

CONFIRMED MINUTES

TE PAEPAE O AOTEA BOARD OF TRUSTEES



At the **Te Paepae o Aotea Board of Trustees** on **22 Aug 2024** these minutes were confirmed as presented.

Name:	Te Paepae o Aotea
Date:	Thursday, 25 July 2024
Time:	4:00 pm to 6:50 pm (NZST)
Location:	Te Paepae o Aotea - Boardroom, Camberwell Road, Hawera
Board Members:	Will Edwards (Chair), Cheryl Luke-Maraki, Dinah King, Hauraki Erb, Neryda Sullivan, Rachel Williams, Ross Dunlop, Te Kiri King, Diana Reid
Attendees:	Ruth Simons
Guests/Notes:	Hilary Meyer

1. Opening Meeting

1.1 Karakia Timata

The Chair welcomed Hilary Meyer to the meeting and explained the processes of the meeting.

Member Diana Reid attended the meeting via ZOOM.

Member Cheryl Luke-Maraki advised she would excuse herself from the meeting 5.45pm.

Member Hauraki Erb advised he would excuse himself from the meeting at 5.30pm.

1.2 Confirmation of Minutes of Meeting - 27 June 2024

Te Paepae o Aotea Establishment Board 27 Jun 2024, the minutes were confirmed as presented.



Confirmation of Minutes of Meeting - 27 June 2024

RESOLVED THAT the minutes of Te Paepae o Aotea Establishment Board meeting held 27 June 2024 be accepted as a true and correct record of that meeting.

Decision Date:	25 Jul 2024
Mover:	Cheryl Luke-Maraki
Seconder:	Te Kiri King
Outcome:	Approved

1.3 Interests Register

2. Correspondence

2.1 Incoming Correspondence

Noted. For information only.

The understanding is to keep momentum going regardless of the board makeup. The incoming board will make those decisions.



MoE Procurement of Lead Designer

R Williams to respond confirming the Board's desire to keep momentum moving forward.

Due Date: 2 Aug 2024

Owner: Rachel Williams

2.2 Outgoing Correspondence

Nil.

3. Decisions and Discussions

3.1 Board Assurance Statement and Self-Audit Checklists

Following a brief discussion, members confirmed the document ready to return for the ERO visit.



Board Assurance Statement and Self-Audit Checklists

RESOLVED THAT Te Paepae o Aotea Establishment Board approve the Board Assurance Statement and Self-Audit Checklist for ERO, as presented.

Decision Date: 25 Jul 2024

Mover: Will Edwards

Seconder: Neryda Sullivan

Outcome: Approved

3.2 Ratify Flying Minutes



Ratified Flying Minute

RESOLVED THAT Te Paepae o Aotea Establishment Board ratify the following resolution approved by flying minute:

1. **RESOLVED THAT** Te Paepae o Aotea Establishment Board approve an application to Pelorus Trust for \$2,026.96 (excluding GST) for travel and accommodation, Winter Tournament Week 2024, for golf croquet.

Decision Date: 25 Jul 2024

Mover: Dinah King

Seconder: Ross Dunlop

Outcome: Approved

3.3 Borrowing of Te Paepae o Aotea vans

W Edwards confirmed school vehicles can be borrowed outside school days, working within policy guidelines and with sign off by a Te Paepae o Aotea Board member. Members agreed the new

vehicles are safer, look good and the new number plating system works well for booking and school identity.

3.4 265 South Road - Alterations

Members noted a significant difference between the two quotes received for renovations to the South Road property. Members agreed to return to the provider of the lower quote to check it is priced correctly.



South Road Property Renovations

Business Manager to go back to Arthur Brown to clarify they are quoting correctly.

Due Date: 22 Aug 2024
Owner: Rachel Williams

3.5 Managing National Assessment report

Members noted two things from the National Assessment report:

- Students could not tell them how they request a reconsideration of their mark from NZQA. This will be added to the Handbook.
- All our derived grades were in the system however our student management system did not automatically send through to NZQA last year. There was no alert from NZQA that they weren't received. This has now been fixed.

Members were happy with the report and staff effort in this area.



National Assessment Report

R Williams to express the Board's thanks to Pauline Hurley for her work in this area.

Due Date: 21 Aug 2024
Owner: Rachel Williams

3.6 Vape Sensors

Following on from the presentation from the Level 2 Health students regarding the provision of vape sensors in bathrooms, Gilcom have quote \$62K for the whole school. Members agreed to proceed with the three large blocks first: Dixon, Gray, Te Ramanui with the balance of bathrooms to follow if the trial is successful. Funding of around \$30K to come from the Maintenance budget.



Vape Sensors installation

RESOLVED THAT Te Paepae o Aotea Establishment Board approve the installation of vape sensors in the Dixon, Gray and Te Ramanui bathrooms.

Decision Date: 25 Jul 2024
Mover: Ross Dunlop
Seconder: Te Kiri King
Outcome: Approved

4. EOTC

5. Policies

6. In Committee

6.1 In Committee Update

*The meeting moved to In Committee at 6.06pm Moved W Edwards / Seconded Te Kiri King
- **carried***

*The meeting moved out of In Committee at 6.32pm Moved W Edwards / Seconded Te Kiri King
- **carried***

6.2 Outward Correspondence

Taken as read.

7. Reports

7.1 Tumuaki Report

Taken as read.

- Huakina mai programme - had to move quickly to secure the last place for Te Paepae o Aotea.
- Attitude presentations - Y7-10 making good decisions around substances; Y11-13. Focus is relationships. Begins next Friday at the Hub.
- Uniform - Budget of \$30K. Senior students are aware their uniform is to be returned once their schooling is finished to pass on to other students.
- Reports out with parent interviews this week. Light turnout but good discussions for those parents who did come in. Survey regarding the new layout will go out shortly.



Letter of congratulations regarding Lion King

R Williams to send letter of congratulations to S Campbell and E Davidson for their work and success with the Lion king production.

Due Date: 22 Aug 2024

Owner: Rachel Williams

7.2 Data Report - June 2024

Noted:

- New graphs are easy to interpret and good to use with staff. Te Paepae o Aotea experienced a wave of COVID last term, similar to last year. Same trend with Y7&8.
- PB4L team are looking at the My Mahi reward system and how to link it to attendance for the 90+ students. 70-90% attend Mau rakau and Creative program with the Banardos contract picking up the 70-90%.
- NCEA, CAAs results from the May round are due 5 August. Will be able to identify which Y10s Y11s haven't passed and put in the intensive work required. Y9s stanine 4 and above, will get an opportunity to sit CAA in September.
- Louise Hurley returning 6 August and will work with small groups of students.
- A few Y11s signed out lately - early leaving exemptions. One, a Y11 received L1 & L2 in one year and has a course lined up. All exemptions signed off are headed into courses. One student that had been working from home for some time has had Ministry signed off - unsure has good pathway.
- Will be asking the Literacy and Numeracy leads to look at moderation across teachers as some data is more accurate than others.

7.3 Finance Report



Disposal of Assets

RESOLVED THAT Te Paepae o Aotea Establishment Board approve the sale of the 2007 Mazda E2000 van and the 2001 Holden Rodeo 4 x 2 following purchase of replacement vehicles.

Decision Date: 25 Jul 2024

Mover: Cheryl Luke-Maraki

Seconder: Dinah King

Outcome: Approved



Disposal of Assets

RESOLVED THAT Te Paepae o Aotea Establishment Board approve the sale of seven ovens from the new cooking modules as they are not fit for purpose.

Decision Date: 25 Jul 2024
Mover: Cheryl Luke-Maraki
Seconded: Dinah King
Outcome: Approved

7.4 Property Report

Taken as read. Painting has been completed in corridors during term break in line with the regular maintenance cycle.

8. Board Annual Work Plan

8.1 Board Work Plan 2024-2025

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
22 Feb 2024	Property Committee Status: Completed on 19 Jul 2024	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: Completed on 19 Jul 2024	Will Edwards
2 May 2024	EOTC Status: Completed on 8 Jul 2024	Diana Reid
16 May 2024	ERO Survey Status: Completed on 18 Jul 2024	Will Edwards
16 May 2024	Alternative Education House renovations - Quotes Status: In Progress	Rachel Williams
30 May 2024	Board Elections Status: On Hold	Rachel Williams
30 May 2024	Iwi Nominations for Te Paepae o Aotea Board of Trustees Status: On Hold	Hauraki Erb
25 Jul 2024	Vaping Initiative - Second Quote Status: Completed on 9 Aug 2024	Rachel Williams
25 Jul 2024	Proposed Renovation South Road Property Status: Completed on 9 Aug 2024	Rachel Williams

10. Other Business

10.1 School Audit Arrangements for 2024-2026 Financial Years

For information only.

10.2 Board Elections

The Chair explained the current position of the Board and the alternate constitution to prospective member, Hilary Meyer.

N Sullivan and R Dunlop indicated they plan to leave September 2024. The Ministry will need to reappoint for N Sullivan's position. Can cop-opt for R Dunlop's position - skills based appointments.

Concerns were raised around the relationship between iwi and school. Noted new consultation with community is required however aware we may only get polarising views. Need to ensure Strategic and Annual plans are clear for the new board coming in so they know what they are looking at.

C Luke-Maraki left the meeting at 6.00pm.

H Meyer left the meeting at 6.05pm.



Ministry Meeting

Board agreed to action meeting with J Mikaere via R Karipa. Following that meeting, letters of support can be ready to go from ST District Council, TPOA staff and students as supporting evidence. J Mikaere decision will inform our decision and help sequence pending board member retirements. Minister's decision will trigger the new board.

Due Date: 9 Aug 2024

Owner: Rachel Williams

11. Karakia

11.1 Karakia Kapi

12. Close Meeting

12.1 Close the meeting

Next meeting: Te Paepae o Aotea Board of Trustees - 22 Aug 2024, 4:00 pm

Ross Dunlop advised his apologies for the 22 August 2024.

Signature: _____

Date: _____