<b>Date:</b>	Thursday, 2 May 2024
<b>Time:</b>	4:00 pm to 6:30 pm (NZST)
<b>Location:</b>	Te Paepae o Aotea - Boardroom, Camberwell Road, Hawera
<b>Board Members:</b>	Will Edwards (Chair), Cheryl Luke-Maraki, Diana Reid, Dinah King, Hauraki Erb, Neryda Sullivan, Rachel Williams, Te Kiri King
<b>Attendees:</b>	Ruth Simons, Tom Scollard
<b>Apologies:</b>	Ross Dunlop

### 1. Opening Meeting

#### 1.1 Karakia Timata

#### 1.2 Confirmation of Minutes of Meeting

**Te Paepae o Aotea Establishment Board meeting 28 Mar 2024**, the minutes were confirmed as presented.



#### Confirmation of Minutes of Meeting 28 March 2024

**RESOLVED THAT** the minutes of meeting held 28 March 2024 be accepted as true and correct record of that meeting.

<b>Decision Date:</b>	2 May 2024
<b>Mover:</b>	Te Kiri King
<b>Seconder:</b>	Dinah King
<b>Outcome:</b>	Approved

#### 1.3 Interests Register

### 2. Correspondence

#### 2.1 Incoming Correspondence

*Received. Moved W Edwards / Seconded C Luke-Maraki - **carried***

21.a / 21.b Letters received from both Te Runanga o Ngāti Ruanui Trust and Te Korowai o Ngāruahine Trust were acknowledged. Progress can now be made, working to a July timeline.

21.c Noted participation rates incorrect. Adjustment required.

21.d Noted.

21.e Noted, Board acknowledged first look at draft Gazette Notice.

21.f ERO Survey - W Edwards and R Williams to complete.



### **ERO Survey**

Chair to complete ERO survey with assistance from R Williams.

**Due Date:** 16 May 2024

**Owner:** Will Edwards

## **2.2 Outgoing Correspondence**

Nil.

## **3. Decisions and Discussions**

### **3.1 Appointment of Returning Officer**

The Board agreed to provide C Colville with a letter of offer for the role of Returning Officer for the upcoming 2024 Board elections.



### **Appointment of Returning Officer, 2024 Board of Trustee Elections**

**RESOLVED THAT** Te Paepae o Aotea Establishment Board of Trustees appoint Caroline Colville as Returning Officer for the 2024 Board Elections.

**Decision Date:** 2 May 2024

**Mover:** Te Kiri King

**Seconder:** Dinah King

**Outcome:** Approved

### **3.2 Alternative Education House renovations**

*N Sullivan declared a conflict of interest, did not participate in the conversation and did not vote.*

Noted, the Business Manager is struggling to secure a second quote for the building works at the South Road property. The Board directed R Williams to follow up.

The Board agreed flexibility is required in the property - currently eight students attend Alt Ed with numbers likely to increase over the next few years. The Board further noted the Senior Leadership team are in favour of opening the spaces up to provide flexibility going forward. Funds are available under the Teaching and Learning budget for this work.



### **Alternative Education House renovations - Quotes**

R Williams to ensure the Business and Property Managers secure a second quote for the proposed building work at the South Road property.

**Due Date:** 16 May 2024

**Owner:** Rachel Williams

### 3.3 Lion King Jr Production - Sponsorship

The Arts team are using the same sponsorship format as the Sports team. R Williams requested permission to accept proposals from Ben Thomas Panelbeating, The Warehouse, Bunnings, Pak'n Save and Robertsons Pharmacy.



#### The Arts - Sponsorship of School Production

The Board directed R Williams to accept, at her discretion, those companies seeking to sponsor the school's production of the Lion King Jr. as long as those companies operate ethically and in line with our school values.

**Decision Date:** 2 May 2024  
**Mover:** Cheryl Luke-Maraki  
**Seconder:** Diana Reid  
**Outcome:** Approved

## 4. EOTC

### 4.1 EOTC Committee

The Board reviewed the EOTC applications as presented and approved the following:

- NZ Secondary Schools Cross Country, Christchurch - 14-16 June 2024. Noted J Cressingham is a seasoned chaperone and will have assistance from parent volunteers for the five students attending.
- TOPEC, 13-17 May 2024 - Seniors. This event is associated with Outdoor Recreation credits. This is a well-staffed event with TOPEC running it. The only travel is to and from the venue. Te Paepae o Aotea responsibility picks up each day at dinner time and finishes when students are collected after breakfast. One staff member is on-site at TOPEC daily, with another arriving for the overnight.

Concerns were raised regarding the Tough Guy Tough Gal Challenge, Wellington proposal. R Williams to follow up with the coordinators to provide information to complete their application. Final approval to be requested via Flying Minute.



#### TOPEC - Seniors, 13-17 May 2024

**RESOLVED THAT** Te Paepae o Aotea Establishment Board approve B White and associated staff volunteers accompanying 10 students' to TOPEC, 13-17 May 2024, as part of their Outdoor Recreation credits.

**Decision Date:** 2 May 2024  
**Mover:** Diana Reid  
**Seconder:** Hauraki Erb  
**Outcome:** Approved



#### NZ Second Schools Cross Country, Christchurch 15-16 June 2024

**RESOLVED THAT** Te Paepae o Aotea Establishment Board approve J Cressingham travelling with five students and parent volunteers to compete at the New Zealand Secondary Schools Cross Country event in Christchurch, 15-16 June 2024.

**Decision Date:** 2 May 2024  
**Mover:** Will Edwards  
**Seconder:** Te Kiri King  
**Outcome:** Approved

## 5. Policies

### 5.1 International Policies and Procedures

Taken as read.

Discussion around the adoption of International Student policies between SIEBA and SchoolDocs, settled on SIEBA as an advisory service provider with regard to international students and the provision of assistance with accreditation.

Te Paepae o Aotea Establishment Board of Trustees revised their earlier decision (*Minutes of Meeting, 23 November 2023, 5.1*) and will now adopt SIEBA policies 1-7 and 9 in place of SchoolDocs' International Learners policies. The review cycle will be updated to ensure the International Student policies fall into the school's policy review cycle. International Student policies will be housed on the school website. Noted policy 8. does not apply.

An International Student prospectus is required.



#### **SIEBA International Student Policies**

**RESOLVED THAT** Te Paepae o Aotea Establishment Board adopt SIEBA's International Student policies 1-7 and 9.

**Decision Date:** 2 May 2024  
**Mover:** Cheryl Luke-Maraki  
**Seconder:** Diana Reid  
**Outcome:** Approved



#### **Adoption of SIEBA International Student policies**

R Simons to communicate decision with SchoolDocs to 'turn off' the International Learners policies.

**Due Date:** 30 May 2024  
**Owner:** Ruth Simons

### 5.2 International Procedures

Taken as read.

### 5.3 International Student Documentation

Taken as read.

## 6. In Committee

### 6.1 In Committee Update

*The meeting moved In Committee at 4.44pm. Moved D King / Seconded T King - carried.*

*The meeting moved out of In Committee at 5.20pm. Moved D King / Seconded T King - carried*

## 7. Reports

### 7.1 Tumuaki Report

R Williams spoke to her report:

- Uniforms - a whole school drive on uniforms has been undertaken. Some backlash from parents regarding the purchase of regulation lowers. Where uniform items are provided to students, this has been recorded on financials as a donation. Old stock from 2023 has been distributed. Black stockings and black socks from The Warehouse are being provided for those that turn up in white socks. A couple of girls in leggings are refusing to budge. The Board will be advised if this becomes a continual disobedience issue.
- Connector Bus - concerns were raised regarding TRC's recent addition of an extra bus to New Plymouth tagged as WITT overflow but appears to be a student only service to FDMC and NPBHS. There is still no service from Patea for those students attending WITT and there are 30 Patea students on our roll. Board members support R Williams making time to meet with TRC's Transport Manager to understand their actions regarding the bus network.
- W Edwards, R Williams, D Reid and R Dunlop to meet with Mayor Phil and Chief Executive, Fiona Aitkin, regarding the end of the Establishment Board tenure.
- NCEA results have been finalised and have only changed slightly from forecast. First round of CAA end of month for all Year 10s and any Year 11s who did not pass last year. Year 9s will sit end of year. Latest discussion across schools is how are Year 11s are doing with the new standards this year - tricky for lower ability learners - may need more unit standards in place to help them.
- Course selections - in Term 3 providing time to confirm staffing.
- New Board - Agreed to set evening meetings ~5-5.30pm for people to come in and learn about the expectations of a Trustee. R Williams to follow up with P Helms. D King and H Erb to follow up with their respective iwi.
- Mau rakau sessions commence next week, working once per week with students at 70-90% attendance. This equates to 35 students. Weirs have been engaged to drop off and collect students. A Years 7-13 session is being held on Monday. This venture is supported under the Kāhui Ako using JSIF funding earmarked for across primary schools to support transition. An art program has also been offered that specialises in working with students with anxiety. We can assist through our banked staffing.



#### Board Elections

R Williams to re-engage with Paula Helms regarding spearheading community meetings to outline Trustee expectations.

**Due Date:** 30 May 2024

**Owner:** Rachel Williams



#### Iwi Nominations for Te Paepae o Aotea Board of Trustees

D King and H Erb to follow up with their iwi re Board nominations. A campaign may be needed to get iwi members voted onto the board.

**Due Date:** 30 May 2024

**Owner:** Hauraki Erb

## 7.2 Data Report - April 2024

Taken as read.

## 7.3 Finance Report

C Luke-Maraki spoke to Finance matters:

- No meeting since the last Board meeting.
- Balances are looking good with the final establishment payment received yesterday.
- Glasses - noted this relates to eye tests and the school's reasonable contribution toward frames. Hearing tests should be offered to Technology teachers together with specialist tests for Science Technicians.
- Purchasing two new vans. The tte is being decommissioned. The Alt. Ed. van will need replacement at some point.

*H Erb left the meeting at 6.00pm.*

## 7.4 Property Report

Taken as read.

The Board thanked R Williams for her excellent letter to Minister of Education Erica Stanford regarding the current state of Te Paepae o Aotea's property. The Board agreed to hold student comment on hand as it will be useful for the Ministry team to know their thoughts. Following receipt of further property correspondence, work can now commence on the toilet situation from the 5YA.

Members C Luke-Maraki, R Williams, R Dunlop and W Edwards will attend the Property Masterplan meeting with Ministry early next week.

## 8. Board Annual Work Plan

### 8.1 Draft Work Plan 2024

Taken as read.

- R Simons and R Williams will use the Work Plan when drafting the agenda and will prompt people in that space.
- PLG for senior leaders starts Monday morning.
- Wellbeing funds have been received, however plans are not set on how it will be utilised.

## 9. Actions from Previous Meetings

### 9.1 Action List

Due Date	Action Title	Owner
23 Feb 2023	Cultural Adviser Job Description <b>Status:</b> In Progress	Will Edwards
3 Mar 2023	Maori Cultural Position - Role Description <b>Status:</b> In Progress	Will Edwards
22 Feb 2024	Property Committee <b>Status:</b> On Hold	Will Edwards

<b>Due Date</b>	<b>Action Title</b>	<b>Owner</b>
23 Feb 2024	Letter of thanks - to HHS Charitable Trust <b>Status:</b> In Progress	Will Edwards
28 Feb 2024	Thank you letters to stakeholders <b>Status:</b> Not Started	Will Edwards
2 May 2024	EOTC <b>Status:</b> In Progress	Diana Reid

## 10. Other Business

### 10.1 Education Brief

Noted, until there is a timeline, we remain business as usual.

## 11. Karakia

### 11.1 Karakia Kapi

## 12. Close Meeting

### 12.1 Close the meeting

**Next meeting:** Te Paepae o Aotea Establishment Board of Trustees - 30 May 2024, 4:00 pm

### New Actions raised in this meeting

<b>Item</b>	<b>Action Title</b>	<b>Owner</b>
2.1	ERO Survey <b>Due Date:</b> 16 May 2024	Will Edwards
3.2	Alternative Education House renovations - Quotes <b>Due Date:</b> 16 May 2024	Rachel Williams
5.1	Adoption of SIEBA International Student policies <b>Due Date:</b> 30 May 2024	Ruth Simons
7.1	Board Elections <b>Due Date:</b> 30 May 2024	Rachel Williams
7.1	Iwi Nominations for Te Paepae o Aotea Board of Trustees <b>Due Date:</b> 30 May 2024	Hauraki Erb