

CONFIRMED MINUTES

TE PAEPAE O AOTEA BOARD MEETING



At the **27 November Meeting** on **27 Nov 2025** these minutes were **confirmed as presented**.

| | |
|-----------------------|--|
| Name: | Te Paepae o Aotea |
| Date: | Thursday, 23 October 2025 |
| Time: | 5:00 pm to 9:14 pm (NZDT) |
| 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

The Chair welcomed visitors Greer Gibbs and Kirsten Corrigan to the meeting.

1.2 Karakia Timata

1.3 Confirmation of Minutes of Meeting

Te Pae Pae o Aotea Board Meeting 25 Sept 2025, the minutes were confirmed as presented.



September Meeting

THAT the minutes of the meeting held 25 September be accepted as true and correct.

| | |
|-----------------------|-----------------|
| Decision Date: | 23 Oct 2025 |
| Mover: | Shaun Kalin |
| Second: | Rachel Williams |
| Outcome: | Approved |

1.4 Interests Register

2. Correspondence

2.1 Incoming Correspondence



Incoming correspondence

THAT the incoming correspondence be accepted.

| | |
|-----------------------|-------------|
| Decision Date: | 23 Oct 2025 |
|-----------------------|-------------|

Mover: Shaun Kalin
Seconded: Sarah Neyens
Outcome: Approved

Rachel explained the TOPEC contributions.

2.2 Outgoing Correspondence

3. Decisions and Discussions

3.1 Level 1 Foundations Skills Certificate



Assessment application for Level 1 Foundations Skills Certificate

RESOLVED THAT the Te Paepae o Aotea Board approve the application to assess Level 1 Foundations Skills certificate.

Decision Date: 23 Oct 2025
Mover: Shaun Kalin
Seconded: Sarah Neyens
Outcome: Approved

Pauline Hurley was given speaking rights and spoke to the Power Point.

This course will benefit a group of students (ORS and SENCO) that will struggle to go through the normal NZQA process as it is too difficult for them, but they deserve to leave with some form of qualification.

Pauline has attended workshops and had one on ones with the ladies who developed this course, it was developed approximately 4-5 years ago by a group of three ladies from Ashburton and Pukekohe who worked on the application to NZQA for two years - they formed the association. They have been extremely helpful, if you join the association, they provide all the resources. A number of other schools have signed up and received their accreditation to teach it. More schools are joining.

It builds students confidence and maturity and for them to believe in themselves.

The Board thought it was a great idea and supported it, particularly appreciating that these students will receive a formal recognition of their learning through a certificate.

It will create valuable opportunities for students who find numeracy and literacy challenging.

Students will benefit from feeling supported in a homeroom-style environment.

The Board could see how this approach would increase student engagement and attendance, as well as improve access to supported learning.

Pauline left the meeting at 5:08pm.

EOTC

1.1 EOTC

Need to put February events in next meeting for approval.

2. Policies

2.1 Meeting, 9 October, 2025



Policy recommended changes

RESOLVED THAT the Te Paepae o Aotea Board of Trustees ratify the following recommendations from the policy committee.

Policy 1

Search, Surrender, and Retention Policy -No changes needed.

Board to renew the written authorisation for the senior leadership team to be delegated to request a surrender of an item and retain or dispose of the item.

Policy 2

Behaviour Management -The second paragraph to change from:

Te Paepae o Aotea is a PB4L school. PB4L stands for Positive Behaviour for Learning and is a positive, proactive, schoolwide organisational framework for behaviour and discipline.

To

Huakina Mai is a kaupapa Māori behaviour initiative that promotes whānau, schools and iwi working together to build a positive school-wide culture, based on a Kaupapa Māori world view. This initiative is supported by a growing body of practice-based evidence that school and student/whānau success are improved

by strong genuine relationships, teachers' knowledge of and caring for, their students.

This would better reflect our status of a Huakina Mai school instead of a PB4L school.

We would also like school docs to link the following document to this policy

MOE160301-StaffAct2-What-is-bullying2.pdf. It currently is linked but a little hidden,

request would be to make it more front and centre to help develop a shared understanding of bullying.

The paragraph under Parent/Caregiver concerns to change from

If a parent/caregiver has concerns about incidents between students, staff, or other parents/caregivers, they should contact our school directly to voice their concerns through the appropriate channels. We do not encourage parents/caregivers to approach students, their whānau, or other members of the school community to privately discuss behaviour issues. This also applies to incidents that occur out of school time or off school grounds but when students are still connected with the school e.g. at camp or on school trips, and while wearing school uniform, or travelling to and from school.

To

If a parent/caregiver has concerns about incidents between students, staff, or other parents/caregivers, they should contact our school directly to voice their concerns through the appropriate channels. We do not encourage parents/caregivers to approach students, their whānau, or other members of the school community to privately discuss behaviour issues or express their views on social media. This also applies to incidents that occur out of school time or

off school grounds but when students are still connected with the school e.g. at camp or on school trips, and while wearing school uniform, or travelling to and from school.

Policy 3 Bullying and Harassment

Like the policy prior we would like to ask school docs to link the following document to this policy **MOE160301-StaffAct2-What-is-bullying2.pdf**. It currently is linked but a little hidden, request would be to make it more front and centre to help develop a shared understanding of bullying.

Decision Date: 23 Oct 2025
Mover: Julia Ord
Seconder: Shaun Kalin
Outcome: Approved

Policies to be reviewed in November.

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



List

Write up a list of staff who can do the Search, surrender and retention for Board to sign.

Due Date: 27 Oct 2025
Owner: Jan Roberts

3. Public Excluded Business

3.1 Public Excluded



In-Committee

MOVED in-committee at: 5:34pm.

Decision Date: 23 Oct 2025
Mover: Shaun Kalin
Seconder: Hilary Meyer
Outcome: Approved



Out of in-committee

MOVED out of in-committee at: 7:03pm.

Decision Date: 23 Oct 2025
Mover: Shaun Kalin
Seconder: Hilary Meyer
Outcome: Approved

4. Reports

4.1 Tumuaiki Report



Principal Report

THAT the Principals report be accepted as read.

Decision Date: 23 Oct 2025
Mover: Rachel Williams
Seconder: Shaun Kalin
Outcome: Approved

4.2 Data Analysis - August 2025



Data Analysis

THAT the Data Analysis report be accepted as read.

Decision Date: 23 Oct 2025
Mover: Rachel Williams
Seconder: Shaun Kalin
Outcome: Approved

4.3 Progress Data PAT Yr 9 & 10



Progress Data PAT Yr 9&10

THAT the Progress Data PAT Yr 9&10 be accepted as read.

Decision Date: 23 Oct 2025
Mover: Rachel Williams
Seconder: Shaun Kalin

4.4 Pastoral Hub



Pastoral Hub report

THAT the Pastoral Hub report be accepted as read.

Decision Date: 23 Oct 2025
Mover: Rachel Williams
Seconder: Shaun Kalin
Outcome: Approved

4.5 Attendance T3



Attendance Term 3

THAT the Attendance Term 3 report be accepted as read.

Decision Date: 23 Oct 2025

Mover: Rachel Williams
Seconded: Shaun Kalin
Outcome: Approved

4.6 Finance Report



Finance Report

THAT the Finance Report be accepted as read.
THAT the Te Paepae o Aotea Board of trustees approve the quote received from Carus for the painting of Dixon Block.

Decision Date: 23 Oct 2025
Mover: Hilary Meyer
Seconded: Julia Ord
Outcome: Approved

Jim spoke with St Joseph's Waitara and they were happy with the painting work from Carus.

4.7 Property Report



Property Report

THAT the Property Report be accepted as read.

Decision Date: 23 Oct 2025
Mover: Shaun Kalin
Seconded: Taiharuru Ratima
Outcome: Approved

Discussion was held around the build and the concern raised by the two public attendees Greer and Kirsten.

Will to investigate possible options.



Information for next meeting

Prepare a paper for discussion at our next scheduled Board meeting that sets out some of those possibilities including:

- * funding contribution from the Tertiary Education Commission to provide appropriate facilities in South Taranaki for the delivery of vocational and or tertiary education.
- * private sector/philanthropic sponsorship of specific facilities eg/hospitality materials workshops/performance/drama/music/digital content creation spaces,
- * Iwi Private-Public Partnership to land sale-lease back via Right of First Refusal mechanism of Ngāti Ruanui Settlement Act 2003. Building/site development and lease back via Iwi commercial entities such as Hāpai. If the Board decides at that point we need to recommence the master planning process that's fine, at least we have paused to briefly consider those options.

Due Date: 27 Nov 2025
Owner: Will Edwards

4.8 Te Kahui Kotahitanga

5. Board Annual Work Plan

5.1 Strategic Plan

6. Actions from Previous Meetings

6.1 Action List

| Due Date | Action Title | Owner(s) |
|--------------|---|-----------------|
| 12 Sept 2025 | Contact Microsoft Status: Completed on 25 Sept 2025 | Will Edwards |
| 29 Sept 2025 | Contact Status: Not Started | Rachel Williams |

7. Other Business

7.1 Public attendees

Greer and Kirsten were given speaking rights.

Their question was: Is the Board in position to lobby or question the Government on why the upgrade has been downgraded from a new rebuild to a renovation?

Board will respond in writing.

Board thanked them for coming to the meeting

They left the meeting at 5:15pm.

7.2 Board networking meeting

Board all want to attend and have now registered.

Wed 5 November starts at 6:30pm - Stratford TET.

Meet at the school at 5pm.

7.3 Taranaki Community Energy Activator team

Will advised that a team from Taranaki Community Energy Activator would like to visit Te Paepae o Aotea to look at the solar and inverters.

To visit on Sunday 9 November - Board ok with this.

7.4 Prize giving

Board to attend Prize giving on Wednesday 29 October, upstairs in the HUB.

6:30pm start members to be there and seated no later than 6:15 pm.

7.5 Resignation

Tinui advised the Board that he is resigning as Staff Rep due to him moving to Porirua.

This would be his last meeting.

The Chair and members wished him all the best.

8. Karakia

8.1 Karakia Kapi

9. Close Meeting

9.1 Close the meeting

Next meeting: 27 November Meeting - 27 Nov 2025, 5:00 pm

A handwritten signature in black ink, appearing to be 'A. O. L.', written over a horizontal line.

Signature: _____

Date: 27 November 2025