

CONFIRMED MINUTES

TE PAEPAE O AOTEA BOARD



At the **Te Paepae o Aotea Board Meeting** on **28 Aug 2025** these minutes were **confirmed as presented**.

Name:	Te Paepae o Aotea
Date:	Thursday, 24 July 2025
Time:	5:00 pm to 8:20 pm (NZST)
Location:	Te Paepae o Aotea - Boardroom, Camberwell Road, Hawera
Board Members:	Hilary Meyer, Julia Ord, Rachel Williams, Sarah Neyens, Taiharuru Ratima, Will Edwards
Attendees:	Jan Roberts
Apologies:	Tinui Willing, Shaun Kalin (Chair)

1. Opening Meeting

1.1 Apologies



Apologies

THAT the apologies be accepted - Tinui Willing, Shaun Kalin

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

1.2 Karakia Timata

1.3 Confirmation of Minutes of Meeting

Te Paepae o Aotea Board 26 Jun 2025, the minutes were confirmed as presented.



Minutes from Previous Meeting 26 June

THAT the minutes of the meeting held on 26 June be accepted as true and correct

Decision Date: 24 Jul 2025
Mover: Hilary Meyer
Seconders: Sarah Neyens
Outcome: Approved

1.4 Interests Register

1.5 Department Reports

The Chair gave speaking rights to the presenters.

Anaru introduced the group.

Pauline explained SLD - Senior Learning Designers previously known as HOD

Each presenter spoke to their department as per the slide show. (attached)

Presenters left the meeting at 5:37pm



Letter of thanks

Jan to send to a letter to presenters

Due Date: 28 Aug 2025

Owner: Jan Roberts

The Chair thanked the presenters for their presentations.

2. Correspondence

2.1 Incoming Correspondence



Incoming Correspondence

THAT the Inward correspondence be accepted

Decision Date: 24 Jul 2025

Mover: Rachel Williams

Seconder: Taiharuru Ratima

Outcome: Approved

Rachel explained the role of the Kahui Ako.

2.2 Outgoing Correspondence

No outwards correspondence.

3. Decisions and Discussions

3.1 Flying Minutes



Ratify flying minutes

RESOLVED THAT the Te Paepae o Aotea Board ratify the flying minutes for the Batons Up - Haka Super 10s Fundraiser.

Decision Date: 24 Jul 2025

Mover: Hilary Meyer

Seconder: Julia Ord

Outcome: Approved

4. EOTC

4.1 EOTC sub-committee

EOTC process is that the sub-committee are to meet prior to Board meeting and then to make their recommendation/s to the Board at the full Board meeting. It is important that this process is followed to avoid flying minutes.

EOTC - sub-committee to meet Monday after school 4:30pm and then make a recommendation to the Board. Jan will then send out a flying minute.



EOTC Sub-committee

Monday 28th, 4:30pm to meet and go over and make decisions regarding the EOTC events listed. Advise Jan the outcomes and she will arrange Flying minutes to be sent out.

Due Date: 28 Jul 2025

Owners: Jan Roberts, Rachel Williams, Sarah Neyens, Shaun Kalin, Taiharuru Ratima

4.2 TSSSA

5. Policies

5.1 Meeting, 10 July 2025



School Docs

THAT the amendment to the School Docs Food and Nutrition be accepted with the proposed amendment and the Missing Student policy be accepted as is.

Decision Date: 24 Jul 2025

Mover: Julia Ord

Seconder: Hilary Meyer

Outcome: Approved

6. Public Excluded Business

6.1 Public Excluded



In-Committee

MOVED in committee at 6:32pm

Decision Date: 24 Jul 2025

Mover: Rachel Williams

Seconder: Sarah Neyens

Outcome: Approved



Out of in-committee

MOVED out of in-committee at 7:05pm

Decision Date: 24 Jul 2025

Mover: Will Edwards

Seconder: Taiharuru Ratima

Outcome: Approved

7. Reports

7.1 Tumuaki Report



Tumuaki Report

THAT the Principals report be accepted as read.

Decision Date: 24 Jul 2025
Mover: Rachel Williams
Seconder: Hilary Meyer
Outcome: Approved

7.2 Data Analysis - July 2025



Data Analysis

THAT the Data Analysis report be accepted as read.

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

7.3 Finance Report



Finance Report

THAT the Finance report be accepted as read.

Decision Date: 24 Jul 2025
Mover: Hilary Meyer
Seconder: Will Edwards
Outcome: Approved



Bank Signatories

THAT Neryda Sullivan and Cheryl Luke-Maraki be removed as authorised bank signatories on all Te Paepae o Aotea bank accounts and

THAT Hilary Meyer and Shaun Kalin be added as authorised bank signatories on all Te Paepae o Aotea bank accounts.

This resolution is to take effect immediately and the necessary documentation will be submitted to the school's banking provider to enact these changes.

Decision Date: 24 Jul 2025
Mover: Rachel Williams
Seconder: Sarah Neyens
Outcome: Approved



Payments/Quotes

RESOLVED that the Te Paepae o Aotea Board ratify the payments and quotes as listed in the Finance report.

Decision Date: 24 Jul 2025
Mover: Will Edwards
Seconder: Julia Ord
Outcome: Approved

Note:

Budget for laptop repairs in 2025 was \$40K. To date in 2025 we have spent \$31K. The latest batch is \$14K so will take our repair bill. We have 300 of our lease devices due for renewal or return in February 2026 and 150 in April 2026. 29 out of these 57 devices are leased. When devices are returned at the end of the lease period they must be returned in working condition and with charges.

Recommendation: To approve these repairs, given the fact that they need to be working in order to meet lease agreements and that the senior leadership team is undergoing a review of BYOD and devices school wide.



Laptop repairs

THAT the budget for the laptop repairs be approved as presented.

Decision Date: 24 Jul 2025
Mover: Hilary Meyer
Seconders: Julia Ord
Outcome: Approved

7.4 Property Report



Property Report

THAT the Property Report be accepted as read.

Decision Date: 24 Jul 2025
Mover: Sarah Neyens
Seconders: Taiharuru Ratima
Outcome: Approved

7.5 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 Status: Completed on 24 Jul 2025	Will Edwards
3 Mar 2023	Maori Cultural Position - Role Description Status: Completed on 24 Jul 2025	Will Edwards
27 Feb 2025	Vape Sensors to be fitted inside Jubilee Gym Status: Completed on 28 Aug 2025	Rachel Williams
1 Apr 2025	House Logos Status: Completed on 27 Jun 2025	Rachel Williams
29 May 2025	Letter of response Status: Completed on 24 Jul 2025	Rachel Williams, Will Edwards
29 May 2025	Job description for Māori Cultural Position Status: Completed on 24 Jul 2025	Will Edwards
27 Jun 2025	Calendar invites Status: Completed on 18 Jul 2025	Jan Roberts

10. Other Business

10.1 Flying Minutes



Ratify Flying Minutes

RESOLVED THAT the Te Paepae o Aotea Board ratify the flying minutes for the Pelorus Trust funding application for the Kapa Haka accommodation and van hire.

Decision Date: 24 Jul 2025
Mover: Hilary Meyer
Seconded: Julia Ord
Outcome: Approved

11. Karakia

11.1 Karakia Kapi

12. Close Meeting

12.1 Close the meeting

Next meeting: Te Paepae o Aotea Board Meeting - 28 Aug 2025, 5:00 pm
Meeting closed at 8:20pm

Signature: _____


Date: 28 August 2025