

# CONFIRMED MINUTES

## TE PAEPAE O AOTEA BOARD OF TRUSTEES



At the **Te Paepae o Aotea Board of Trustees** on **20 Feb 2025** these minutes were **confirmed as presented**.

|                       |   |
|-----------------------|---|
| <b>Name:</b>          | Te Paepae o Aotea   |
| <b>Date:</b>          | Thursday, 28 November 2024  |
| <b>Time:</b>          | 4:00 pm to 6:15 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, Dinah King, Neryda Sullivan, Rachel Williams, Ross Dunlop, Te Kiri King |
| <b>Attendees:</b>     | Ruth Simons   |
| <b>Apologies:</b>     | Hauraki Erb   |

### 1. Opening Meeting

#### 1.1 Karakia Timata

#### 1.2 Confirmation of Minutes of Meeting

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

The Chair acknowledged apologies. Member TK King attended the meeting via ZOOM.

*Accepted W Edwards/ Seconded D King - **carried***



#### **Confirmation of Minutes of Meeting - 24 October 2024**

**RESOLVED THAT** the minutes of Te Paepae o Aotea Establishment Board meeting held on 24 October 2024 be accepted as a true and correct record of that meeting.

|                       |                    |
|-----------------------|--------------------|
| <b>Decision Date:</b> | 28 Nov 2024        |
| <b>Mover:</b>         | Ross Dunlop        |
| <b>Seconder:</b>      | Cheryl Luke-Maraki |
| <b>Outcome:</b>       | Approved           |

#### 1.3 Interests Register

### 2. Correspondence

#### 2.1 Incoming Correspondence

2.1 a Member resignation accepted.



### **Farewells**

Chair to arrange appropriate acknowledgements for Board retirees.

**Due Date:** 28 Nov 2024

**Owner:** Will Edwards



### **Correspondence to Minister re Establishment Board**

Chair to prepare correspondence to Minister regarding current establishment board situation.

**Due Date:** 11 Dec 2024

**Owner:** Will Edwards

## **2.2 Outgoing Correspondence**

Members noted the programme is moving to a centralised model in 2025. Excess food is available to families and/or can be circulated into the community as required. Waste can be managed via the school garden or possibly through a council green waste bin.



### **Green Waste Council bins**

D Reid to inquire whether Te Paepae o Aotea is entitled to a food waste bin.

**Due Date:** 26 Dec 2024

**Owner:** Diana Reid

## **3. Decisions and Discussions**

### **3.1 Department Review Reports - Template**

The Principal spoke to the Department Review report template rolled out to all departments. Members noted this is based on the school improvement framework through ERO. Staff have requested the opportunity to present to the Board.



### **Department Review Report Cycle**

Principal to add department review report cycle to the work plan post board election with Literacy and Numeracy for juniors first. Members agreed 5-10 minutes at the commencement of the hui on a regular monthly cycle; three reports per meeting for staff to share their vision of their department.

**Due Date:** 28 Jan 2025

**Owner:** Rachel Williams

### **3.2 2025 Production - Into the Woods**

Principal spoke in support of the 2025 Junior mini production 'Into the Woods,' confirming rotation between smaller and larger productions due to the impact on staff/students. Principal requested Board support for momentum in this space under the aegis of E Davidson and S Campbell.



### **2025 Junior Production 'Into the Woods'**

**RESOLVED THAT** Te Paepae o Aotea Establishment Board approve the proposed junior production 'Into the Woods' for 2025.

**Decision Date:** 28 Nov 2024

**Mover:** Ross Dunlop

**Seconder:** Dinah King

**Outcome:** Approved

### 3.3 School Van Hire Policy & Costs

Members accepted the recommendations as outlined in the proposal, noting requests from outside organisations remain at the discretion of the co-Chairs.



#### School Van Hire Policy

**RESOLVED THAT** Te Paepae o Aotea Establishment Board approve the school van hire policy and costs as presented.

**Decision Date:** 28 Nov 2024  
**Mover:** Dinah King  
**Seconder:** Cheryl Luke-Maraki  
**Outcome:** Approved



#### Thanks to Business Manager

Principal to pass on the Board's thanks to Business Manager for his analysis of this proposal.

**Due Date:** 11 Dec 2024  
**Owner:** Rachel Williams

### 3.4 DRAFT Budget 2025 Share Version

Taken as read. Following discussion, members accepted the 2025 draft budget in principle with a variance of \$80-100,000.



#### Draft Budget

**RESOLVED THAT** Te Paepae o Aotea Establishment Board approve the DRAFT Budget 2025 as presented in principle allowing an \$80-\$100,000 variance.

**Decision Date:** 28 Nov 2024  
**Mover:** Cheryl Luke-Maraki  
**Seconder:** Ross Dunlop  
**Outcome:** Approved



#### Review of cyclical maintenance plan

Business and Property Managers to review projects not currently listed in the cyclical maintenance plan, i.e., pool, and provide priority order for discussion/consideration by the Finance Committee.

**Due Date:** 27 Feb 2025  
**Owner:** Rachel Williams

### 3.5 Principal Leave - Carry over 2025



#### Principal Leave - carried over to 2025

**RESOLVED THAT** Te Paepae o Aotea Establishment Board approve the rollover of 35 days annual leave from 2024 into 2025 for Principal.

**Decision Date:** 28 Nov 2024  
**Mover:** Neryda Sullivan  
**Seconder:** Dinah King  
**Outcome:** Approved

### 3.6 PUM 29 November 2024

Noted.

## 4. EOTC

### 4.1 NZSS Touch

Noted.



#### EOTC Activities

Copies of EOTC requests to be included in Board papers from 2025.

**Due Date:** 28 Jan 2025  
**Owner:** Ruth Simons

### 4.2 Tongariro Northern Circuit

Taken as read.



#### Ratify

**RESOLVED THAT** Te Paepae o Aotea Establishment Board approve the Tongariro Northern Circuit activity with E Davidson lead staff member.

**Decision Date:** 28 Nov 2024  
**Mover:** Ross Dunlop  
**Seconder:** Cheryl Luke-Maraki  
**Outcome:** Approved



#### Tongariro Northern Circuit

Replace D Reid with E Davidson as lead staff member.

**Due Date:** 28 Nov 2024  
**Owner:** Rachel Williams

### 4.3 Art Marae Noho



#### Art Marae Noho, 4 March 2025

**RESOLVED THAT** Te Paepae o Aotea Establishment Board approve in principle, the planned Art Marae Noho, 3 March 2025, prior to review and final sign off by the Board's EOTC Committee.

**Decision Date:** 28 Nov 2024  
**Mover:** Will Edwards  
**Seconded:** Neryda Sullivan  
**Outcome:** Approved

## 5. Policies

### 5.1 Minutes of Meeting, 21 November 2024

Members agreed all finance policies will be tagged for review by the Finance Committee.



#### Finance Policy

**RESOLVED THAT** Te Paepae o Aotea Establishment Board of Trustees approve the review of finance policies by the Finance Committee, followed by formal acceptance at the next available Board of Trustees meeting.

**Decision Date:** 28 Nov 2024  
**Mover:** Diana Reid  
**Seconded:** Will Edwards  
**Outcome:** Approved

## 6. In Committee

### 6.1 In Committee

*The meeting moved In committee at 5.26pm. Moved W Edwards / Seconded D King - **carried***

*The meeting moved out of In Committee at 5.58pm. Moved W Edwards / Seconded D King - **carried***

## 7. Reports

### 7.1 Tumuaki Report

Taken as read.

### 7.2 Data Analysis - October 2024

Taken as read. Noted CAA results available 5/6 December.

### 7.3 Attendance data - October 2024

Taken as read.

### 7.4 Finance Report

Taken as read.



#### Finance Report

**RESOLVED THAT** Te Paepae o Aotea Establishment Board accepts the Finance Committee report as presented.

**Decision Date:** 28 Nov 2024

**Mover:** Cheryl Luke-Maraki  
**Seconded:** Neryda Sullivan  
**Outcome:** Approved

## 7.5 Property Report

No report available.

## 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(s)        |
|-------------|---|-----------------|
| 23 Feb 2023 | Cultural Adviser Job Description<br><b>Status:</b> In Progress                        | Will Edwards    |
| 3 Mar 2023  | Maori Cultural Position - Role Description<br><b>Status:</b> In Progress              | Will Edwards    |
| 23 Feb 2024 | Letter of thanks - to HHS Charitable Trust<br><b>Status:</b> Completed on 20 Feb 2025 | Will Edwards    |
| 30 May 2024 | Board Elections<br><b>Status:</b> In Progress   | Rachel Williams |
| 30 May 2024 | Iwi Nominations for Te Paepae o Aotea Board of Trustees<br><b>Status:</b> On Hold     | Hauraki Erb     |
| 24 Oct 2024 | Van Hireage Proposal<br><b>Status:</b> Completed on 6 Feb 2025                        | Rachel Williams |
| 24 Oct 2024 | 265 South Road Property Project<br><b>Status:</b> On Hold                             | Rachel Williams |
| 24 Oct 2024 | Truancy Reporting<br><b>Status:</b> Completed on 20 Feb 2025                          | Will Edwards    |
| 24 Oct 2024 | Weirs - Complaint<br><b>Status:</b> Completed on 13 Feb 2025                          | Will Edwards    |
| 24 Oct 2024 | Staff Acknowledgement<br><b>Status:</b> Completed on 13 Feb 2025                      | Rachel Williams |
| 24 Oct 2024 | Investment Strategy - Legacy Project<br><b>Status:</b> Completed on 20 Feb 2025       | Rachel Williams |
| 28 Nov 2024 | NZSS Touch EOTC<br><b>Status:</b> Completed on 13 Feb 2025                            | Rachel Williams |
| 28 Nov 2024 | Iwi Liaison<br><b>Status:</b> On Hold   | Dinah King      |
| 28 Nov 2024 | Financial management for Kahui Ako<br><b>Status:</b> Completed on 20 Feb 2025         | Rachel Williams |
| 29 Nov 2024 | Cleaning Contract<br><b>Status:</b> Completed on 20 Feb 2025                          | Rachel Williams |

## 10. Other Business

## 11. Karakia

### 11.1 Karakia Kapi

## 12. Close Meeting

### 12.1 Close the meeting

**Next meeting:** No date for the next meeting has been set.

**Signature:** William Edwards

**Date:** 20 February 2025