

# CONFIRMED MINUTES

## TE PAEPAE O AOTEA BOARD OF TRUSTEES



At the **Te Paepae o Aotea Board of Trustees** on **24 Apr 2025** these minutes were **confirmed with the following changes:**

*Changes made to the wording of point*

*7.5 Te Kahui Kotahitanga*

|                       |  |
|-----------------------|--|
| <b>Name:</b>          | Te Paepae o Aotea  |
| <b>Date:</b>          | Thursday, 27 March 2025  |
| <b>Time:</b>          | 4:05 pm to 7:55 pm (NZDT)  |
| <b>Location:</b>      | Te Paepae o Aotea - Boardroom, Camberwell Road, Hawera   |
| <b>Board Members:</b> | Diana Reid, Will Edwards (Chair), Hauraki Erb, Cheryl Luke-Maraki, Dinah King, Rachel Williams, 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 20 Feb 2025**, the minutes were confirmed as presented.



#### **Confirmation of Minutes of Meeting held 20 February 2025**

**RESOLVED THAT** the minutes of Te Paepae o Aotea Establishment Board meeting held 20 February 2025 be accepted as a true and correct record of the meeting with the amendment that Will Edwards arrived at 4:37pm.

The Chair acknowledged the apology from Te Kiri King.

Speaking rights are given to the Senior Pastoral team to speak to their reports (full reports attached).

|                       |                    |
|-----------------------|--------------------|
| <b>Decision Date:</b> | 27 Mar 2025        |
| <b>Mover:</b>         | Hauraki Erb        |
| <b>Second:</b>        | Cheryl Luke-Maraki |
| <b>Outcome:</b>       | Approved           |

#### 1.3 Interests Register

## 2. Correspondence

### 2.1 Incoming Correspondence



#### Incoming Correspondence

**THAT THE** Incoming correspondence be accepted.

**Decision Date:** 27 Mar 2025  
**Mover:** Will Edwards  
**Seconder:** Dinah King  
**Outcome:** Approved

### 2.2 Outgoing Correspondence



#### Outward Correspondence

**THAT THE** Outward correspondence be approved

**Decision Date:** 27 Mar 2025  
**Mover:** Will Edwards  
**Seconder:** Dinah King  
**Outcome:** Approved

## 3. Decisions and Discussions

### 3.1 Department Reports

**Tangahoe -Gareth Drysdale** - Students more comfortable in approaching staff whether it be around academic or wellbeing- work-ons for 2025 - improve academic, attendance and engagement, focus more on Yr 11's academic - with closer monitoring. Attendance has seen a huge improvement. Engagement, continue to build relationships with students.

**Pātea -Laurence Earl** - Development and building - strengthening our student voice and leadership and working with junior students to make transition to senior school better. Work-on - focusing on building up the culture.

**Waingongoro- Chris Robinson** - Attendance - big goal is on in-class attendance, academic improvement needed especially for level 1 - systems used to track and standardising the process across the entire senior space. Looking at the data to see the patterns and trends in attendance so teachers can see the needs to improve these.

Work-on - integration of juniors to senior spaces- been an improvement in these areas.

Big shout out to Mahaki he has been a consistent rock in the senior pastoral space.

Interventions at 5,10,15,20 days - after 15 days of unjustified absences students are now referred to attendance services, does not have to be consecutive days. Roll is a lot more accurate this year.

Whanau engagement is important, but staff need to keep themselves safe in this area.

Marae visits are very beneficial.

Too early to report on Achievement at this stage but engagement is better.

Wellbeing survey data is good as it allows team to see what needs to be focussed on.



## Department Reports

The Speakers left the meeting at 4:35pm

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

**Decision Date:** 27 Mar 2025  
**Mover:** Dinah King  
**Seconder:** Cheryl Luke-Maraki  
**Outcome:** Approved



## Letter of thanks to Department

letter of thanks

**Due Date:** 24 Apr 2025  
**Owners:** Rachel Williams, Will Edwards



## Change to Department Board Presentation dates

**THAT THE** Department Board presentation dates be approved as presented.

**Decision Date:** 27 Mar 2025  
**Mover:** Cheryl Luke-Maraki  
**Seconder:** Diana Reid  
**Outcome:** Approved

## 3.2 Sponsorship



### Sponsorship

**THAT THE** sponsorship from Weir Brothers for the school production be approved - carried.

**Decision Date:** 27 Mar 2025  
**Mover:** Dinah King  
**Seconder:** Cheryl Luke-Maraki  
**Outcome:** Approved

## 3.3 House Logo and Points

Agree to Poutama but steps to go up not sideways.

Happy with the hoi but to bring back explanation of each of the Awa logos.



### House Logos

Hoi is approved with the amendment to the Poutama design - that the steps direction go up not sideways -carried

More back story required for the Awa logos.

To get Kaumatua involved - Rukitai - Pātea and Tongahoe and John - Waingongoro and Kaupokonui

**Decision Date:** 27 Mar 2025  
**Mover:** Cheryl Luke-Maraki  
**Seconder:** Dinah King  
**Outcome:** Approved



## House Logos

To let Mahaki know the decision with the required amendments to be met.

Hoi is approved with the amendment that the Poutama design steps direction to go up not sideways - carried

More back story required for the Awa logos.

To get Kaumatua involved - Rukutai - Pātea and Tangahoe and John - Waingongoro and Kaupokonui

**Due Date:** 1 Apr 2025

**Owner:** Rachel Williams

## 3.4 Ratify Flying minutes

EOTC proposals- a snippet of who has paid and how much they have paid must be included in the budget presented.



### Ratify flying minutes

**RESOLVED THAT** Te Paepae o Aotea Establishment Board ratify the flying minutes for Volleyball Nationals - Palmerston North 24-28 March and Waka Ama - Blue Lake Rotorua 24-28 March as presented.

**Decision Date:** 27 Mar 2025

**Mover:** Will Edwards

**Second:** Hauraki Erb

**Outcome:** Approved



### Ratify flying minutes

**RESOLVED THAT** Te Paepae o Aotea Establishment Board ratify the flying minutes for:

The Whitianga Dive Trip and camp 04-07 April 2025 is approved with the condition that Chelsea Tippet and Yolandi Coetzer are the attending staff members, and they must share the driving.

**Decision Date:** 27 Mar 2025

**Mover:** Will Edwards

**Second:** Cheryl Luke-Maraki

**Outcome:** Approved



### Ratify Flying Minutes

The L3TGO Beach Walk and camp 02-03 April 2025 is approved on the condition Brendon finds a second helper - to be approved by Rachel.

**Decision Date:** 27 Mar 2025

**Mover:** Dinah King

**Second:** Diana Reid

**Outcome:** Approved

## 3.5 Board Elections

The Chair granted speaking rights to Jan Roberts who explained how 'Schooled' an independent company can run the school elections. They are currently the only 'accredited' company to be able

to run the elections digitally. However, they are currently re-applying for accreditation for this year's September school board elections and are hoping they will have the approval in time for our June election. If approval is not granted in time they will run paper elections.

Lots of schools engage in their services.



### **School Election appointment**

**RESOLVED THAT** 'Schooled' be appointed to run and oversee the upcoming school elections.

|                       |              |
|-----------------------|--------------|
| <b>Decision Date:</b> | 27 Mar 2025  |
| <b>Mover:</b>         | Will Edwards |
| <b>Seconders:</b>     | Diana Reid   |
| <b>Outcome:</b>       | Approved     |

## **4. EOTC**

### **4.1 EOTC sub-committee**

Lots of discussion was held regarding number of late applications putting pressure on the sub-committee.



### **EOTC**

EOTC sub committee to review EOTC procedure with appropriate SLT members.

Talk to MA regarding the number of late applications and completion of the SAP form - this must be completed by the person attending the event

|                  |              |
|------------------|--------------|
| <b>Due Date:</b> | 24 Apr 2025  |
| <b>Owner:</b>    | Will Edwards |

## **5. Policies**

### **5.1 Minutes of Meeting, March 2025**



#### **Policies - 2025**

**RESOLVED THAT** the minutes of the March meeting be accepted as read and presented.

H&S goals being worked on

A board member checks the H&S register before the meeting - breadcrumb - good practice going forward

|                       |              |
|-----------------------|--------------|
| <b>Decision Date:</b> | 27 Mar 2025  |
| <b>Mover:</b>         | Diana Reid   |
| <b>Seconders:</b>     | Will Edwards |
| <b>Outcome:</b>       | Approved     |



## **Policies -School docs**

Board Assurances - next meeting

**Due Date:** 24 Apr 2025

**Owner:** Diana Reid

## **6. In Committee**

The meeting Moved in-committee at 5:51pm

**Decision Date:** 27 Mar 2025

**Mover:** Will Edwards

**Seconder:** Cheryl Luke-Maraki

**Outcome:** carried

Moved out of In-Committee at 7:16pm

**Decision Date:** 27 Mar 2025

**Mover:** Will Edwards

**Seconder:** Hauraki Erb

## **7. Reports**

### **7.1 Tumuaiki Report**

Hauraki Erb left the meeting at 7:20pm



#### **Tumuaki report**

Principal's report accepted as read.

The Chair thanked Rachel for all her mahi.

**Decision Date:** 27 Mar 2025

**Mover:** Rachel Williams

**Seconder:** Will Edwards

**Outcome:** Approved

### **7.2 Data Analysis**



#### **Data Analysis Report**

Data Analysis report accepted as read.

**Decision Date:** 27 Mar 2025

**Mover:** Rachel Williams

**Seconder:** Will Edwards

**Outcome:** Approve

## 7.3 Finance Report



### Ratify the quotes

**RESOLVED THAT** the Te Paepae o Aotea Establishment Board of Trustees ratifies the quotes received for the CCTV cameras and vaping sensors.

**Decision Date:** 27 Mar 2025  
**Mover:** Cheryl Luke-Maraki  
**Seconder:** Diana Reid  
**Outcome:** Approved

JB Needs to develop recommendations for a policy regarding transferring money in ASB eftpos ac and extra cards for Board



### Financial Report

The Finance report was accepted as read

**Decision Date:** 27 Mar 2025  
**Mover:** Cheryl Luke-Maraki  
**Seconder:** Will Edwards  
**Outcome:** Approved

## ASB

Rachel to discuss with JB to develop recommendations for a policy regarding transferring money in ASB eftpos ac and to obtain extra cards for Board

**Due Date:** 24 Apr 2025  
**Owner:** Rachel Williams

## 7.4 Property Report



### Property & HS Report

Property and H&S reports accepted as read.

H&S report included with Property Report

**Decision Date:** 27 Mar 2025  
**Mover:** Rachel Williams  
**Seconder:** Dinah King  
**Outcome:** Approved

## 7.5 Te Kahui Kotahitanga

Successful meeting on 06 March and focussed discussion on

elections and the minister's constitution decision and underlines the importance of the forum and the good relationships between the board, SLT and iwi and build on the excellent foundation that was built during the establishment of the school.

Te Kahui Kotahitanga to meet once per term and report presented at subsequent board meeting.

Receive iwi education strategy

School identifies how it will contribute via educational outcomes to attainment of iwi education strategy

Te Paepae o Aotea proposes actions and outcomes to contribute to iwi education goals

Guiding coalition discuss and formally agree on actions (outcomes)

Guiding coalition to monitor achievement of action

When iwi education strategies are released and made public Te Paepae o Aotea will identify how they can assist in reaching the iwi strategy goals.

Next hui is 29 May.

## 8. Board Annual Work Plan

### 8.1 Board Work Plan 2025-2026

Added 2024 results and the Annual Plan has been updated and targets revised according to these results.

Level 2 and 3 results are well above our EQI.



## 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> Completed on 1 Apr 2025  | 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 | 265 South Road Property Project<br><b>Status:</b> Completed on 17 Apr 2025   | Rachel Williams |
| 24 Oct 2024 | Truancy Reporting<br><b>Status:</b> Completed on 20 Feb 2025   | Will Edwards    |
| 24 Oct 2024 | Investment Strategy - Legacy Project<br><b>Status:</b> Completed on 20 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 |
| 28 Nov 2024 | Farewells<br><b>Status:</b> Completed on 20 Feb 2025   | Will Edwards    |
| 28 Nov 2024 | Tongariro Northern Circuit<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 |
| 11 Dec 2024 | Correspondence to Minister re Establishment Board<br><b>Status:</b> Completed on 20 Feb 2025   | Will Edwards    |
| 11 Dec 2024 | Thanks to Business Manager<br><b>Status:</b> Completed on 20 Feb 2025  | Rachel Williams |
| 26 Dec 2024 | Green Waste Council bins<br><b>Status:</b> Not Started   | Diana Reid      |
| 28 Jan 2025 | Department Review Report Cycle<br><b>Status:</b> Completed on 20 Feb 2025  | Rachel Williams |
| 28 Jan 2025 | EOTC Activities<br><b>Status:</b> Completed on 20 Feb 2025   | Ruth Simons     |
| 27 Feb 2025 | Review of cyclical maintenance plan<br><b>Status:</b> In Progress  | Rachel Williams |
| 27 Feb 2025 | Vape Sensors to be fitted inside Jubilee Gym<br><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<br><b>Status:</b> Completed on 17 Apr 2025 | Rachel Williams |
| 27 Mar 2025 | 5YA form<br><b>Status:</b> Completed on 17 Apr 2025  | Will Edwards    |
| 28 Mar 2025 | Letter of thanks to Pastoral Leaders<br><b>Status:</b> Completed on 27 Feb 2025  | Rachel Williams |

6. Other Business

6.1 New Agenda Item

7. Karakia

7.1 Karakia Kapi

8. Close Meeting

8.1 Meeting closed at: 7:55pm

8.2

**Next Meeting:** 24 April at 4pm



**Signed**

26 April 2025

**Date**