

CONFIRMED MINUTES

TE PAEPAE O AOTEA ESTABLISHMENT BOARD MEETING



At the **Te Paepae o Aotea Establishment Board meeting on 2 May 2024** these minutes were confirmed as presented.

Name:	Te Paepae o Aotea
Date:	Thursday, 28 March 2024
Time:	4:00 pm to 6:37 pm (NZDT)
Location:	Te Paepae o Aotea - Boardroom, Camberwell Road, Hawera
Board Members:	Will Edwards (Chair), Cheryl Luke-Maraki, Diana Reid, Dinah King, Neryda Sullivan, Rachel Williams, Ross Dunlop, Te Kiri King
Attendees:	Ruth Simons
Apologies:	Hauraki Erb

1. Opening Meeting

1.1 Karakia Timata

1.2 Confirmation of Minutes of Meeting

Te Paepae o Aotea Establishment Board of Trustees 22 Feb 2024, the minutes were confirmed as presented.



Confirmation of Minutes 28 February 2024

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

Decision Date:	28 Mar 2024
Mover:	Rachel Williams
Seconder:	Te Kiri King
Outcome:	Approved

1.3 Interests Register

2. Correspondence

2.1 Incoming Correspondence

2.1a MoE Property

Noted that our understanding is 320 schools received the same letter. Officially, not no. All have been asked to redo calculations before progressing. No timeframes provided. Will keep pressure on with hope for progress.

2.1b John Dale - Proposed Enrolment Scheme / 21.c Tawhiti Draft Scheme

Following discussion around the use of existing building stock, the Ministry's desire for cost effectiveness and enrolment schemes, the Board agreed it would refrain from submitting.

W Edwards and D Reid both arrived 4.07pm.

2.2 Outgoing Correspondence

Nil.

3. Decisions and Discussions

3.1 Notification of Education Review Office Evaluation

Taken as read.

R Williams spoke to the ERO evaluation. Members agreed ERO's 7-8 April visit provides an opportunity to showcase compliance including our Board Evaluation Insurance statements. Tasks required prior to the ERO visit, i.e., lesson observations, focus groups of students, staff, leaders, Board, whānau. A written report will be available by the end of Term 3 placing us somewhere within their matrix and that becomes our focus to work on over the next two years.

Members to consider what we want to showcase, e.g., Kaupapa Maori class.

Cheryl Luke-Maraki arrived 4.14pm.

3.2 Build a Bach - Occupancy Form

Noted, WITT Occupancy form 2024 signed and returned. Building has commenced.

3.3 Logo Trademark

R Williams spoke to this matter appraising the Board regarding creatives making up TikTok accounts, Teachers at TPOA, that have been quite upsetting for some staff. Following reporting to NetSafe and Police, we were advised this can be reported as offensive behaviour. The offenders used material cropped from our website opening up another area of reporting. Trademarking our logo would allow us to have any material removed immediately.

Members agreed to explore trademarking the logo only, further agreeing a process to be followed to ensure iwi are happy to give us further leverage if our logo is used inappropriately. Members agreed to a meeting with the Guiding Coalition, opening conversation to explain the mechanism to protect staff and students.

Halliwells' Aaron Foley, to act as solicitor in the trademark space.



Trademark Logo

R Williams to meet with Guiding Coalition to explain matters and seek to progress the process.

R Williams to further follow up with M Akauola as the designer together with Andrea and Luther (TGM).

Due Date: 2 May 2024
Owner: Rachel Williams

3.4 Te Paepae o Aotea Sponsorship

R Williams spoke to the proposed Sponsorship Agreement outlining the parameters prospective sponsors would need to agree to prior to their bid to sponsor a Te Paepae o Aotea team/s being accepted.



Te Paepae o Aotea Sponsorship

RESOLVED THAT Te Paepae o Aotea Establishment Board of Trustees approve the proposed Sponsorship Agreement as presented.

Decision Date: 28 Mar 2024
Mover: Cheryl Luke-Maraki
Seconded: Neryda Sullivan
Outcome: Approved



Thank you letter to Sports Coordinator

Chair to provide letter of thanks to V Roberts for her work in this area.

Due Date: 2 May 2024
Owner: Will Edwards

3.5 Te Paepae o Aotea Board of Trustees Property Committee

Members discussed the merits of a pre-emptive Property Committee in preparation for the proposed new build. Members to consider the make up of this committee. Members supported a letter seeking clarification around this situation cc Carl Bates and the Minister of Education. A submission from the head students from their perspective is welcomed to accompany a submission from the Board.

Main points to be conveyed:

- 89 schools within the electorate. We are the only new school in the electorate.
- Underline the lack of clarity around the \$12M mentioned in the Budget.
- Underline that 130 staff were recruited on the promise and commitment in good faith of a new build. We risk losing good staff that are keen and willing if there is no clarity on property going forward.
- Local MP decision to stand was also in line with the decision about the new school.
- Invite Minister of Education into the school community. Carl Bates MP was very receptive to taking 30 students to parliament. Students articulated themselves well.
- We have buildings that do not conduct Wi-Fi.

The Chair thanked R Dunlop for organising the local MP visit to Te Paepae o Aotea. As suggested by C Bates MP, extend an invitation to the Minister of Education, Erica Standford.

Ministry visit regarding cost cutting, i.e., buildings, bus, bathrooms. All were reminded of the 10-year plan, with Dixon identified as the last building to undergo renovation. Reconfiguration of the Dixon bathrooms into single cells will need to be undertaken as soon as possible.

Noted, a new functional property brief has been published.

Ka ora Ka ako / Healthy School Lunches - members discussed the lunch programme and supported correspondence to the Ministry around the strengths of the programme.

3.6 Pelorus Trust Grant Application/s



Pelorus Trust Funding Request - Winter Tournament 2024

W Edwards declared a conflict of interest and did not vote.

R Williams declared a conflict of interest and did not vote.

RESOLVED THAT Te Paepae o Aotea Establishment Board approve an application to Pelorus Trust for the following in respect of Te Paepae o Aotea Netball and Hockey Winter Tournament teams:

31 August – 1 September 2024 – Lower North Island Secondary School Netball Nationals

Accommodation, Kennedy Park \$3,914.67 (excluding GST)

Bus transport, Weir Brothers \$2,782.61 (excluding GST)

1 – 7 September 2024 – Secondary Schools Hockey Tournament

Accommodation, Awa Motel \$6,840.63 (excluding GST)

Transport, Weir Brothers \$3,130.43 (excluding GST)

Decision Date: 28 Mar 2024

Mover: Will Edwards

Seconder: Dinah King

Outcome: Approved

3.7 Te Paepae o Aotea Uniform



Te Paepae o Aotea Official School Uniform

RESOLVED THAT Te Paepae o Aotea Establishment Board of Trustees adopt the official school uniform of Te Paepae o Aotea as presented in the Uniform Information Sheet.

Decision Date: 28 Mar 2024

Mover: Dinah King

Seconder: Cheryl Luke-Maraki

Outcome: Approved

R Williams confirmed a zero-tolerance stance on incorrect uniform breaches takes effect from term 2. This has been communicated to students and whānau and reiterated in a special uniform newsletter home. All basic uniform items are in stock. Only blazers and Woollen vests outstanding. The only controversial item is the Birkenstock footwear. Following receipt of a petition with 300 signatures, it was agreed to include all black Birkenstocks only (no cork soles).

D Reid spoke to the perfect hoodie lining, thanking D King for her insistence and persistence to get it right.

Hardship uniform options are also available. Students receive a polo and a hoodie.

3.8 Ratify Flying Minutes



Ratify Flying Minutes

RESOLVED THAT Te Paepae o Aotea Establishment Board of Trustees ratify the following resolutions approved via Flying Minute:

- **RESOLVED THAT** Te Paepae o Aotea Establishment Board approve Te Paepae o Aotea attendance at the NZSS Volleyball Championships in Palmerston North, 17-23 March 2024.
- **RESOLVED THAT** Te Paepae o Aotea Establishment Board approve Te Paepae o Aotea attendance at the NZSS Waka Ama in Rotorua, 18-23 March 2024.
- **RESOLVED THAT** Te Paepae o Aotea Establishment Board approve 25 Te Paepae o Aotea students to undertake the Grylls Beach Walk, Ohawe Beach, 22 March 2024.

Decision Date: 28 Mar 2024
Mover: Ross Dunlop
Seconder: Neryda Sullivan
Outcome: Approved

4. EOTC

4.1 EOTC Committee

Taken as read.

The committee are looking to tighten the process, retaining KAMAR for low risk EOTC and Board approval for high risk/overnight EOTC.



EOTC

Provide update to next meeting on new process.

Due Date: 2 May 2024
Owner: Diana Reid

4.2 Multisport Tour, Queensland, Australia

Members noted the following:

- EOTC complete.
- Two teams on the trip; hockey and rugby sevens.
- Final parent meeting, 4 April 2024, then handover to tour people.
- Parents and students have gone through Code of Conduct.
- Swimming - Teacher in Charge at a pool if students swimming.
- Pelorus Trust is providing funding for bus transport.



Multi-sport Tour, Queensland, Australia

W Edwards declared a conflict of interest and did not vote.

R Williams declared a conflict of interest and did not vote.

RESOLVED THAT Te Paepae o Aotea Establishment Board of Trustees approves travel to Queensland, Australia to participate in a secondary school multi-sport tour, 13 - 21 April 2024.

Decision Date: 28 Mar 2024
Mover: Ross Dunlop
Seconder: Te Kiri King
Outcome: Approved

5. Policies

5.1 Policy Committee

Taken as read.

R Williams continues to encourage parents to access SchoolDocs and comment on school policies under review.

6. In Committee

6.1 In Committee

*The meeting moved In Committee at 5.21pm - Moved W Edwards / Seconded R Dunlop - **carried***

*The meeting moved out of In Committee at 5.56pm - Moved T King / Seconded D King - **carried***



Physical Restraint training

N Sullivan to contact ERO re details for hands on physical restraint training providers

Due Date: 2 May 2024
Owner: Neryda Sullivan

7. Reports

7.1 Tumuaki Report

Taken as read.

R Williams to review attendance numbers and republish.

Oranga Tamariki - attendance for children in their care: R Williams spoke to this matter confirming attendance information is provided when requested. Oranga Tamariki has no mechanism in place to collect attendance information. Advice re tamariki under their care is on a need-to-know basis. Attendance is poor.

7.2 Data Report - March 2024

Taken as read.

7.3 Finance Report

Members reviewed the draft official budget to 31 December 2024 together with Minutes and Governance report. Noted:

- Budget sign-off required .
- Funds will be available to hand over to the new board.
- Funding for the two cultural positions is available on appointment however is not included in the budget. External funding will be required once we return to normal GMFS next year.
- Uncertainty acknowledged around Ministry cuts in a constrained fiscal environment.
- Paperwork has been completed for the purchase of the Ford Transit vans.



Te Paepae o Aotea Budget to 31 December 2024

RESOLVED THAT Te Paepae o Aotea Establishment Board of Trustees approve the official budget to 31 December 2024 as presented.

Decision Date: 28 Mar 2024
Mover: Neryda Sullivan
Seconder: Ross Dunlop
Outcome: Approved

7.4 Property Report

Taken as read.

7.5 DRAFT Analysis of Variance

Due 31 May. Will finalise following receipt of input from Board Chair.

Noted, Auditors have requested verification of the authorisers for online banking. This is proving problematic as authoriser information is displayed on screen but cannot be downloaded. Bank counter staff can only provide a summary of approval. Again, this does not show who the authorisers are.

8. Board Annual Work Plan

8.1 Draft 2023-2025 Workplan

Board Elections - Appointment of Returning Officer. R Williams to approach C Colville.

Members noted there has been difficulty securing confirmation from iwi regarding the alternate constitution. W Edwards to follow up.



Draft Workplan

Draft Workplan to replace current timeline. R Williams to draft for discussion next meeting.

Due Date: 2 May 2024
Owner: Rachel Williams



Alternate Constitution - Iwi Representation

W Edwards to follow up with iwi regarding their support for the alternate constitution.

Due Date: 2 May 2024

Owner: Will Edwards

9. Actions from Previous Meetings

9.1 Action List

Due Date	Action Title	Owner
23 Feb 2023	Cultural Adviser Job Description Status: In Progress	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
22 Feb 2024	Property Committee Status: On Hold	Will Edwards
23 Feb 2024	Letter of thanks - to HHS Charitable Trust Status: In Progress	Will Edwards
28 Feb 2024	Thank you letters to stakeholders Status: Not Started	Will Edwards

10. Other Business

10.1 2023 ASH Year 10 Snapshot Survey Results

Taken as read.

10.2 DRAFT Te Paepae o Aotea Annual Report 2023

Taken as read.

10.3 Ka ora Ka ako / Healthy School Lunches

Members discussed the lunch programme and supported correspondence to the Ministry around the strengths of the programme.

11. Karakia

11.1 Karakia Kapi

12. Close Meeting

12.1 Close the meeting

Next meeting: Te Paepae o Aotea Establishment Board meeting - 2 May 2024, 4:00 pm

New Actions raised in this meeting

Item	Action Title	Owner
3.3	Trademark Logo Due Date: 2 May 2024	Rachel Williams
3.4	Thank you letter to Sports Coordinator Due Date: 2 May 2024	Will Edwards

Item	Action Title	Owner
4.1	EOTC Due Date: 2 May 2024	Diana Reid
6.1	Physical Restraint training Due Date: 2 May 2024	Neryda Sullivan
8.1	Draft Workplan Due Date: 2 May 2024	Rachel Williams
8.1	Alternate Constitution - Iwi Representation Due Date: 2 May 2024	Will Edwards

Signature: _____

Date: _____