

CONFIRMED MINUTES

TE PAEPAE O AOTEA BOARD OF TRUSTEES



At the **Te Paepae o Aotea Board of Trustees** on **27 Mar 2025** these minutes were **confirmed as presented**.

Name:	Te Paepae o Aotea
Date:	Thursday, 20 February 2025
Time:	4:02 pm to 7:30 pm (NZDT)
Location:	Te Paepae o Aotea - Boardroom, Camberwell Road, Hawera
Board Members:	Will Edwards (Chair), Hauraki Erb, Cheryl Luke-Maraki, Dinah King, Rachel Williams, Te Kiri King
Attendees:	Jan Roberts
Apologies:	Diana Reid

1. Opening Meeting

1.1 Karakia Timata



Apologies approved

The Chair acknowledged the apology from Diana Reid.

Decision Date:	20 Feb 2025
Mover:	Cheryl Luke-Maraki
Seconder:	Dinah King
Outcome:	Approved

1.2 Confirmation of Minutes of Meeting

Te Paepae o Aotea Board of Trustees 28 Nov 2024, the minutes were confirmed as presented.



Minutes of Meeting - November 2024

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

Decision Date:	20 Feb 2025
Mover:	Cheryl Luke-Maraki
Seconder:	Te Kiri King
Outcome:	Approved

The Department reports will be held first so the presenters are free to leave the meeting after giving their presentations.



Speaking rights

THAT the Junior Pastoral team and Susan Hopkins be given speaking rights

Decision Date: 20 Feb 2025
Mover: Rachel Williams
Seconded: Cheryl Luke-Maraki
Outcome: Approved

1.3 Interests Register

2. Correspondence

2.1 Incoming Correspondence



Incoming Correspondence

THAT the Incoming Correspondence be accepted

Decision Date: 20 Feb 2025
Mover: Cheryl Luke-Maraki
Seconded: Hauraki Erb
Outcome: Approved

2.2 Outgoing Correspondence



Outward Correspondence

THAT the Outward Correspondence be approved

Decision Date: 20 Feb 2025
Mover: Cheryl Luke-Maraki
Seconded: Te Kiri King
Outcome: Approved

3. Decisions and Discussions

3.1 Department Review Reports - Junior Pastoral Team

That the department reports be accepted as read. (Detailed reports as attached)

The Chair welcomed the Pastoral Leaders to the meeting and they gave a brief summary of their highlights and work ons.

Pātea - Sandrine Murphy

Whanau teachers have built great relationships with the students and their whanau and are creating a safe environment for students to feel confident to talk to them. The majority of students now talk to whanau teachers and hold themselves accountable for inappropriate actions. This relationship has allowed whanau teachers to be pro-active rather than reactive.

Celebrating success is important and this year splitting year 7/8 and 9/10 assemblies to have more time to focus on celebration and attendance has been successful. We want students to be proud. The focus on attendance has had a positive impact on the students.

Tongahoe - Dawn Mendes

Teachers support each other hugely within the Awa. Introducing Pae on Wednesdays during whanau hui time. Ultimate goal to run this in every class - helping to build confidence, teachers have built great relationships in their whanau.

Utilising Kaupapa students to support wider Awa.

Continuing to build culture within our whanau, providing more support to Awa leaders. Some students who were struggling with 50% attendance are now at 97% attendance.

Waingongoro - Chelsea Tippet

We look at attendance data thoroughly and our attendance plan how it is tracked and rewarded is now how the ministry does it. Students know where they are at red, yellow or green

We had some great break throughs with some of the students - we have an amazing team and confident whanau teachers and had massive break throughs with attendance rates.

Feeling calm this year, students are very polite, and it all feels worth it.

Work-Ons- Investigate the Kaupapa space to benefit the students. Leaders need to lead better we are working on that this year and to work less hours as we are on call 24/7, however it is becoming more time manageable, as we are connecting with students during school time.

Kaūpokonui - Janine Horo

Being new leader last year - support of the other leaders was amazing - goes schoolwide .

The team is fabulous.

Taken on the model of Sandrine's assemblies to celebrate success and splitting 7/8 and 9/10.

I want to keep developing leadership skills to help lead my team as this has a domino effect.

Janine thanked the other leaders and Susan for their support.

Susan Hopkins (DP - Pastoral) - emphasised how she could not be prouder of this group, they have approx. 600 students under their care, which is the majority of the school. They collaborate and work together and support each other and empower each other to grow leadership skills. Students love them. Very closely aligned to the values. Felt like they were having courageous conversations but now they are getting to know the students on a deeper level. Working on getting stand downs and suspensions down. Work smarter not harder is the aim.

The Board thanked the leaders for their presentations and appreciate the hours the leaders put in, they do see it and they do see the outcomes.

Chair asked if there was anything the board could do to help and reminded them it is 'Okay not to be Okay and to ask for help', you need to be well in yourself to deliver to our students.



Letter of thanks to Pastoral Leaders

Send a letter of thanks to the leaders, expressing gratitude for all the work they do and the time and effort they put into the role. - carried

Due Date: 28 Mar 2025

Owner: Rachel Williams

3.2 Property sub-committee formation

Rachel spoke to this:

MOE has asked that the EBoT appoint a sub-committee who will report to the board.

Pauline and Rachel will be the SLT representatives and Rachel has approached Peter Sullivan and Ross Dunlop, both are considering but have not committed as yet. They want clarification on how often the hui will be and the expectations from them. Both have been involved in big projects and have the expertise.

Rachel asked the Board if they are in agreeance to appoint them to this sub-committee, they will not have sign-off rights they will just come with recommendations. - Board agreed for Rachel to progress with this and if both or one decide against it then Rachel will come back to the board to relook at it.



Check if Ross Dunlop and Peter Sullivan are happy to be appointed to the Property Committee

To follow up if they are happy to progress with this, if not then go back to EBoT to relook at it.

Due Date: 27 Mar 2025

Owner: Rachel Williams

3.3 5YA

Requires Will to sign the form and say yes, our big priorities are toilets remodification, roof and the lifting of some ceilings in corridors and add lighting, this is to get us through until the redevelopment. (This is separate to the redevelopment work it is to keep us functional until then. High priority is the toilet area).



To sign off the 5YA priority areas requiring attention prior to redevelopment.

Will to sign the paperwork.

Decision Date: 20 Feb 2025

Mover: Cheryl Luke-Maraki

Seconder: Hauraki Erb

Outcome: Approved



5YA form

To sign the form for the interim modifications prior to redevelopment. Priority being the toilet areas,

Due Date: 27 Mar 2025

Owner: Will Edwards

3.4 Takiwā Twice Termly Information Collection

Extra element of reporting

For information only

3.5 Sponsorship approval



Sponsorship for Arts Department

The EBoT approved the funding from Ben Thomas Panel Beating - carried

Decision Date: 20 Feb 2025
Mover: Cheryl Luke-Maraki
Seconder: Hauraki Erb
Outcome: Approved

4. EOTC

4.1 Arts Department- Bus funding



Bus funding - Arts Department

Funding approved for
MARAE NOHO - Pariroa Pa
TOP FOLIOS - Govett Brewster Art Gallery, New Plymouth
CHICAGO - New Plymouth Operatic Society
carried

Decision Date: 20 Feb 2025
Mover: Dinah King
Seconder: Te Kiri King
Outcome: Approved

4.2 EOTC sub-committee

Flying minutes - committee will report back to Board



EOTC - attendance threshold

THAT the attendance threshold is 90% for attending EOTC activities.

Decision Date: 20 Feb 2025
Mover: Cheryl Luke-Maraki
Seconder: Hauraki Erb
Outcome: Approved

5. Policies

5.1 Minutes of Meeting, February 2025 - no meeting held

6. In Committee

6.1 In Committee Update



In-Committee

Moved in Committee at 5:04 - carried

Decision Date: 20 Feb 2025
Mover: Cheryl Luke-Maraki
Seconders: Te Kiri King
Outcome: Approved

As per separate document



Out of committee

Moved out of committee at 6:43pm

Decision Date: 20 Feb 2025
Mover: Cheryl Luke-Maraki
Seconders: Te Kiri King
Outcome: Approved



In-committee

Moved back in-committee at: 7:19pm

Decision Date: 20 Feb 2025
Mover: Will Edwards
Seconders: Cheryl Luke-Maraki
Outcome: Approved



Out of committee

Moved out of committee at 7:25pm

Decision Date: 20 Feb 2025
Mover: Will Edwards
Seconders: Cheryl Luke-Maraki
Outcome: Approved

6.2 Incoming correspondence



In-committee -Inwards Correspondence

THAT the Inwards correspondence be accepted

Decision Date: 20 Feb 2025
Mover: Cheryl Luke-Maraki
Seconders: Will Edwards
Outcome: Approved

6.3 Outward Correspondence



In-Committee -Outwards Correspondence

THAT the Outwards Correspondence be approved

Decision Date: 20 Feb 2025
Mover: Cheryl Luke-Maraki
Seconders: Will Edwards

Outcome: Approved

7. Reports

7.1 Tumuaiki Report

Principals report accepted as read.

Big push in numeracy/literacy PD for 7/8

Push for higher attendance has been huge the work from staff and is paying off.



Principal Report

THAT the Principals report be accepted

Decision Date: 20 Feb 2025

Mover: Rachel Williams

Seconder: Dinah King

Outcome: Approved

7.2 Data Analysis - February 2025

Work staff doing in this space is massive and is working and paying off



Data Analysis report

THAT the Data Analysis report be accepted

Decision Date: 20 Feb 2025

Mover: Rachel Williams

Seconder: Dinah King

Outcome: Approved

7.3 Moderation Report



Moderation Report

THAT the Moderation report be accepted

Decision Date: 20 Feb 2025

Mover: Rachel Williams

Seconder: Dinah King

Outcome: Approved

7.4 Attendance Term 4 2024

Attendance target set at 50% for 2025 which is a big jump from the 31% from last year and 24% from 2023 but so far it is going well.



Attendance Report Term 4 2024

THAT the attendance report term 4 2024 be accepted

Decision Date: 20 Feb 2025

Mover: Rachel Williams

Seconder: Dinah King

Outcome: Approved

7.5 Finance Report

Approval for a slushy machine for the students.

Approval for wood mulcher- joint venture with PTO - cost saving in this arrangement.

Salaries for Caretakers - approved for going forward from now - put on rotation and assessed regularly.

Air Conditioner maintenance was done out of MOE cycle, so school has paid for this.

CAPEX going well

Added budget line for the Library.

Budget signed off.



Finance Report

THAT the finance report be confirmed and accepted - carried

Decision Date: 20 Feb 2025

Mover: Cheryl Luke-Maraki

Second: Te Kiri King

Outcome: Approved

7.6 Property Report

Vape sensors go off first thing in the morning.

Consider looking into putting vape sensors inside the Jubilee Gym - all agreed

Pastoral hub- decided to put a camera so it covers from front door down the corridor to see the ins and outs. It will not detect student's having appointments.



Vape Sensors to be fitted inside Jubilee Gym

Vape sensors to be fitted inside the Jubilee gym

Due Date: 27 Feb 2025

Owner: Rachel Williams

7.7 TSSSA Report-Dec 24

Report accepted as read

8. Board Annual Work Plan

8.1 Board Work Plan 2024-2025

8.2 Department Reports

for note, there will be a report presented from a department at each Board meeting

9. WITT

9.1 2025 Trade Academy Build a House

Attached accepted as read.

email received from WITT stating they will remove the containers, house etc and re-instate the whole area.

10. Actions from Previous Meetings

10.1 Action List

Due Date	Action Title	Owner(s)
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
23 Feb 2024	Letter of thanks - to HHS Charitable Trust Status: Completed on 20 Feb 2025	Will Edwards
30 May 2024	Board Elections Status: Completed on 1 Apr 2025	Rachel Williams
30 May 2024	Iwi Nominations for Te Paepae o Aotea Board of Trustees Status: On Hold	Hauraki Erb
24 Oct 2024	Van Hireage Proposal Status: Completed on 6 Feb 2025	Rachel Williams
24 Oct 2024	265 South Road Property Project Status: On Hold	Rachel Williams
24 Oct 2024	Truancy Reporting Status: Completed on 20 Feb 2025	Will Edwards
24 Oct 2024	Weirs - Complaint Status: Completed on 13 Feb 2025	Will Edwards
24 Oct 2024	Staff Acknowledgement Status: Completed on 13 Feb 2025	Rachel Williams
24 Oct 2024	Investment Strategy - Legacy Project Status: Completed on 20 Feb 2025	Rachel Williams
28 Nov 2024	NZSS Touch EOTC Status: Completed on 13 Feb 2025	Rachel Williams
28 Nov 2024	Iwi Liaison Status: On Hold	Dinah King
28 Nov 2024	Financial management for Kahui Ako Status: Completed on 20 Feb 2025	Rachel Williams
28 Nov 2024	Farewells Status: Completed on 20 Feb 2025	Will Edwards
28 Nov 2024	Tongariro Northern Circuit Status: Completed on 20 Feb 2025	Rachel Williams
29 Nov 2024	Cleaning Contract Status: Completed on 20 Feb 2025	Rachel Williams
11 Dec 2024	Correspondence to Minister re Establishment Board Status: Completed on 20 Feb 2025	Will Edwards
11 Dec 2024	Thanks to Business Manager Status: Completed on 20 Feb 2025	Rachel Williams
26 Dec 2024	Green Waste Council bins Status: Not Started	Diana Reid
28 Jan 2025	Department Review Report Cycle Status: Completed on 20 Feb 2025	Rachel Williams

Due Date	Action Title	Owner(s)
28 Jan 2025	EOTC Activities Status: Completed on 20 Feb 2025	Ruth Simons
27 Feb 2025	Review of cyclical maintenance plan Status: In Progress	Rachel Williams

11. Other Business

11.1 New Agenda Item

12. Karakia

12.1 Karakia Kapi

13. Close Meeting

13.1 Close the meeting

Next meeting: Te Paepae o Aotea Board of Trustees - 27 Mar 2025, 4:05 pm

New Actions raised in this meeting

Item	Action Title	Owner(s)
3.1	Letter of thanks to Pastoral Leaders Due Date: 28 Mar 2025	Rachel Williams
3.2	Check if Ross Dunlop and Peter Sullivan are happy to be appointed to the Property Committee Due Date: 27 Mar 2025	Rachel Williams
3.3	5YA form Due Date: 27 Mar 2025	Will Edwards
7.6	Vape Sensors to be fitted inside Jubilee Gym Due Date: 27 Feb 2025	Rachel Williams



Cheryl Luke-Maraki
3 Apr 2025