

MINUTES (in Review)



NEXT MEETING:

Name:	Te Paepae o Aotea
Date:	Thursday, 25 September 2025
Time:	5:00 pm to 8:24 pm (NZST)
Location:	Te Paepae o Aotea - Boardroom, Camberwell Road, Hawera
Board Members:	Shaun Kalin (Chair), Hilary Meyer, Julia Ord, Rachel Williams, Sarah Neyens, Taiharuru Ratima, Tinui Willing, Will Edwards
Attendees:	Jan Roberts

1. Opening Meeting

1.1 Apologies



Apologies

THAT the apology be accepted - Tinui Willing

Decision Date: 25 Sept 2025

Mover: Shaun Kalin

Second: Sarah Neyens

Outcome: Approved

Will arrived at 5:18pm.

1.2 Karakia Timata

1.3 Confirmation of Minutes of Meeting

Te Paepae o Aotea Board Meeting 28 Aug 2025, the minutes were confirmed as presented.



Minutes from previous meeting on 28 August

THAT the minutes of the meeting held 28 August be accepted as true and correct.

Decision Date: 25 Sept 2025

Mover: Shaun Kalin

Second: Will Edwards

Outcome: Approved

1.4 Interests Register

1.5 Property 101

- Gordon presented Property training to the Board members.
- MOE have 5 x property advisors - they are there to help.

- Gordon will send a link to the Property Occupancy Document and a copy of the slide show he presented.
- Gordon will follow up with Gina re comms.
- Gordon left the meeting at 5:58pm

[The Property Occupancy Document for state schools - Ministry of Education](#)

2. Correspondence

2.1 Incoming Correspondence



Incoming correspondence

THAT the Inward correspondence be accepted

Decision Date: 25 Sept 2025

Mover: Hilary Meyer

Seconder: Taiharuru Ratima

Outcome: Approved

2.2 Outgoing Correspondence



Outgoing correspondence

THAT the Outward correspondence be approved.

Decision Date: 25 Sept 2025

Mover: Shaun Kalin

Seconder: Sarah Neyens

Outcome: Approved

3. Decisions and Discussions

3.1 Flying minutes



Flying Minutes

RESOLVED THAT the Te Paepae o Aotea Board of Trustees ratify the flying minutes for the design and printing of the Kapa Haka supporter T shirts as presented with the amendment to insert a capital P in Paepae and a capital A in Aotea.

Decision Date: 25 Sept 2025

Mover: Julia Ord

Seconder: Hilary Meyer

Outcome: Approved

4. EOTC

4.1 EOTC sub-committee



THAT The EOTC activities including EOYA - Rotorua Camp EOYA - Let's...

THAT The EOTC activities including

EOYA - Rotorua Camp

EOYA - Let's not get lost (With messages checking in with RWI every day and night)

EOYA - El Rancho

have been approved as recommended by the sub-committee and that JRO is to check in with Rachel every morning and every evening and if any uncertainties arise JRO is to contact Rachel to make the final decision.

Decision Date: 25 Sept 2025

Mover: Shaun Kalin

Seconded: Will Edwards

Outcome: Approved

The EOTC sub-committee suggested that more teachers become involved in EOTC as extra support and to grow more leaders.

Perhaps a Junior teacher to be paired up with more experienced teacher, giving them the opportunity to lead.

5. Policies

5.1 Meeting, 11 September 2025



Policies

THAT the following policies be accepted and no changes are required

- Child Protection
- Abuse Recognition and Reporting
- Safety Checking
- Police Vetting

Decision Date: 25 Sept 2025

Mover: Julia Ord

Seconded: Hilary Meyer

Outcome: Approved

Policies to be reviewed in October:

- Bullying and Harassment
- Behaviour Management
- Searches, Surrender and Retention of Property

Policies to be reviewed in November:

- Minimising Physical Restraint
- Stand down, Suspension and Exclusion
- Staff Wellbeing and Safety

6. Public Excluded Business

6.1 Public Excluded



In-Committee

MOVED in-committee to discuss Personnel matters at 6:56pm

Decision Date: 25 Sept 2025

Mover: Shaun Kalin

Outcome: Approved



Out of in-committee

Moved out of in-committee at:

Decision Date: 25 Sept 2025

Mover: Shaun Kalin

Outcome: Approved

6.2 Incoming correspondence

6.3 Outward Correspondence

6.4 CSA

6.5 Strike action implications

Rachel informed the members that PPTA have voted again and are expecting more strike action.

Rachel received notice that Support staff and Primary teachers are striking on 23 October, PPTA members may choose the same day and if this happens then H&S will be a definite consideration for her decisions as to whether the school remains open on strike day/s.

7. Reports

7.1 Tumuaki Report



Principals Report

THAT the Principals report be accepted as read.

Decision Date: 25 Sept 2025

Mover: Rachel Williams

Seconder: Hilary Meyer

Outcome: Approved

- Attendance in Term 3 decreased significantly- (mainly due to illness), higher than T3 in 2024 but a big drop from T1 and T2 this year.
- Need the community to understand that students, particularly with the Seniors, as that has the biggest drop, need to be attending school.
- Snr excellence certs to be presented in Week 3 of T4.
- Budget will be ready for approval this side of Christmas.
- The two days staff discretionary leave will not apply for 2026.

- Dates have been set for 2026.

7.2 Data Analysis - August 2025



Data Analysis

THAT the Data Analysis report be accepted as read.

Decision Date: 25 Sept 2025
Mover: Rachel Williams
Seconders: Hilary Meyer
Outcome: Approved

7.3 Finance Report



Finance Report

THAT the finance report be accepted as read.

Decision Date: 25 Sept 2025
Mover: Hilary Meyer
Seconders: Sarah Neyens
Outcome: Approved



Evergreen Plumbing quote

RESOLVED THAT the Te Paepae o Aotea Board of Trustees ratify the quote from Evergreen Plumbing quote of \$8407.14 for the Horticulture Block.

Decision Date: 25 Sept 2025
Mover: Hilary Meyer
Seconders: Julia Ord
Outcome: Approved



End of Year Staff function

THAT the Te Paepae o Aotea Board of Trustees will contribute \$60 per staff member towards the end of year staff function.

Decision Date: 25 Sept 2025
Mover: Shaun Kalin
Seconders: Hilary Meyer
Outcome: Approved

Table saw is on hold - Require the CAPEX quote to include the cost of installation.

Currently seeking quotes for the painting of Dixon Block exterior and courtyard. NB: this will probably incur significant costs.

The expectation is that school accounts are required to be paid before students are permitted to attend trips etc. (Unless APs have been set up and it is clearly visible that payments are regularly being made).

Any accounts not paid by 1 December - the student will not be permitted to attend their chosen EOY activity.

7.4 Property Report



Property Report

THAT the property report be accepted as read.

Decision Date: 25 Sept 2025

Mover: Hilary Meyer

Seconded: Taiharuru Ratima

Outcome: Approved

7.5 Te Kahui Kotahitanga

Nicola Coogan Ngati Ruanui and Te Aorangi Dillon CEO from Ngaruhine would like to invite the Board to a meet and greet at the Iwi offices. Members are keen for this.

Discussion held on how co-opting members work e.g. bringing in a skillset missing from current board members if necessary. The Board has the total control of why and who they co-opt.

6 November is a suggested date to tie in with the next meeting. Rachel to confirm with them.



Contact

RWI to liaise with Rachel and Te Aorangi regarding meeting on 6 November.

Due Date: 29 Sept 2025

Owner: Rachel Williams

7.6 Staffing 2026

Rachel indicated that she will require three additional staff over the allowance for next year

8. Board Annual Work Plan

8.1 Department Reports Calendar

No further reports for 2025.

To be decided at first board meeting of 2026 - order and months that departments will report at the Board meetings.

8.2 Strategic Plan

This will be ready for the next meeting, and any tweaks will need to be ratified at the meeting.

9. Actions from Previous Meetings

9.1 Action List

Due Date	Action Title	Owner(s)
27 Feb 2025	Vape Sensors to be fitted inside Jubilee Gym Status: Cancelled on 28 Aug 2025	Rachel Williams
29 Aug 2025	Letter of thanks Status: Completed on 29 Aug 2025	Jan Roberts
12 Sept 2025	Contact Microsoft Status: Completed on 25 Sept 2025	Will Edwards

10. Other Business

10.1 School Jacket

Taiharuru mentioned that it would be good to have a waterproof jacket as part of the uniform. Rachel suggested to look into NZ Uniforms to see what options they have as we are unable to use any other supplier due to the contract with NZ Uniforms.

10.2 Student rep workshop

Taiharuru is attending a student rep workshop in NPL on the 9th October 2025.

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.

Signature:

A handwritten signature in black ink, appearing to be 'A. O. L.' with a stylized flourish at the end.

Date: 23 October 2025