

CONFIRMED MINUTES

TE PAEPAE O AOTEA ESTABLISHMENT BOARD OF TRUSTEES



At the **Next meeting** on **26 Jun 2025** these minutes were **confirmed with the following changes:**

It was the Junior Academic team that presented at the meeting

Name:	Te Paepae o Aotea
Date:	Thursday, 22 May 2025
Time:	4:00 pm to 7:08 pm (NZST)
Location:	Te Paepae o Aotea - Boardroom, Camberwell Road, Hawera
Board Members:	Will Edwards (Chair), Cheryl Luke-Maraki, Diana Reid, Dinah King, Rachel Williams, Te Kiri King
Attendees:	Jan Roberts
Apologies:	Hauraki Erb

1. Opening Meeting

1.1 Apologies



Apologies

Apology received from Hauraki Erb

THAT THE apology be accepted

Decision Date: 22 May 2025

Mover: Dinah King

Seconder: Te Kiri King

Outcome: Approved

The Chair welcomed student Taihuaruru Ratima to the meeting as an observer - she left the meeting at 5:44pm

Cheryl Luke-Maraki arrived at 5:10pm

1.2 Karakia Timata

1.3 Confirmation of Minutes of Meeting

Te Paepae o Aotea Board of Trustees 24 Apr 2025, the minutes were confirmed as presented.



Meeting Minutes - April 2025

Resolved THAT THE minutes of Te paepae o Aotea Establishment Board meeting held on 24 April 2025 be accepted as a true and correct record of that meeting

Decision Date: 22 May 2025
Mover: Will Edwards
Seconders: Rachel Williams
Outcome: Approved

1.4 Interests Register

1.5 Department Reports

The chair gave speaking rights to the presenters



Department Reports

THAT THE department reports be accepted as read

Decision Date: 22 May 2025
Mover: Te Kiri King
Seconders: Diana Reid
Outcome: Approved



Thank you letters

Send thank you letters to presenters

Due Date: 29 May 2025
Owner: Jan Roberts

The change from 10 to 17-week semesters at the beginning of the year had its challenges.

Successful aspect - listening to the voice of teachers and they needed to be in spaces they are more confident in; this is more successful for both the teacher and student.

Moving to the 17-to-20-week programme gave teachers more time to build trusting links with students and to also know where they are sitting, deeper knowledge of subject content.

Setting up sustainable resources and tangible resources to save on budget.

Challenges: Pro- being able to put teachers in their interest area, challenge was finding the staff to cover the needs in the areas, still a work in progress.

ensuring a balance of all curriculum strands consistently across classes.

Working across multiple curriculum areas for single subject teachers, that haven't worked with integrated curriculum.

Additional tracking of curriculum areas and strands to ensure everyone gets what they need.

Next steps

Work Ons - Junior assessments and report process have now been ironed out and teachers have a good understanding of this.

Issues in time allocation in Yr7/8 timetable due to government focus on literacy and numeracy.

Student learning portfolios - the issue is the limited time allocation and challenges in engaging staff - work in progress.

Project/problem-based learning PLD - need to find more ways to connect with community and bring in that connection to CC Classes.

Continue integrated curriculum professional development - lots of growth in this space but still an area of work on. Develop a more robust understanding of the ethos and process of integrated curriculum development.

Decision of the board to use Microsoft over Google Docs for school.

SWAY is the programme used for student portfolios, which is a Microsoft programme.

2. Correspondence

2.1 Incoming Correspondence



Incoming Correspondence

THAT THE inwards correspondence be accepted

Decision Date: 22 May 2025

Mover: Will Edwards

Seconder: Diana Reid

Outcome: Approved



Letter of response

Send a letter of response to Eric Stanford alongside the meeting held with Jocelyn

Her ministry representatives could not give clarification. We want clarification. This also gives us a documented trail. cc in the Iwis

It is noted that in the letter it is her recommendation that local Iwi representatives be co-opted on to the Board to ensure strong representation from the community.

Due Date: 29 May 2025

Owners: Rachel Williams, Will Edwards

Will to send a letter of response to the minister alongside the meeting held with Jocelyn.

Her ministry representatives could not still provide the rationale for the decision, and we still would like clarification her rationale of decision in relation to the 2020 education and training act and the provisions around Te Tiriti o Waitangi and we will cc in the Iwis.

The Minister's recommendation that ' local iwi representatives be co-opted on to the board to ensure strong representation of the community'.

2.2 Outgoing Correspondence



Outgoing Correspondence

THAT THE Outwards correspondence be approved

Decision Date: 22 May 2025

Mover: Te Kiri King

Seconder: Diana Reid

Outcome: Approved

3. Decisions and Discussions

3.1 Sponsorship approval - Arts 2025



Sponsorship

THAT THE sponsorship from Learn to Drive for \$300 be approved.

Decision Date: 22 May 2025
Mover: Te Kiri King
Seconder: Will Edwards
Outcome: Approved

3.2 New Board induction

3.3 DRAFT Terms of Reference Property, Policy & EOTC Sub Committees



Amendment to Property committee

Amendment to be made to the Property committee :

Insert words: students and visitors in the very last sentence of Property. (to reflect first sentence so all consistent). (pg 66)

Policy & EOTC committees all ok

Due Date: 29 May 2025
Owner: Ruth Simons



Terms of reference

with the required amendments as listed

Decision Date: 22 May 2025
Mover: Will Edwards
Seconder: Dinah King
Outcome: Approved

4. EOTC

4.1 EOTC sub-committee



EOTC Proposals

THAT THE EOTC proposals for the following be approved with the inclusion of the TOPEC RAMS-TOPEC Yr 13 - 2-6 June, with the inclusion of the TOPEC RAMS form for the Grylls day trip - 13 June, NZSSXC-13-15 June,

Decision Date: 22 May 2025
Mover: Will Edwards
Seconder: Diana Reid
Outcome: Approved



Marae Noho

Is \$300 enough? Need to have a copy of a letter of consent. H&S is an issue due to the location of the marae being on a corner within 100km zone- need boundaries.

Unclear itinerary and timings of activities.

Need to interact with Dinah and Diana to get compliant for this trip.

Decision Date: 22 May 2025
Mover: Will Edwards
Seconders: Diana Reid
Outcome: Not Approved

4.2 Ratify Flying Minutes EOTC



Flying minutes

RATIFY the flying minutes for TOPEC - 12-16 May

Decision Date: 22 May 2025
Mover: Will Edwards
Seconders: Diana Reid
Outcome: Approved



Flying Minutes

RATIFY the flying minutes for Psychology University visit 3-4 June

Decision Date: 22 May 2025
Mover: Diana Reid
Seconders: Te Kiri King
Outcome: Approved

5. Policies

5.1 Minutes of Meeting, April 2025



Amendments to school docs -

RESOLVED that the amendments to the school docs be approved as presented (school character policy and curriculum and student achievement)

Decision Date: 22 May 2025
Mover: Te Kiri King
Seconders: Will Edwards
Outcome: Approved

5.2 Board Code of Conduct

As per MOE website recommendations

There has been a few amendments to align with the school values and principles and signature added.



Board of Code Conduct

THAT THE Board approves the Board Code of Conduct

Decision Date: 22 May 2025
Mover: Dinah King
Seconder: Cheryl Luke-Maraki
Outcome: Approved

6. Reports

6.1 Tumuaiki Report



Tumuaki report

THAT THE Tumuaiki report be accepted

Decision Date: 22 May 2025
Mover: Rachel Williams
Seconder: Will Edwards
Outcome: Approved

The Board members thanked Rachel and the staff on their efforts around attendance, big improvements in this space.

6.2 Data Analysis - February 2025



Data Analysis

THAT THE Data Analysis report be accepted

Decision Date: 22 May 2025
Mover: Rachel Williams
Seconder: Will Edwards
Outcome: Approved

6.3 Finance Report



Finance report

THAT THE Finance report be accepted as read

Decision Date: 22 May 2025
Mover: Cheryl Luke-Maraki
Seconder: Te Kiri King
Outcome: Approved

6.4 Property Report

student left at 5:44pm

6.5 Te Kahui Kotahitanga

7. Board Annual Work Plan

7.1 Department Reports Calendar

8. Actions from Previous Meetings

8.1 Action List

Due Date	Action Title	Owner(s)
23 Feb 2023	Cultural Adviser Job Description Status: On Hold	Will Edwards
3 Mar 2023	Maori Cultural Position - Role Description Status: On Hold	Will Edwards
30 May 2024	Iwi Nominations for Te Paepae o Aotea Board of Trustees Status: Completed on 19 Jun 2025	Hauraki Erb
28 Nov 2024	Iwi Liaison Status: Completed on 19 Jun 2025	Dinah King
26 Dec 2024	Green Waste Council bins Status: Completed on 22 May 2025	Diana Reid
27 Feb 2025	Review of cyclical maintenance plan Status: Completed on 19 Jun 2025	Rachel Williams
27 Feb 2025	Vape Sensors to be fitted inside Jubilee Gym Status: In Progress	Rachel Williams
1 Apr 2025	House Logos Status: Completed on 27 Jun 2025	Rachel Williams
24 Apr 2025	EOTC Status: Completed on 22 May 2025	Will Edwards
24 Apr 2025	ASB Status: Completed on 24 Apr 2025	Rachel Williams
28 Apr 2025	Email Status: Completed on 2 May 2025	Jan Roberts
29 Apr 2025	Change to wording Status: Completed on 7 May 2025	Ruth Simons
29 Apr 2025	Board farewell Status: Completed on 13 May 2025	Jan Roberts
30 Apr 2025	Basketball at the Hub Status: Completed on 30 Apr 2025	Rachel Williams
22 May 2025	Letter of thanks Status: Completed on 2 May 2025	Jan Roberts, Will Edwards

9. Other Business

9.1 Guiding Coalition/Cultural Advisor and Maori Cultural Positions

Guiding coalition - When the two Iwis release their education strategies - communicated to the school- school completes their analysis - school responds to Iwis with how the school propose to assist in their education aspirations - Guiding coalition becomes item for the Board.

Recommendation is that the Cultural Advisor to Rachel will be the Guiding Coalition

The Board will present a job description for the Cultural Advisor position to the Iwi Guiding Coalition.

Will and Dinah to prepare the Job description for the Māori Cultural Position and prepare it to be sent to the Guiding Coalition at least a week before their meeting for their consideration.



Cultural Advisor

THAT THE Board approves the recommendation that the Cultural advisor to Rachel is the Guiding Coalition.

Decision Date:	22 May 2025
Mover:	Dinah King
Seconder:	Will Edwards
Outcome:	Approved



Job description for Māori Cultural Position

Will and Dinah to prepare the Job description for the Māori Cultural Position and prepare it to be sent to the Guiding Coalition at least a week before their meeting for their consideration.

Due Date:	29 May 2025
Owner:	Will Edwards

10. Karakia

10.1 Karakia Kapi

1. Close Meeting

1.1 Close the meeting

Meeting closed at: 7:45pm

Next meeting: Next meeting - 26 Jun 2025, 4:00 pm

Signature: _____

Date: 26/06/2025

