

CONFIRMED MINUTES

TE PAEPAE O AOTEA BOARD MEETING



At the **Next Meeting** on **19 Feb 2026** these minutes were **confirmed as presented**.

Name:	Te Paepae o Aotea
Date:	Thursday, 27 November 2025
Time:	5:00 pm to 7:56 pm (NZDT)
Location:	Te Paepae o Aotea - Boardroom, Camberwell Road, Hawera
Board Members:	Julia Ord, Rachel Williams, Will Edwards, Hilary Meyer
Attendees:	Jan Roberts
Apologies:	Taiharuru Ratima, Sarah Neyens, Shaun Kalin (Chair)

1. Opening Meeting

1.1 Apologies



Apologies

THAT the apologies from Shaun Kalin, Sarah Neyens and Taiharuru Ratima be accepted.

Decision Date:	27 Nov 2025
Mover:	Will Edwards
Seconder:	Julia Ord
Outcome:	Approved

Due to both Shaun and Sarah not being present at the meeting Will Edwards chaired.

1.2 Karakia Timata

1.3 Confirmation of Minutes of Meeting

Te Paepae o Aotea Board Meeting 23 Oct 2025, the minutes were confirmed as presented.



Minutes from previous meeting

THAT the minutes of the meeting held on 23 October be accepted as true and correct.

Decision Date:	27 Nov 2025
Mover:	Julia Ord
Seconder:	Hilary Meyer
Outcome:	Approved

1.4 Interests Register

2. Correspondence

2.1 Incoming Correspondence



Incoming Correspondence

THAT the Inward correspondence be accepted.

Decision Date: 27 Nov 2025
Mover: Will Edwards
Seconder: Julia Ord
Outcome: Approved

2.2 Outgoing Correspondence



Outgoing Correspondence

THAT the Outward correspondence be approved.

Decision Date: 27 Nov 2025
Mover: Will Edwards
Seconder: Hilary Meyer
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 Dixon Block Corridor Carpet quote.

Decision Date: 27 Nov 2025
Mover: Julia Ord
Seconder: Hilary Meyer
Outcome: Approved



Flying Minutes

RESOLVED THAT the Te Paepae o Aotea Board of Trustees ratify the flying minutes for the letter to the Minister in regard to our school continuing to support Te Tiriti.

Decision Date: 27 Nov 2025
Mover: Will Edwards
Seconder: Julia Ord
Outcome: Approved

3.2 Water only school and Headphone use

Discussions have been held amongst staff at school, around students coming to school with energy drinks.

Members discussed whether we move to water only school and ban energy drinks and other sugary drinks.

Our school policy does promote a healthy food and drink environment

It was proposed a traffic light system for headphones and ear-pods during class and no use of ear-pods during break times.



Headphones and ear-pods

RESOLVED THAT the Te Paepae o Aotea Board endorse the decision that Headphones and air-pods come under a traffic light system as recommended by staff during class time. During break times there will be a complete ban on the use of headphones and air-pods.

Decision Date: 27 Nov 2025
Mover: Will Edwards
Seconder: Julia Ord
Outcome: Approved



Energy Drinks

Resolved THAT the Te Paepae o Aotea board support the decision to remove Energy drinks from being allowed to be consumed on site.

Decision Date: 27 Nov 2025
Mover: Hilary Meyer
Seconder: Julia Ord
Outcome: Approved

4. EOTC

4.1 EOTC



EOTC

RESOLVED THAT the Te Paepae o Aotea Board of Trustees approve the following EOTC activities as recommended by the sub-committee:

EOYA Coromandel - updated

NZSSTF

2025 Senior Touch Nationals

2026 Volleyball Nationals

Art Noho

Decision Date: 27 Nov 2025
Mover: Julia Ord
Seconder: Will Edwards
Outcome: Approved



EOTC decisions

Send EOTC decisions to Mahaki to notify TICs

Due Date: 1 Dec 2025
Owner: Jan Roberts

5. Policies

5.1 Meeting, 9 October, 2025



THAT the following policies be accepted with no changes required ...

THAT the following policies be accepted with no changes required as recommended by the sub-committee.

**Minimising Physical Restraint
Stand-down, Suspension and Exclusion**
Explore opportunities training in this space.
Staff Wellbeing and Safety

Decision Date: 27 Nov 2025
Mover: Julia Ord
Seconder: Hilary Meyer
Outcome: Approved



Policies

Send decision to Ruth

Due Date: 1 Dec 2025
Owner: Jan Roberts

6. Public Excluded Business

6.1 Public Excluded



In-Committee

MOVED in-committee to discuss Personnel matters at: 5:27pm

Decision Date: 27 Nov 2025
Mover: Will Edwards
Seconder: Julia Ord
Outcome: Approved



Out of in-committee

MOVED out of in-committee at: 6:35pm

Decision Date: 27 Nov 2025
Mover: Hilary Meyer
Seconder: Will Edwards
Outcome: Approved

7. Reports

7.1 Tumuaki Report



Principals Report

THAT the Principals report be accepted as read

Decision Date: 27 Nov 2025
Mover: Rachel Williams
Seconder: Hilary Meyer

Outcome: Approved

Results are looking great, these are pre-exam results, staff have put in a lot of mahi.

7.2 Data Analysis - November 2025



Data Analysis

THAT the Data Analysis report be accepted as read.

Decision Date: 27 Nov 2025
Mover: Rachel Williams
Seconder: Hilary Meyer
Outcome: Approved

7.3 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: 27 Nov 2025
Mover: Rachel Williams
Seconder: Hilary Meyer
Outcome: Approved

7.4 Finance Report



Finance Report

RESOLVED THAT Te Paepae o Aotea Board of Trustees ratify the quotes and payments as presented.

Annex Group

\$14,386.26

Dixon Block Signage

New Era Technology

\$5,964.17

Replacement Administration Computers (inc. Creative Design Administrator)

CAPEX Requests 2025 (late editions)

Technology (Digital) – 5 x 3D Printers

Technology (Engineering) – Welder

Technology - Milling Machine/CNC Plasma cutter

Decision Date: 27 Nov 2025
Mover: Julia Ord
Seconder: Will Edwards
Outcome: Approved



Draft Budget

THAT the draft budget be approved as presented.

Decision Date: 27 Nov 2025
Mover: Rachel Williams
Seconder: Hilary Meyer
Outcome: Approved

EOYA - if students have not paid any money they will be phoned and withdrawn and put on in-school activity if no money is paid by Monday 1 December.



Finance

Send Jim decisions.

Due Date: 1 Dec 2025
Owner: Jan Roberts

7.5 Property Report



Property Report

THAT the Property Report be accepted as read.

Decision Date: 27 Nov 2025
Mover: Will Edwards
Seconder: Hilary Meyer
Outcome: Approved



Painting Quotes

THAT the presented quotes be accepted for the painting of the admin office and sports office dependent on receiving the quote from Greys (if Greys quote comes in equivalent or cheaper and they are able to do it within the time frame, over summer before 2026 school year commences then they will be awarded the contract).

Decision Date: 27 Nov 2025
Mover: Hilary Meyer
Seconder: Will Edwards
Outcome: Approved

RWI will ask Peter Sullivan to give an appraisal of the current paint job.

7.6 Te Kahui Kotahitanga

RWI said there had been discussion with staff, they would like the names Kimihia and Te Ramanui to stay. They would like to see Dixon and Gray blocks names to be changed.

RWI has emailed both Iwis for their input.

8. Board Annual Work Plan

9. Actions from Previous Meetings

9.1 Action List

Due Date	Action Title	Owner(s)
29 Sept 2025	Contact Status: Completed on 12 Feb 2026	Rachel Williams
27 Oct 2025	List Status: Completed on 31 Oct 2025	Jan Roberts
27 Nov 2025	Information for next meeting Status: Completed on 19 Feb 2026	Will Edwards

10. Other Business

11. Karakia

11.1 Karakia Kapi

12. Close Meeting

12.1 Close the meeting

Next meeting: Next Meeting - 19 Feb 2026, 5:00 pm

Signature: 

Date: 19 February 2026