

CONFIRMED MINUTES

TE PAEPAE O AOTEA ESTABLISHMENT BOARD



At the **Te Paepae o Aotea Board of Trustees** on **25 Jul 2024** these minutes were **confirmed as presented**.

Name:	Te Paepae o Aotea
Date:	Thursday, 27 June 2024
Time:	4:00 pm to 6:01 pm (NZST)
Location:	Te Paepae o Aotea - Boardroom, Camberwell Road, Hawera
Board Members:	Cheryl Luke-Maraki, Diana Reid, Dinah King, Neryda Sullivan, Rachel Williams, Ross Dunlop, Te Kiri King
Attendees:	Ruth Simons
Apologies:	Hauraki Erb, Will Edwards (Chair)

1. Opening Meeting

1.1 Karakia Timata

Diana

1.2 Confirmation of Minutes of Meeting

Te Paepae o Aotea Establishment Board of Trustees 30 May 2024, the minutes were confirmed as presented.



Confirmation of Minutes of Meeting

RESOLVED THAT the minutes of Te Paepae o Aotea Establishment Board meeting held 30 May 2024 be accepted as a true and correct record of that meeting.

Decision Date:	27 Jun 2024
Mover:	Ross Dunlop
Seconder:	Cheryl Luke-Maraki
Outcome:	Approved

1.3 Interests Register

2. Correspondence

2.1 Incoming Correspondence

21.a Noted.

21.b Noted.

21.c Noted.

21.d Members agreed R Dunlop will be the contact person for the Lead Design Services for Te Paepae o Aotea.

2.2 Outgoing Correspondence

Nil.

2.3 Vaping initiative - L2 Health students

Two L2 Health students attended the meeting and presented their initiative to tackle vaping among students. The initiative involves the installation of detectors to identify instances of vaping so behaviour can be addressed effectively. Consideration and support for this proposal was requested.

Members supported the initiative and agreed to an initial installation of vaping sensors.



Initial installation of vaping sensors

RESOLVED THAT Te Paepae o Aotea Establishment Board approve an initial installation of vaping sensors following receipt of a second quote and more in depth information regarding the same.

Decision Date: 27 Jun 2024
Mover: Cheryl Luke-Maraki
Seconded: Diana Reid
Outcome: Approved



Vaping Initiative - Second Quote

Te Paepae o Aotea Property team to source a second quote for the purchase and installation of vaping sensors, requesting in depth information about alarm options and cameras and how the mechanism works. The Property team will work with the students in relation to sensor placement together with the contracted company.

Due Date: 25 Jul 2024
Owner: Rachel Williams

3. Decisions and Discussions

3.1 ERO Evaluation

Members agreed to update the current evaluation prior to ERO's visit on 7/8 August 2024 following receipt of the new information.

3.2 Inglewood High School Enrolment Scheme

Noted. For information only.

3.3 Alternative Education - 3311 Budget

As recommended by Te Paepae o Aotea Finance Committee, members agreed to increase the Alternative Education allowance to \$10K.



Budget Increase - Alternate Education 3311

RESOLVED THAT Te Paepae o Aotea Establishment Board agree to increase the Alternative Education budget to \$10K to accommodate vehicle running costs following recommendation from the Finance Sub-Committee.

Decision Date: 27 Jun 2024
Mover: Ross Dunlop
Seconded: Dinah King
Outcome: Approved

4. EOTC

4.1 Current EOTC for review and approval



Winter Tournament Week & Squash Championships

RESOLVED THAT Te Paepae o Aotea Establishment Board of Trustees approve the following EOTC events, in principle, in order to submit funding applications:

Hockey (Whakatane), 1-7 September 2024

Squash Nationals (Lower Hutt, Wellington), 1-4 August 2024

Netball (Hawkes Bay), 31 August - 5 September 2024

Decision Date: 27 Jun 2024
Mover: Diana Reid
Seconded: Te Kiri King
Outcome: Approved

Fundraising

Friday Fundraising is rotated through teams and monitored closely.

5. Policies

5.1 Minutes of Policy Meeting 13 June 2024

Taken as read. Minutes of Policy Meeting received and accepted.

Policy Committee members reminded to document reviews on feedback for presentation at the following Board meeting. Any changes can be implemented by the Board.

6. In Committee

6.1 In Committee Update

W Edwards' submitted a late apology due to traffic holdup enroute.

*The meeting moved in Committee at 4.45pm. Moved R Dunlop / Seconded D King - **carried***

*The meeting moved out of In Committee at 4.59pm. Moved N Sullivan / Seconded TK King - **carried***

6.2 Outward Correspondence

Noted.

7. Reports

7.1 Tumuaki Report

R Williams spoke to her report. Members noted:

- Reduced stand downs - mostly low-level events. A spike at Year 10 but not as big as usual.
- Y11s are more settled. Tracking in right direction.
- New PB4L with a te au Māori lens - \$83K available for resourcing. Fits well with our philosophy.
- MyMahi is up and running with the shop open Fridays to spend points. Juniors more engaged than seniors.
- Social & Emotional curriculum going well. Focus for the first half of next term is kapa haka.
- Fire Drill caused issues with drop offs and fire trucks.
- Wardens started Monday on a trial period, work 10am-3pm patrolling around the Hub, King Edward Park. R Williams to see if the Attendance Service can support in this space. Wardens are funded by Ngati Ruanui's Attendance Service. Will review five weeks into Term 3. Pressure required on Council as we are monitoring their space. Members agreed it is important we are not causing trouble at the park. A collaborative approach is required.
- \$20K of uniform has been given out. Incorrect uniform procedure follows the same lines as vaping and cell phone offences.
- Literacy/Numeracy - two staff employed.
- Transport Review for Ministry. Survey to families resulted in 30 responses over changes to proposed bus routes - no feedback received yet. No comment received from the TRC company.
- Advice received to not run board sessions until election dates are confirmed. Currently waiting on ministerial signoff of the alternate constitution. Looking to co-opt for those members wanting to stand down. Review required for Board structure if no approval received by July/August. Strong recommendation required to the new Board to support and continue with the move to an alternate constitution.
- ERO visit scheduled for August.
- Returning Officer - Looking at August - September election, appointing October. N Sullivan, R Dunlop, D Reid will stand until after ERO.

7.2 Data Report - June 2024

Taken as read. Attendance improvements noted.

7.3 Finance Report

7.3a A face to face meeting prior to audit commencement to ensure they know who we are.

7.3b School Management letter - Taken as read.

7.3c Complete.

7.4c Finance Committee Minutes - Taken as read.

- Investing smaller amounts currently to ensure larger investments run to term.
- Bank balance healthy currently.
- New ovens have been purchased.
- eCards and ID printer will save money and has multiple uses.
- Sewing machines - portable unit to go from class to class. Have received a good proposal. Will use this as a template for future CAPEX model.
- Maintenance - Painting Te Ramanui end of term.
- Taranaki Foundation - Charitable Trust funds have been received \$120K. Advised our preference is to keep building it. Updates required to website to provide links for anyone wanting to donate.

7.4 Property Report

Members noted the following:

- Letter of thanks to P Sullivan while we continue to source a second quote. Redevelopment project at South Road going ahead.
- School Cleaners have taken on more staff and cycled others off. Request to access our camera footage declined as our CCTV is about safety. Situation improving.
- Vandalism is lower at Bayly Park campus. Classrooms are locked by default at all times of the day. On Friday when all school on main site, the whole of the Bayly Park campus is locked. On the whole, we are not seeing the level of damage we had last year. Making progress with less willful damage.
- Regular maintenance cycle - biggest issue is keeping grass alive over winter. Monitoring and roping off a couple of days.
- Looking to engage Tiger Turf to review the hockey turf to increase longevity.
- Application to be submitted to Toi Foundation re basketball hoops giveaway.



Proposed Renovation South Road Property

Letter to P Sullivan advising of delay and thanking him for his patience while we endeavour to source a second quote for building works.

Due Date: 25 Jul 2024

Owner: Rachel Williams

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: In Progress	Hauraki Erb
4 Jun 2024	Board attendance at the production Status: Completed on 14 Jun 2024	Ruth Simons

10. Other Business

10.1 School Boards Responsibilities Survey

Noted.

11. Karakia

11.1 Karakia Kapi

12. Close Meeting

12.1 Close the meeting

Next meeting: Te Paepae o Aotea Board of Trustees - 25 Jul 2024, 4:00 pm



Cheryl Luke-Maraki
30 Jul 2024