

# CONFIRMED MINUTES

## TE PAEPAE O AOTEA BOARD



At the **Confirmation of Meeting minutes** on **24 Jul 2025** these minutes were **confirmed as presented**.

<b>Name:</b>	Te Paepae o Aotea
<b>Date:</b>	Thursday, 26 June 2025
<b>Time:</b>	4:00 pm to 7:51 pm (NZST)
<b>Location:</b>	Te Paepae o Aotea - Boardroom, Camberwell Road, Hawera
<b>Board Members:</b>	Will Edwards, Sarah Neyens, Rachel Williams, Shaun Kalin, Hilary Meyer, Julia Ord, Taiharuru Ratima
<b>Attendees:</b>	Jan Roberts

### 1. Opening Meeting

#### 1.1 Karakia Timata

#### 1.2 Apologies

Apology from Tinui Willing



##### Apologies

**THAT** the apology be accepted.

**Decision Date:** 26 Jun 2025  
**Mover:** Rachel Williams  
**Seconders:** Shaun Kalin  
**Outcome:** Approved

#### 1.3 Board Code of Conduct

ALL present members signed the Code of Conduct.

#### 1.4 Election of officers



##### Election of Board Chair

**THAT** Shaun Kalin be appointed as the Board Chair  
Will Edwards declined his nomination

**Decision Date:** 26 Jun 2025  
**Mover:** Will Edwards  
**Seconders:** Julia Ord  
**Outcome:** Approved



## Election of Deputy Chair

**THAT** Sarah Neyens be appointed as Deputy Chair

**Decision Date:** 26 Jun 2025

**Mover:** Shaun Kalin

**Seconder:** Will Edwards

**Outcome:** Approved

All present members completed Appendix 2. Email sent to Tinui to complete his.

## 1.5 New Board induction

Rachel gave an explanation of the sub-committee positions for members to consider.

Sub-committee positions are as follows:

**EOTC** - Sarah Neyens/Shawn Kalin/Taiharuru Ratima

**Finance** - Hilary Meyer/Shawn Kalin

**Personnel** - Shawn Kalin plus one more member (as required)

**Policy** - Julia Ord/Tinui Willing

**Property** - Will Edwards, Peter Sullivan, Ross Dunlop, Rachel Williams and Pauline Hurley

**Student Behaviour** - 2-3 required to attend disciplinary meeting when required

## 1.6 Interests Register

Form given to all members to complete and return by email.

## 1.7 Honorarium



### Honorarium

**THAT the** Honorarium be \$50 per month per member to be paid at the end of the year.

**Decision Date:** 26 Jun 2025

**Mover:** Hilary Meyer

**Seconder:** Sarah Neyens

**Outcome:** Approved

## 1.8 Confirmation of Minutes of Meeting

**Te Paepae o Aotea Establishment Board of Trustees 22 May 2025**, the minutes were confirmed with the following changes:

*It was the Junior Academic team that presented at the meeting*



## Minutes of Meeting - May 2025

**RESOLVED THAT** the minutes of the Te Paepae o Aotea Establishment Board meeting held on 22 May 2025 be accepted as a true and correct record of that meeting with the amendment that it was the Junior staff academic team that presented to the meeting.

**Decision Date:** 26 Jun 2025  
**Mover:** Rachel Williams  
**Seconder:** Will Edwards  
**Outcome:** Approved

## 2. Correspondence

### 2.1 Incoming Correspondence

No incoming correspondence

### 2.2 Outgoing Correspondence



#### Outward Correspondence

**THAT the** Outward correspondence be approved.

**Decision Date:** 26 Jun 2025  
**Mover:** Rachel Williams  
**Seconder:** Shaun Kalin  
**Outcome:** Approved

## 3. Decisions and Discussions

### 3.1 Ratifying Flying minutes - Maestro Heatpump school trial & EOTC Funding



#### Ratify flying Minutes

**RESOLVED THAT the** Te Paepae o Aotea Board ratify the flying minutes for the Maestro Heatpump school trial as presented.

**Decision Date:** 26 Jun 2025  
**Mover:** Rachel Williams  
**Outcome:** Approved



#### Ratify Flying Minutes

**RESOLVED THAT** Te Paepae o Aotea Board ratify the flying minutes for: Pelorus Trust funding applications for Winter Tournament week for the Squash and Netball teams as presented.

**Decision Date:** 26 Jun 2025  
**Mover:** Rachel Williams  
**Outcome:** Approved

## 3.2 2025 Leavers Hoodies



### Leavers Hoodies 2025

**THAT the** design for the 2025 Leavers Hoodies be approved with the following conditions.

They are to be ordered through Kingsway Menswear (NPL) as per previous years; to use the school font and colours and the o is to be lower case in TE PAEPAE o AOTEA , to remove the foliage off the front around the logo if no purpose for it and to remove the graduation cap sitting on the S on the back. Claire Kalin to set it out so names have even gaps between them. The Board have left the final draft to Rachel's discretion.

<b>Decision Date:</b>	26 Jun 2025
<b>Mover:</b>	Sarah Neyens
<b>Seconders:</b>	Julia Ord
<b>Outcome:</b>	Approved

## 4. EOTC

## 5. Policies

## 6. Public Excluded Business



### In-Committee

**MOVED** in-committee at 5:21pm.

<b>Decision Date:</b>	26 Jun 2025
<b>Mover:</b>	Rachel Williams
<b>Seconders:</b>	Shaun Kalin
<b>Outcome:</b>	Approved



### Out of in-Committee

**MOVED** out of in-committee at 6:20pm

<b>Decision Date:</b>	26 Jun 2025
<b>Mover:</b>	Shaun Kalin
<b>Seconders:</b>	Will Edwards
<b>Outcome:</b>	Approved

## 7. Reports

### 7.1 Tumuaki Report



#### Tumuaki Report

**THAT the** Principals report be accepted as read.

<b>Decision Date:</b>	26 Jun 2025
<b>Mover:</b>	Rachel Williams
<b>Seconders:</b>	Hilary Meyer

## 7.2 Data Analysis - February 2025



### Data Analysis

**THAT the** Data Analysis report be accepted as read

**Decision Date:** 26 Jun 2025  
**Mover:** Rachel Williams  
**Seconder:** Hilary Meyer  
**Outcome:** Approved

## 7.3 Finance Report



### Finance Report

**THAT the** Finance Report be accepted as read

**Decision Date:** 26 Jun 2025  
**Mover:** Rachel Williams  
**Seconder:** Hilary Meyer  
**Outcome:** Approved

## 7.4 Property/H&S Report



### Property/H&S Report

**THAT the** Property/H&S Report be accepted as read

**Decision Date:** 26 Jun 2025  
**Mover:** Rachel Williams  
**Seconder:** Julia Ord  
**Outcome:** Approved

## 7.5 Te Kahui Kotahitanga

More time required for members to understand the Te Kahui Kotahitanga (Guiding Coalition). This will be relouked at, at the next meeting.

Rachel has ordered each member a copy of Russell Bishop's book- Teaching to the Northeast which is what the school's teaching pedagogy has been based on.

## 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> Completed on 24 Jul 2025	Will Edwards
3 Mar 2023	Maori Cultural Position - Role Description <b>Status:</b> Completed on 24 Jul 2025	Will Edwards
30 May 2024	Iwi Nominations for Te Paepae o Aotea Board of Trustees <b>Status:</b> Completed on 19 Jun 2025	Hauraki Erb
28 Nov 2024	Iwi Liaison <b>Status:</b> Completed on 19 Jun 2025	Dinah King
26 Dec 2024	Green Waste Council bins <b>Status:</b> Completed on 22 May 2025	Diana Reid
27 Feb 2025	Review of cyclical maintenance plan <b>Status:</b> Completed on 19 Jun 2025	Rachel Williams
27 Feb 2025	Vape Sensors to be fitted inside Jubilee Gym <b>Status:</b> In Progress	Rachel Williams
1 Apr 2025	House Logos <b>Status:</b> Completed on 27 Jun 2025	Rachel Williams
24 Apr 2025	EOTC <b>Status:</b> Completed on 22 May 2025	Will Edwards
29 May 2025	Thank you letters <b>Status:</b> Completed on 27 May 2025	Jan Roberts
29 May 2025	Letter of response <b>Status:</b> Completed on 24 Jul 2025	Rachel Williams, Will Edwards
29 May 2025	Amendment to Property committee <b>Status:</b> Completed on 11 Jun 2025	Ruth Simons
29 May 2025	Job description for Māori Cultural Position <b>Status:</b> Completed on 24 Jul 2025	Will Edwards

## 10. Other Business

### 10.1 Meeting days and times

**Board** meetings to be held at 5pm on the 4th Thursday of the month

**EOTC** committee meeting day TBC - (this is to be held at 4pm on the 2nd Thursday of the month).  
(amendment made 27/06/25)

**Finance** committee to meet 4pm on the 3rd Thursday of the month

**Policy** committee to meet 4pm on the 2nd Thursday of the month

**Property/Personnel/Student Behaviour** - as required

A calendar invite will be sent to members of each sub-committee with the details



#### Calendar invites

Jan to send calendar invites to each sub-committee member and also invite for Board meetings.

**Due Date:** 27 Jun 2025

**Owner:** Jan Roberts

## 11. Karakia

### 11.1 Karakia Kapi

## 12. Close Meeting

**Meeting closed at:** 7:51pm

**Next meeting:** Confirmation of Meeting minutes - 24 Jul 2025, 5:00 pm

Signature:  \_\_\_\_\_

**Date:** 24 July 2025