

# CONFIRMED MINUTES

## TE PAEPAE O AOTEA BOARD OF TRUSTEES



At the **Te Paepae o Aotea Board of Trustees** on **24 Oct 2024** these minutes were **confirmed as presented**.

<b>Name:</b>	Te Paepae o Aotea
<b>Date:</b>	Thursday, 26 September 2024
<b>Time:</b>	4:00 pm to 6:00 pm (NZST)
<b>Location:</b>	Te Paepae o Aotea - Boardroom, Camberwell Road, Hawera
<b>Board Members:</b>	Will Edwards (Chair), Neryda Sullivan, Cheryl Luke-Maraki, Diana Reid, Dinah King, Te Kiri King
<b>Attendees:</b>	Ruth Simons, Ms Pauline Hurley
<b>Apologies:</b>	Rachel Williams, Hauraki Erb, Ross Dunlop
<b>Guests/Notes:</b>	T Finey

### 1. Opening Meeting

#### 1.1 Karakia Timata

#### 1.2 Confirmation of Minutes of Meeting

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



#### Confirmation of Minutes of Meeting 22 August 2024

The Chair welcomed P Hurley to the meeting as Rachel Williams' advocate in her absence.

*The Chair granted speaking rights to P Hurley. Moved W Edwards / Seconded Te Kiri King - **carried***

The Chair acknowledged apologies from R Williams, R Dunlop, and H Erb. He further acknowledged and accepted TK King's request to leave at 5.15pm and D King's request to leave at 5.00pm.

The Chair welcomed guest, T Finey, as an observer and prospective Board member. Members and Ms Finey introduced themselves.

**RESOLVED THAT** the minutes of Te Paepae o Aotea Establishment Board meeting held 22 August 2024 be accepted as a true and correct record of that meeting.

<b>Decision Date:</b>	26 Sept 2024
<b>Mover:</b>	Cheryl Luke-Maraki
<b>Seconder:</b>	Diana Reid
<b>Outcome:</b>	Approved

## 1.3 Interests Register

## 2. Correspondence

### 2.1 Incoming Correspondence

Noted.

### 2.2 Outgoing Correspondence

*Nil.*

## 3. Decisions and Discussions

### 3.1 Van Hireage Proposal

P Hurley spoke to the van hireage proposal.

Following discussion, the matter was deferred to the Finance Sub-Committee for further investigation and recommendation.



#### Van Hireage Proposal

The proposal would allow Te Paepae o Aotea sports groups to use the school vans for overnight trips with a charge of \$50 per day plus pay for all petrol. Members noted if van ownership lies outside the school i.e., PTA or Old Boys for example, Te Paepae o Aotea groups can book the vans and still be eligible for charity funding.

Business Manager to investigate what this would look like. Analysis to Finance Committee for recommendation to the Board.

**Due Date:** 24 Oct 2024

**Owner:** Rachel Williams

### 3.2 Consultation - Draft enrolment scheme zone for Waitara High School

Noted.

### 3.3 Amendment to 10YPP

Taken as read.

Members agreed to endorse the revisions as stated to ensure changes are sequenced effectively. Members further agreed diligence and vigilance is required around the appointment of the project manager. Direct communication with the same is requested.



#### 10YPP Revision

**RESOLVED THAT** Te Paepae o Aotea Establishment Board endorse revisions to the 10YPP.

**Decision Date:** 26 Sept 2024

**Mover:** Cheryl Luke-Maraki

**Seconder:** Te Kiri King

**Outcome:** Approved

### 3.4 Cleaning Service Agreement - Recommendation

Members noted while not a local company, they employ local people. KM Dass Cleaning Services Limited have an obligation to employ our cleaners and have promised better service. Noted term break cleaning of carpets and hard floors is an optional extra. Quote/s required for the extra term break cleaning.

This matter was deferred to the Finance Sub-Committee to investigate the contract shortcomings and provide a recommendation to the Board.



#### Cleaning Service Agreement

Noting the current agreement expiration of 23 November 2024 and the 30-day notice period, the Board requests the Finance Sub-Committee investigate the contract shortcomings in relation to the term break carpet and hard floor cleaning and provide a recommendation to the Board. Business Manager to canvass local cleaning companies for quotes and approach other local schools of similar scale as to who provides their cleaning services.

**Due Date:** 24 Oct 2024

**Owner:** Cheryl Luke-Maraki



#### New Cleaning Contractors

The members requested further investigations.

**Decision Date:** 26 Sept 2024

**Outcome:** Not Approved

### 3.5 Pelorus Trust Grant Application

Following review, members approved the request to submit a grant application to Pelorus Trust to support the NZSS Athletics and Touch Nationals teams.



#### Pelorus Trust Grant Funding application request

**RESOLVED THAT** Te Paepae o Aotea Establishment Board approve an application to Pelorus Trust for the following in respect of Te Paepae o Aotea Athletics and New Zealand Second Schools Touch Nationals 2024:

##### 6 - 8 December 2024– New Zealand Secondary Schools Touch Nationals

Tasman Holiday Parks	\$4,779.12 (excluding GST)
Marquee & Party Hire	\$812.70 (excluding GST)
Pegasus Rental Cars (12-seater van)	\$608.70 (excluding GST)

##### 5 - 9 December 2024 - NZ Secondary Schools Athletics, Timaru

Air New Zealand	\$3,248.70 (GST exclusive)
Minibus 12-seater	
with luggage space hire	\$1,282.87 (GST exclusive)
Accommodation - Harbour View	\$4,142.61 (GST exclusive)

**Decision Date:** 26 Sept 2024

**Mover:** Dinah King

**Seconder:** Te Kiri King

**Outcome:** Approved

## 4. EOTC

### 4.1 EOTC Committee Minutes of Meeting

### 4.2 Term 4 Activity Week events for approval

Members noted the improved EOTC approvals process. Criteria for attendance at an EOTC event are:

- Student attendance must be at 80% with no stand downs. If the EOTC event is a standard or curriculum-based requirement, this would not apply.
- Comprehensive First Aid kits must be provided for each excursion and checked prior to departure.
- All volunteers must be police vetted by Te Paepae o Aotea.
- The adult to student swimming ratio for Years 7 & 8 is 2:24.

Driver fatigue was introduced and discussed at a recent EOTC training.

All Term 4 Activity week excursions submitted were approved with the above caveats.



#### Term 4 Activity Week events 2024

**RESOLVED THAT** Te Paepae o Aotea Establishment Board approve activity week excursions: Rotorua camp, Mere Vicki Hikoi, Camp Coromandel, Wellington camp and Haerenga ki Te Taitokerau, with the following caveats:

- All students must have 80% attendance in Terms 3 & 4 and no stand downs.
- All groups to travel with a comprehensive first aid kit, checked prior to departure.
- All volunteers must have a current police vet undertaken by Te Paepae o Aotea.
- Swimming – for Years 7 & 8 the ratio of adults to students is 2:24.

**Decision Date:** 26 Sept 2024  
**Mover:** Cheryl Luke-Maraki  
**Seconder:** Will Edwards  
**Outcome:** Approved



#### Term 4 Activity event for approval - Tongariro Northern Circuit

**RESOLVED THAT** Te Paepae o Aotea Establishment Board cancel the Tongariro Northern Circuit event planned for Term 4's Activity week in light of exceptional circumstances.

**Decision Date:** 26 Sept 2024  
**Mover:** Cheryl Luke-Maraki  
**Seconder:** Will Edwards  
**Outcome:** Approved

## 5. Policies

*Nil.*

## 6. In Committee

*The meeting moved In Committee at 4.38pm. Moved D King / Seconded TK King – carried*

*The meeting moved out of In Committee at 5.20pm. Moved W Edwards / Seconded Te Kiri King - carried.*

### 6.1 Outward Correspondence

*Nil.*

## 7. Reports

### 7.1 Tumuaki Report

*Reports received. Moved W Edwards / Seconded C Luke-Maraki.*

*C Luke-Maraki declared a conflict of interest and did not participate in the discussion.*

Weirs - W Edwards and R Williams to meet with Weirs. We support local. A proposal / agreement is required.

P Hurley spoke to the remainder of the report, noting:

- The establishment of a wellbeing tool specific to school and student needs. Seniors tracking better than this time last year.
- Awesome NCEA session with Y10s. A lot of good questions being asked by parents and students. All Y10s spoke with a Senior Learning Designer of subject areas on the day.
- Vaping - second spike in stand downs due to new sensors. Kids stood down but this is an addiction. Looking to engage an individual to provide vaping education for the first five weeks with a session around cessation education.
- Juniors did well at Kapa haka.
- University experiences great for the students.
- Disparity regarding Māori attendance noted. Watching and looking for solutions. Truancy officer could be more active. Request report from Ngati Ruanui Truancy Service regarding progress.
- Are leaving students aware of the external economic position? Once students reach 21 days no attendance, they are removed from the roll, particularly Years 12 & 13. Some are in employment and have not come back to sign out correctly.
- Senior leadership team to consider bonding overseas teachers when they come in.
- New year enrolments - normally ~25-30 with ~160 coming in at Y8. Traditionally 25% in South Taranaki do not come to the local high school. 32% difference now but not a lot. Put down to Kura resurgence and post covid kids not attending. 7% not coming. Some end up coming back.



### Truancy Reporting

W Edwards to request progress report to the Board from Ngati Ruanui Truancy Service (names not required). Alternatively, W Edwards and R Williams request a meeting before a formal request is sent. Confer with Paano Hill.

W Edwards to contact member H Erb to accompany him as the iwi rep on the board.

**Due Date:** 24 Oct 2024  
**Owner:** Will Edwards



## Weirs

W Edwards and R Williams to meet with Weirs.

**Due Date:** 24 Oct 2024

**Owner:** Will Edwards

## 7.2 Data Report - September 2024

## 7.3 Finance Report

Property Report received. *Moved W Edwards / Seconded C Luke-Maraki - carried*

Noted:

1. No quorum.
2. Cyclical maintenance budget to include painting.
3. Quotes approved for office chairs for LSCs. Discuss with RWI as to what arrangements for Kahui ako as new support coordinators are quite needy. What are the obligations under the Kahui ako agreement. Coordinators should not be hassling Jim.
4. Letters to budget holders sent out.
5. Term investment plan with legacies - a lot of smaller investment so easier to break. Financially very stable.
6. Now 20 months down and staff beginning to understand budgets and their obligations.

Longer term investment strategy being considered for next year as higher interest rates are available.

J Roy had a model sitting on the table of a building with a canopy for the stage, costings at around \$30K. This will be considered once current projects already funded are completed however perhaps not in that space.



## Staff Acknowledgement

Acknowledge P Hurley for her work with the CAA exams. Seventy students in Jubilee gym and run well.

**Due Date:** 24 Oct 2024

**Owner:** Rachel Williams

## 7.4 Property Report

Noted:

- R Dunlop still on the Committee. During his absence, members to keep abreast of matters to not lose momentum.
- To ensure conversations in the tertiary education arena re possible co-investment in that space, Taranaki Skills, R Williams, W Edwards to sit around WITT management to assist with strategy. Co-investment may ensure advantages for Te Paepae o Aotea.
- C Littlewood will not arrange a meeting or reply to R Williams regarding the bus situation.

## 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 <b>Status:</b> In Progress	Will Edwards
3 Mar 2023	Maori Cultural Position - Role Description <b>Status:</b> In Progress	Will Edwards
23 Feb 2024	Letter of thanks - to HHS Charitable Trust <b>Status:</b> In Progress	Will Edwards
16 May 2024	Alternative Education House renovations - Quotes <b>Status:</b> Completed on 18 Oct 2024	Rachel Williams
30 May 2024	Board Elections <b>Status:</b> On Hold	Rachel Williams
30 May 2024	Iwi Nominations for Te Paepae o Aotea Board of Trustees <b>Status:</b> On Hold	Hauraki Erb
26 Jul 2024	Complaint - Concerned Parents & Caregivers <b>Status:</b> Completed on 21 Oct 2024	Rachel Williams
9 Aug 2024	Ministry Meeting <b>Status:</b> Completed on 22 Aug 2024	Rachel Williams
21 Aug 2024	National Assessment Report <b>Status:</b> Completed on 22 Aug 2024	Rachel Williams
22 Aug 2024	Letter of congratulations regarding Lion King <b>Status:</b> Completed on 22 Aug 2024	Rachel Williams

## 10. Other Business

### 10.1 2025 Annual Plan

Noted.

## 11. Karakia

### 11.1 Karakia Kapi

## 12. Close Meeting

### 12.1 Close the meeting

**Next meeting:** Te Paepae o Aotea Board of Trustees - 24 Oct 2024, 4:00 pm

**Signature:** W Edwards

**Date:** 24/10/2024