

# CONFIRMED MINUTES

## TE PAEPAE O AOTEA ESTABLISHMENT BOARD OF TRUSTEES



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

<b>Name:</b>	Te Paepae o Aotea
<b>Date:</b>	Thursday, 22 February 2024
<b>Time:</b>	4:00 pm to 6:55 pm (NZDT)
<b>Location:</b>	Te Paepae o Aotea - Boardroom, Camberwell Road, Hawera
<b>Board Members:</b>	Will Edwards (Chair), Cheryl Luke-Maraki, Diana Reid, Neryda Sullivan, Dinah King, Hauraki Erb, Rachel Williams, Ross Dunlop, Te Kiri King
<b>Attendees:</b>	Clare Baylis
<b>Apologies:</b>	Ruth Simons
<b>Notes:</b>	<i>N Sullivan excused from 5pm due to prior commitment.</i>

### 1. Opening Meeting

#### 1.1 Karakia Timata

N Sullivan tendered her apologies advising she will need to leave the meeting at 5pm.

#### 1.2 Confirmation of Minutes of Meeting

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



#### Minutes of Meeting - November 2024

**RESOLVED THAT** the minutes of meeting held 23 November 2023 be accepted as true and correct record of that meeting.

<b>Decision Date:</b>	22 Feb 2024
<b>Mover:</b>	Will Edwards
<b>Seconder:</b>	Ross Dunlop
<b>Outcome:</b>	Approved

#### 1.3 Interests Register

## 2. Correspondence

### 2.1 Incoming Correspondence

*Received. Moved C Luke-Maraki / Seconded D King - carried.*

#### 2.1a Te Paepae o Aotea Participation Data 18 Dec 2023 - TSSSA

- Members questioned if R Williams was happy with the participation rate. R Williams responded that Te Paepae o Aotea has one of the highest participation rates in the region and that the rates reported in the Data were only the TSSSA one day events. This did not include the major codes of rugby, netball, football etc.



#### **Letter to V Roberts from Board**

Send appreciation letter to V Roberts (Sports Co-ordinator) on behalf of the Board to say thank you for all her work in the TSSSA space.

**Due Date:** 29 Feb 2024

**Owner:** Will Edwards

### 2.2 Outgoing Correspondence

Nil.

## 3. Decisions and Discussions

### 3.1 Te Paepae o Aotea Board of Trustees Property Committee

Discussion was had regarding the Ministry Building Programme since the change of Government.

W Edwards would like it noted that there has been lots of changes re the Government and the Ministry and Te Paepae o Aotea is still awaiting official clarification from the Ministry of Education about the status of the ten year rebuild.

Discussion around writing correspondence to the Ministry of Education to enquire of the 10 Year rebuild status. Members agreed to wait until after the government's 100-day plan has passed.

Note:

- Members decided to hold forming a Property Committee over until the next meeting.

### 3.2 Taranaki Foundation MoU

The Tumuaki explained the background of the Hawera High School Charitable Trust which was previously set up with community funds of \$100k and had a local group of trustee members. This was set up to benefit students of Hawera High School and provide support for students who needed it.

It was originally set up to not be touched until the funds reached \$250k so has therefore been sitting there for a long, long time without having any funds drawn from it. It currently sits at \$116k. The Trustees worked for a number of years, well before Hawera High School closed and Te Paepae o Aotea opened, to try and change the model so that funds could be drawn from it.

R Williams would like to note this fund was never in the Hawera High School bank accounts. This has been community money that has been donated or fundraised and held in trust. The benefactor was Hāwera High School, the Principal and sometimes, Chairperson of the school went to the board meetings but had no voting rights and was just the proxy between the Trustees and the School.

Progress to date is that \$100k has been signed over to Taranaki Foundation. This has been held by the Taranaki Foundation for around two years. The remainder, \$16k will be used to wind up the Trust and then the remainder of that added to the money held by the Taranaki Foundation, currently sitting at around \$109k.

Te Paepae o Aotea does not have access to this money until they have been signed over at the benefactor. David Iggulden (one of the Trustees) has been working to draft an MoU and the Trust is now ready to sign over Te Paepae o Aotea as the benefactor of the money that is held at the Taranaki Foundation.

The Board needs make a decision today to accept and sign the MoU making Te Paepae o Aotea the benefactor of the Community Funds.

Discussion:

- R Williams explains that since handover of the \$100k to the Taranaki Foundation it has been set up so that the funds cannot dip below \$100k, only the interest on this money can be allocated for spending.
- As per clause 4.1.c requests for spending must be accompanied by a resolution approving the request, passed by the Board and signed by two Board Members
- Aaron Foley, Halliwell's Lawyers, has agreed to be our solicitor for this fund.
- R Dunlop enquired about receiving other donations for the fund. R Williams confirmed that once this agreement is signed Te Paepae o Aotea will be able to promote to the school community and will also have a link on the Taranaki Foundation website for people to donate.



### **Te Paepae o Aotea/Taranaki Foundation MoU**

**RESOLVED THAT** Te Paepae o Aotea Establishment Board of Trustees approve signing the Community Fund MoU between Taranaki Foundation and Te Paepae o Aotea. The Establishment Board appoints trustees Will Edwards and Cheryl Luke-Maraki to sign the MoU on their behalf.

**Decision Date:** 22 Feb 2024  
**Mover:** Will Edwards  
**Seconder:** Dinah King  
**Outcome:** Approved



### **Meeting with Hawera High School Charitable Trust**

Once the MoU is signed W Edwards would like to organise a meeting with the Trust. Rachel will contact Celene Filbee to arrange.

**Due Date:** 29 Mar 2024  
**Owner:** Rachel Williams



### **Letter of thanks - to HHS Charitable Trust**

W Edwards to draft a letter of thanks to the Hawera High School Charitable Trust.

**Due Date:** 23 Feb 2024  
**Owner:** Will Edwards

## **3.3 NZQA 2023 External Moderation Summary**

Taken as read.

### 3.4 Kukri Update and School Pool

Noted:

- Board to sign off approval for Kukri Uniform for sports. Kukri are the preferred supplier of V Roberts (Sports Co-ordinator).
- Most of this was discussed and approved in 2023.
- R Williams and the Members noted that the agreement with NZ Uniforms never stated that Te Paepae o Aotea would be purchasing sports uniforms with them.
- Once this Kukri contract is signed V Roberts will be able to go ahead and start ordering sports uniforms.



#### **Kukri - Te Paepae O Aotea Sport Uniform Contract 2023 - 2027**

**RESOLVED THAT** Te Paepae o Aotea Establishment Board agree to the signing of the Kukri Sports Uniform Contract 2023 - 2027.

**Decision Date:** 22 Feb 2024  
**Mover:** Cheryl Luke-Maraki  
**Seconder:** Te Kiri King  
**Outcome:** Approved

Noted:

- With regard to the request re 'Pool Wishlist'. V Roberts omitted to supply this in the report. R Williams will send this to the Finance Committee when received.

### 3.5 Why ora End of Year Report

Taken as read.

*W Edwards declares a conflict of interest as Co-Chair of Pūhoro STEM Academy.*

The Tumuaki talked to this report. This annual report from Why ora shows what some of our Māori students have been involved with. This relationship started with Hāwera High School and has continued in 2023 with Te Paepae o Aotea. In the past there have been some good outcomes for our students. Provides Māori students with an opportunity to see if something interests them and helps them achieve their goals.

## 4. EOTC

### 4.1 EOTC Committee

Noted, the EOTC Committee did not meet.



#### **EOTC Meeting for Approval of up-coming events**

D Reid and D King will arrange to get together with M Akauola to approve some urgent up and coming EOTC events. Flying minutes will be done for this.

**Due Date:** 8 Mar 2024  
**Owner:** Diana Reid

## 4.2 NZSS Volleyball Championships - Funding Application to Pelorus Trust



### Pelorus Trust Funding Grant - NZSS Volleyball Championships

**RESOLVED THAT** Te Paepae o Aotea Establishment Board approve an application to Pelorus Trust seeking funding of \$6,582.61 (excluding GST) to cover transport and accommodation for Te Paepae o Aotea senior boys' volleyball team to attend the NZSS Volleyball Championships to held in Palmerston North, 17-23 March 2023

**Decision Date:** 22 Feb 2024  
**Mover:** Cheryl Luke-Maraki  
**Seconder:** Hauraki Erb  
**Outcome:** Approved

## 5. Policies

### 5.1 Policy Committee

*Received. Moved D Reid / Seconded C Luke-Maraki - **carried**.*

D Reid and W Edwards talked to these minutes

- **Board Responsibility Policy** - members decided to delay finalising this policy until it has been updated with the school values as discussed at the Policy meeting.
- R Williams will go back to SchoolDocs and try and get them to add the School Values as an attachment in the Board Responsibility Policy.
- **Te Tiriti Waitangi Policy** - this policy will also be delayed in finalising as stated in the Policy minutes.
- Both policies will be revisited at the next Policy meeting.



### SchoolDocs - push to add school values to Board Responsibilities Policy

Rachael to contact.

**Due Date:** 29 Feb 2024  
**Owner:** Rachel Williams

## 6. In Committee

### 6.1 In Committee Update

*The Meeting moved In Committee at 5:26pm - Moved D King / Seconded T King - **carried***

*The meeting moved out of In Committee at 5:47pm - Moved W Edwards / Seconded C Luke-Maraki - **carried***

## 7. Reports

### 7.1 Tumuaki Report

The Tumuaki spoke to her report.

#### Cell-phone ban

- Three students have had external standdown. Other than that it seems to be working well and things are much calmer in the playground.
- Lock boxes seem to be working at the moment.
- Most exemptions are due to medical reasons.
- No exemptions are being given to students for anxiety reasons these students have been given an awhina card instead.
- Towards the end of term, we will survey the school community and get feedback on how this is going.
- D King says she has had positive feedback from a member of the community they said we have clear policies etc.

Members questioned if the role is still at 950 - R Williams confirms that it currently sits at 958

Members questioned the 200 damaged devices. R Williams explains that they will put better storage and collection of devices in place. Some of the inherited devices were also in very bad shape.

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

Notes: Official Reports coming up

- 1st March for Annual Plan - uploaded
- 1st May for the AoV Report
- 31 May Audit Report

## **7.2 Data Report - February 2024**

Taken as read.

## **7.3 TPOA Attendance Term 3 Supplementary**

Taken as read.

## **7.4 Te Paepae o Aotea - Overall Achievement NCEA**

Taken as read.

R Williams spoke to the results and explained that they are only provisional results and there are still a few results to come in, therefore they will increase slightly. The school's results were on par for the Equity Average but scored lower on the National Average.

Due to the fact Te Paepae o Aotea was a new school in 2023 with lots of new staff, these results are understanding and the aim going forward is to improve year on year. Next year some of the Year 9 and 10 students will already have gained some credits, therefore, there will already be gains on where the results started in 2023.

R Williams explained she was pleased with the Literacy and Numeracy results, but this report also highlights some areas we need to work on such as endorsements.

In 2024 she predicts the results will improve immensely as the school settles and some of the programmes put in place i.e. Literacy and Numeracy, take effect.

Te Paepae o Aotea's Year 13 results, in particular, can be slightly skewed due to the fact that we have one of the biggest special needs units in the region.

Noted:

- Te Paepae o Aotea has always had a focus of the students succeeding for their aspirations.
- Our careers and transition staff will be ringing every school leaver in the next few weeks to check on where they are at with their pathway and offer support if needed. We will be seeking permission from families to share this information. This will accurately tell us whether our students have met the goals set by them and their whānau in 2023.
- Beginning of March more credits will be added.
- Some tidying up to do with system issues between NZQA and KAMAR.

N Sullivan would like to see some similar results from the Junior School.

## 7.5 Finance Report

No Minutes to be read. R Williams ran through the last meeting schedule

- Budgets finalised.
- Capex requests.
- Some Heat pumps needed replacing.
- Will advertise for some fixed term assistants while the budget allows.

## 7.6 Property Report

The Tumuaki spoke to the property report, in particular, the fact we are still getting visit and phone calls from the neighbours re balls on courts at Bayly park. Staff are working with students to try and mitigate this.

D Reid expressed her concern about the tanking on Dixon Block roof. This is still filling up like a pool and she is concerned how long the tanking will hold.

A member defended the cabbage trees at the front of the school which ground staff request to be cut down. After much discussion it was decided R Williams will let the ground staff know to leave the trees standing.

*Received. Moved D King / Seconded R Dunlop - **carried**.*



### Property Report

Taken as read

**Decision Date:** 22 Feb 2024

**Mover:** Dinah King

**Seconder:** Ross Dunlop

**Outcome:** Approved

## 8. Board Annual Work Plan

### 8.1 Timeline

After discussion it was decided to remove this Timeline and replace with the work plan for the next meeting.

## 9. Actions from Previous Meetings

### 9.1 Action List

<b>Due Date</b>	<b>Action Title</b>	<b>Owner</b>
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
28 Apr 2023	Alternate Constitution <b>Status:</b> In Progress	Tom Scollard
25 Aug 2023	Education Brief - Community Consultation <b>Status:</b> In Progress	Rachel Williams
3 Oct 2023	Consultation in the Community <b>Status:</b> Completed on 1 Mar 2024	Rachel Williams
25 Oct 2023	Board Assurance Statement Checklist <b>Status:</b> Completed on 20 Mar 2024	Ruth Simons
26 Oct 2023	Notional Roll <b>Status:</b> Completed on 1 Mar 2024	Rachel Williams
26 Oct 2023	Local Taranki Scholarships <b>Status:</b> Completed on 1 Mar 2024	Rachel Williams
26 Oct 2023	Purchase of replacement vehicles <b>Status:</b> In Progress	Rachel Williams
26 Oct 2023	EOTC Plan Exemplar <b>Status:</b> Completed on 1 Mar 2024	Rachel Williams
26 Oct 2023	Insurance comparison <b>Status:</b> Completed on 23 Nov 2023	Diana Reid
23 Nov 2023	Policies - International Students <b>Status:</b> Completed on 1 Mar 2024	Rachel Williams
23 Nov 2023	Van Purchase <b>Status:</b> Completed on 20 Mar 2024	Ross Dunlop
24 Nov 2023	Confirmation of Sport Uniform design <b>Status:</b> Completed on 1 Mar 2024	Dinah King
15 Jan 2024	Patea Waka Ama <b>Status:</b> Completed on 20 Mar 2024	Dinah King
5 Feb 2024	EOTC Sub-Committee <b>Status:</b> Completed on 20 Mar 2024	Diana Reid
15 Feb 2024	Alternate Constitution - Formal Request to Iwi <b>Status:</b> Not Started	Will Edwards
22 Feb 2024	Property Committee <b>Status:</b> On Hold	Will Edwards
28 Feb 2024	Thank you letters to stakeholders <b>Status:</b> Not Started	Will Edwards

## 10. Other Business

### 10.1 ERO Board Assurance Statement Checklist

### 10.2 Board's Role in Student Suspension meetings, New Plymouth

Taken as read.

### 10.3 Alternate Constitution - Update

No update.



## 10.4 Board Elections - Preparation

Discussed In Committee

## 10.5 School use for Seabed mining hearing - 13 - 15 March 2024

Discussion re the hearing being held on 13-15 March 2023

- Rachael has been asked if they can use the school for some of the Kaumatua and Senior Members to use for quiet time.
- After much discussion the unanimously Board agrees that they should find alternative accommodation. They felt it was not appropriate for the school to house them during school time and that they should find alternative space for this i.e. Cricket Pavillion or Tramping Club.
- Rachel will go back to them with the Boards decision.

## 11. Karakia

### 11.1 Karakia Kapi

## 12. Close Meeting

### 12.1 Close the meeting

**Next meeting:** Te Paepae o Aotea Establishment Board meeting - 28 Mar 2024, 4:00 pm

Signature:

*William Edwards*

Date: 28/03/2024