

CONFIRMED MINUTES

TE PAEPAE O AOTEA BOARD MEETING



At the **Next Meeting**: on **25 Sept 2025** these minutes were **confirmed as presented**.

Name:	Te Paepae o Aotea
Date:	Thursday, 28 August 2025
Time:	5:00 pm to 8:19 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

1.2 Karakia Timata

1.3 Confirmation of Minutes of Meeting

Te Paepae o Aotea Board 24 Jul 2025, the minutes were confirmed as presented.



Minutes from previous meeting 24 July

THAT the minutes of the meeting held 24 July be accepted as true and correct.

Decision Date:	28 Aug 2025
Mover:	Hilary Meyer
Seconder:	Julia Ord
Outcome:	Approved

1.4 Interests Register

1.5 Department Reports

The Chair gave speaking rights to the presenters.

Presenters spoke to their presentations (attached) and members asked questions.

The Chair thanked the presenters.

Presenters left the meeting at: 7:14pm



Letter of thanks

Jan to send a letter of thanks to the presenters.

Due Date:	29 Aug 2025
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Owner: Jan Roberts

2. Correspondence

2.1 Incoming Correspondence



Incoming correspondence

THAT the Inward correspondence be accepted.

Decision Date: 28 Aug 2025
Mover: Rachel Williams
Seconder: Tinui Willing
Outcome: Approved

2.2 Outgoing Correspondence



Outward Correspondence

THAT the Outward correspondence be approved.

Decision Date: 28 Aug 2025
Mover: Sarah Neyens
Seconder: Hilary Meyer
Outcome: Approved

3. Decisions and Discussions

4. EOTC

4.1 EOTC sub-committee



EOTC

THAT the TOPEC trip as presented be approved.

Decision Date: 28 Aug 2025
Mover: Hilary Meyer
Seconder: Sarah Neyens
Outcome: Approved

4.2 Funding application



Funding application for transport for end of year activities

RESOLVED THAT Te Paepae Board of Trustees approve the funding application to We Care Community Trust for the Weir Brothers quote for the end of year activities as presented. \$27,404.34 ex GST



Decision Date: 28 Aug 2025
Mover: Shaun Kalin
Seconder: Julia Ord
Outcome: Approved

5. Policies

5.1 Meeting, 10 July 2025



School Docs

THAT the BYOD agreement wording is amended to read: Students from Year 9-13 **must** bring their own device. ..Year 7 and 8 students **may** bring their own device.

School docs to remove their 2024 version of BYOD agreement and update with our version to reflect these changes.

These amendments are needed to be made out of cycle in time for the 2026 school year.

No changes required to Cellphones and other personal digital devices agreement.

Decision Date: 28 Aug 2025
Mover: Taiharuru Ratima
Seconders: Julia Ord
Outcome: Approved

Will to talk with microsoft to see if they can do deals for school computers.



Contact Microsoft

Will to contact Microsoft to see if they can assist with a good deal for school computers.

Due Date: 12 Sept 2025
Owner: Will Edwards

6. Public Excluded Business

6.1 Public Excluded



In-Committee

MOVED in-committee at 7:24pm

Decision Date: 28 Aug 2025
Mover: Shaun Kalin
Seconders: Tinui Willing
Outcome: Approved



Out of in-committee

MOVED out of in-committee at 8:07pm

Decision Date: 28 Aug 2025
Mover: Julia Ord
Seconders: Tinui Willing
Outcome: Approved

7. Reports

7.1 Tumuaki Report



Tumuaki Report

THAT the Principals report be accepted as read.

Decision Date: 28 Aug 2025
Mover: Rachel Williams
Seconder: Shaun Kalin
Outcome: Approved

7.2 Data Analysis - August 2025



Data Analysis

THAT the Data Analysis report be accepted as read.

Decision Date: 28 Aug 2025
Mover: Rachel Williams
Seconder: Shaun Kalin
Outcome: Approved

7.3 Finance Report



Finance Report

THAT the Finance report be accepted as read.

Decision Date: 28 Aug 2025
Mover: Hilary Meyer
Seconder: Shaun Kalin
Outcome: Approved

7.4 Property Report



Property Report

THAT the Property Report be accepted as read.

Decision Date: 28 Aug 2025
Mover: Hilary Meyer
Seconder: Tinui Willing
Outcome: Approved

Important to keep staff updated on a regular basis. Hilary (Project Manager) has put dates in her calendar to do this.

Shaun is going to be an observer at the MOE Property meetings. Meeting being held on Weds 10 September this meeting will determine the dates,

7.5 Te Kahui Kotahitanga

8. Board Annual Work Plan

8.1 Department Reports Calendar

At the start of 2026 the Board need to select the departments and the months they will present.

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
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
28 Jul 2025	EOTC Sub-committee Status: Completed on 29 Jul 2025	Jan Roberts, Rachel Williams, Sarah Neyens, Shaun Kalin, Taiharuru Ratima
28 Aug 2025	Letter of thanks Status: Completed on 25 Jul 2025	Jan Roberts

10. Other Business

11. Karakia

11.1 Karakia Kapi

12. Close Meeting

12.1 Close the meeting

Next meeting: Next Meeting: - 25 Sept 2025, 5:00 pm

Signature:  _____

Date: 25 September 2025