

# CONFIRMED MINUTES

## TE PAEPAE O AOTEA BOARD OF TRUSTEES



At the **Te Paepae o Aotea Establishment Board of Trustees** on **22 May 2025** these minutes were **confirmed as presented**.

<b>Name:</b>	Te Paepae o Aotea
<b>Date:</b>	Thursday, 24 April 2025
<b>Time:</b>	4:05 pm to 7:55 pm (NZST)
<b>Location:</b>	Te Paepae o Aotea - Boardroom, Camberwell Road, Hawera
<b>Board Members:</b>	Will Edwards (Chair), Hauraki Erb, Cheryl Luke-Maraki, Rachel Williams, Diana Reid, Dinah King, Te Kiri King
<b>Attendees:</b>	Jan Roberts

### 1. Opening Meeting

#### 1.1 Karakia Timata

#### 1.2 Confirmation of Minutes of Meeting

**Te Paepae o Aotea Board of Trustees 27 Mar 2025**, the minutes were confirmed with the following changes:

*Changes made to the wording of point*

*7.5 Te Kahui Kotahitanga*



#### Minutes of Meeting - March 2025

RESOLVED THAT the minutes of the Te Paepae o Aotea Establishment Board meeting held 27 March be accepted as a true and correct record of that meeting with the amendment made to the wording in 7.5. Te Kahui Kotahitanga.

**Decision Date:** 24 Apr 2025  
**Mover:** Will Edwards  
**Seconder:** Cheryl Luke-Maraki  
**Outcome:** Approved

Present: Will Edwards, Rachel Williams, Hauraki Erb. Cheryl Luke-Maraki arrived at 4:14pm and mentioned that Dinah was still away in Gisborne.

No apologies were received.

The Chair gave speaking rights to the three presenters, Ruby Kahui, Liz Stewart and Kathryn Moss.

## 1.3 Interests Register

## 1.4 Department Reports

**Ruby** - AE still developing a programme for Te Paepae o Aotea - that is unique to us, forefront is the values, so it has a strong foundation.

We want to align AE with what happens on the main school site- this has improved. AE Models same timetable as per the main school. It is a pathway not a destination.

Discussion held on the building, think about the master plan and thoughts on the space. Ministry say 1% of school roll do not fit in the normal school but it is actually 4-5%. Board to consider that AE fits inside the main school so it is more accessible for pastoral and learning needs.

Consider changing the name Alternative Education to a name that is more suitable.

MOE are referring students directly, but unfortunately this can jeopardise Te Paepae o Aotea students of attending due to limited numbers.

**Kathryn** - Endeavour Centre - Presented a Powerpoint.

### Highlights -

Differentiated Foundations programme, Living Skills programme, TSSSA sport and adapted Sports, Community Contribution, Transition to school and school programme.

Students are very welcoming and inclusive with the students when they transition into classes

### Next Steps

- Transition beyond school
- Review assessment schedule and learning practice
- NZ Curriculum roll out - mathematics

**LIZ** - ENCO - 200 students on data base with various levels of needs

- Last year 11 students received ICS funding. Only 2 ICS funding allocations received this year
- Half of the 200 students have LA support
- Twenty-eight LAs and only receive funding for the equivalent of 4 full time LAs, school tops up the extra.
- Highlights - setting up supported learning programmes for Yrs 11-13
- Working with Pauline to get them accredited to get the life support certification

### Key areas

- Enjoyed developing relationships with MOE etc
- PD for LAs
- Would like to upskill whānau teachers in IEPs
- How to transition students out of school (contacted STDC - Disability co-ordinator, but unfortunately there is no help in this area)
- Attendance, achievement and engagement

Board thanked the presenters for their mahi

The three presenters left the meeting at 4:43pm



### **Letter of thanks**

Letter of thanks to the presenters and emphasise the care they give to our vulnerable students.

**Due Date:** 22 May 2025  
**Owners:** Jan Roberts, Will Edwards



### **Department Reports**

**THAT THE** Department Reports are accepted as read

**Decision Date:** 24 Apr 2025  
**Mover:** Cheryl Luke-Maraki  
**Seconders:** Will Edwards  
**Outcome:** Approved

## **2. Correspondence**

### **2.1 Incoming Correspondence**



#### **Incoming Correspondence**

**THAT THE** Incoming correspondence be accepted.

**Decision Date:** 24 Apr 2025  
**Mover:** Will Edwards  
**Seconders:** Rachel Williams  
**Outcome:** Approved

MOE have requested a meeting with Jocelyn on the 19th May.

Will is available after 11am - Rachel emailed Rae at the meeting to confirm.

### **2.2 Outgoing Correspondence**



#### **Outward Correspondence**

**THAT THE** Outward correspondence be approved.

**Decision Date:** 24 Apr 2025  
**Mover:** Will Edwards  
**Seconders:** Rachel Williams  
**Outcome:** Approved

## **3. Decisions and Discussions**

### **3.1 Board Elections**

Nomination forms have been emailed out.

### **3.2 Board Sub-committees**

Board agrees with Finance Committee and Student Behaviour Management Committee Terms of Reference.

They would like changes to the Staff Behaviour Management Terms of Reference.

## Change from Staff Behaviour Management Committee to Personnel Committee

Purpose: ... advising the board on matters arising from Staff retention, appointment and disciplinary matters.

reference the Employment policy and EEO (Equal Employment Opportunities).

The Board would like it included that the composition of the sub-committee is decided at the first Board meeting of a newly elected board and then at the first board meeting every year thereafter, so these responsibilities do not all land with the Chairperson. One person from each committee should be appointed as responsible for reporting back to the board.



### Change to wording

Change from Staff Behaviour Management Committee to Personnel Committee

Purpose: ... advising the board on matters arising from Staff retention, appointment and disciplinary matters.

reference the Employment policy and EEO (Equal Employment Opportunities).

The Board would like it included that the composition of the sub-committee is decided at the first Board meeting of a newly elected board and then at the first board meeting every year thereafter, so these responsibilities do not all land with the Chairperson. One person from each sub-committee should be appointed as responsible for reporting back to the board.

**Due Date:** 29 Apr 2025  
**Owner:** Ruth Simons

## 3.3 Powerpoint first day back Term 2

Board members are happy with the presentation Rachel has outlined.

Rachel will approach Mark Bowden (ex-Principal of Spotswood College) to see if he is available in the next couple of weeks to speak to staff of his experiences with EOTC and emphasise the importance of EOTC and safety.

## 4. EOTC

### 4.1 EOTC sub-committee



#### EOTC - WOW TRIP

**RESOLVED THAT** Te Paepae o Aotea Establishment Board approve the WOW trip as presented in Wellington 16-18 September 2025.

**Decision Date:** 24 Apr 2025  
**Mover:** Cheryl Luke-Maraki  
**Seconded:** Will Edwards  
**Outcome:** Approved

### 4.2 Proposed Psychology trip

To submit the school EOTC form via Mahaki.



## Email

email Yolandi saying the board look forward to her submitting the EOTC application form for final approval, it looks like a very worthwhile trip.

**Due Date:** 28 Apr 2025

**Owner:** Jan Roberts

## 5. Policies

### 5.1 Minutes of Meeting, March 2025



#### Board Assurance Policy

RESOLVED THAT Te Paepae o Aotea Establishment Board of Trustees adopt the Board Assurance policy- reference as work plan

**Decision Date:** 24 Apr 2025

**Mover:** Rachel Williams

**Second:** Will Edwards

**Outcome:** Approved

### 5.2 Board Farewell

Event for Board and partners and SLT and partners to acknowledge their mahi.

Include Nerida and Ross and partners in this farewell.



#### Board farewell

To organise event - Tairua Lodge after next meeting

**Due Date:** 29 Apr 2025

**Owner:** Jan Roberts

## 6. In Committee

### 6.1 In Committee Update



#### In Committee

Moved in Committee at 6:26pm

**Decision Date:** 24 Apr 2025

**Mover:** Will Edwards

**Second:** Hauraki Erb

**Outcome:** Approved



#### Out of Committee

Moved out of committee at 7:17pm

**Decision Date:** 24 Apr 2025

**Mover:** Will Edwards

**Second:** Rachel Williams

**Outcome:** Approved

## 7. Reports

### 7.1 Tumuaiki Report



#### Tumuaiki Report

**THAT the** Principals report be accepted.

**Decision Date:** 24 Apr 2025  
**Mover:** Rachel Williams  
**Seconder:** Cheryl Luke-Maraki  
**Outcome:** Approved

### 7.2 Data Analysis - February 2025



#### Data Analysis report

**THAT the** Data Analysis report be accepted

**Decision Date:** 24 Apr 2025  
**Mover:** Rachel Williams  
**Seconder:** Will Edwards  
**Outcome:** Approved

### 7.3 Attendance Report Term 1



#### Attendance report

**THAT the** Attendance report be accepted

**Decision Date:** 24 Apr 2025  
**Mover:** Rachel Williams  
**Seconder:** Cheryl Luke-Maraki  
**Outcome:** Approved

## 7.4 Finance Report



### Finance Report

**THAT the** Finance report be accepted  
and the Hospitality and Panic Bars for doors have been approved

**Decision Date:** 24 Apr 2025  
**Mover:** Cheryl Luke-Maraki  
**Seconder:** Will Edwards  
**Outcome:** Approved



### Proposal for extra debit cards procedure

**THAT the** proposal for extra debit cards procedure be approved with the  
following amendments  
to be referenced to school docs policy  
Put role then name

**Decision Date:** 24 Apr 2025  
**Mover:** Cheryl Luke-Maraki  
**Seconder:** Will Edwards  
**Outcome:** Approved

## 7.5 Property Report

## 7.6 Te Kahui Kotahitanga

## 8. Board Annual Work Plan

### 8.1 Department Reports Calendar

## 9. Actions from Previous Meetings

### 9.1 Action List

Due Date	Action Title	Owner(s)
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
30 May 2024	Board Elections <b>Status:</b> Completed on 1 Apr 2025	Rachel Williams
30 May 2024	Iwi Nominations for Te Paepae o Aotea Board of Trustees <b>Status:</b> On Hold	Hauraki Erb
24 Oct 2024	265 South Road Property Project <b>Status:</b> Completed on 17 Apr 2025	Rachel Williams
28 Nov 2024	Iwi Liaison <b>Status:</b> On Hold	Dinah King
26 Dec 2024	Green Waste Council bins <b>Status:</b> Not Started	Diana Reid

Due Date	Action Title	Owner(s)
27 Feb 2025	Review of cyclical maintenance plan <b>Status:</b> In Progress	Rachel Williams
27 Feb 2025	Vape Sensors to be fitted inside Jubilee Gym <b>Status:</b> In Progress	Rachel Williams
27 Mar 2025	Check if Ross Dunlop and Peter Sullivan are happy to be appointed to the Property Committee <b>Status:</b> Completed on 17 Apr 2025	Rachel Williams
27 Mar 2025	5YA form <b>Status:</b> Completed on 17 Apr 2025	Will Edwards
1 Apr 2025	House Logos <b>Status:</b> In Progress	Rachel Williams
24 Apr 2025	Letter of thanks to Department <b>Status:</b> Completed on 17 Apr 2025	Rachel Williams, Will Edwards
24 Apr 2025	EOTC <b>Status:</b> In Progress	Will Edwards
24 Apr 2025	Policies -School docs <b>Status:</b> Completed on 17 Apr 2025	Diana Reid
24 Apr 2025	ASB <b>Status:</b> Completed on 24 Apr 2025	Rachel Williams

## 10. Other Business

### 10.1 Hawera Basketball



#### Basketball at the Hub

Rachel to talk to Vicki Roberts to see if the school can allow Hawera Basketball to use the HUB on Wednesday from 3:30 - 8pm

**Due Date:** 30 Apr 2025

**Owner:** Rachel Williams

Rachel will talk with Vicki Roberts about this

### 10.2 Next Meeting Date

Next meeting

Thursday 22 May 4pm-6pm

## 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.

### New Actions raised in this meeting

Item	Action Title	Owner(s)
1.4	Letter of thanks <b>Due Date:</b> 22 May 2025	Jan Roberts, Will Edwards



Item	Action Title	Owner(s)
3.2	Change to wording <b>Due Date:</b> 29 Apr 2025	Ruth Simons
4.2	Email <b>Due Date:</b> 28 Apr 2025	Jan Roberts
5.2	Board farewell <b>Due Date:</b> 29 Apr 2025	Jan Roberts
10.1	Basketball at the Hub <b>Due Date:</b> 30 Apr 2025	Rachel Williams

Signature: 

Date: 22 May 2025