

CONFIRMED MINUTES

TE PAEPAE O AOTEA BOARD MEETING



At the **Te Paepae o Aotea Board Meeting** on **26 Mar 2026** these minutes were **confirmed as presented**.

Name:	Te Paepae o Aotea
Date:	Thursday, 19 February 2026
Time:	5:00 pm to 8:09 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, Will Edwards, Sue Johnston
Attendees:	Jan Roberts

1. Opening Meeting

1.1 Apologies

Meeting opened at 5:08pm

Will arrived at 5:10pm

1.2 Karakia Timata

1.3 Confirmation of Minutes of Meeting

Te Paepae o Aotea Board meeting 27 Nov 2025, the minutes were confirmed as presented.



Meeting Minutes 27 November 2025

RESOLVED THAT the minutes of Te Paepae o Aotea Board of Trustees meeting held on 27 November 2025 be accepted as a true and correct record of that meeting.

Decision Date: 19 Feb 2026
Mover: Julia Ord
Seconder: Hilary Meyer
Outcome: Approved

1.4 Interests Register

2. Correspondence

2.1 Incoming Correspondence



Incoming correspondence

THAT the Incoming Correspondence be accepted.

Decision Date: 19 Feb 2026
Mover: Taiharuru Ratima
Seconder: Sue Johnston
Outcome: Approved

2.2 Outgoing Correspondence



Outgoing correspondence

THAT the outward correspondence be approved.

Decision Date: 19 Feb 2026
Mover: Hilary Meyer
Seconder: Sarah Neyens
Outcome: Approved

3. Decisions and Discussions

3.1 Flying Minutes



Ratify Flying Minutes

RESOLVED THAT Te Paepae o Aotea Board of Trustees ratify the flying minute for the Te tiriti public statement.

Decision Date: 19 Feb 2026
Mover: Shaun Kalin
Seconder: Will Edwards
Outcome: Approved

3.2 Delgated Authority



Delegated Authority

THAT the Te Paepae o Aotea Board of Trustees appoints Mahaki Akouola as delegated authority in the absence of the principal for the 2026 school year.

Decision Date: 19 Feb 2026
Mover: Sarah Neyens
Seconder: Taiharuru Ratima
Outcome: Approved

4. EOTC

4.1 EOTC

Sub-committee are happy with the presented EOTC events - teachers involved are familiar with the events. The exception being the Ngāmotu Marine, this is run by an outside company which has been organising these events for many years, and they have a great record.



EOTC

THAT the Te Paepae o Aotea Board of Trustees approve the EOTC events as recommended by the EOTC sub-committee.

Waka Ama Nationals

Grylls Walk

Senior Walk

9/10 Ngāmotu Marine

Decision Date: 19 Feb 2026
Mover: Sarah Neyens
Seconder: Taiharuru Ratima
Outcome: Approved



EOTC decisions

Let MAK know decisions so he can advise his team.

Due Date: 21 Feb 2026
Owner: Jan Roberts

5. Policies

5.1 Policies



Policies

RESOLVED THAT the Te Paepae Board of Trustees ratify the decisions as presented by the sub-committee:

Policy 1

Recommendation to change to Firearms - Option 2

Big difference is off site use, eg Paintball, Airsoft

Policy 2

Cell phones and other personal digital devices

Due to the changes mandated from government with cell phones this has been updated 2024.

Then recently updated with the schools change to BYOD in 2025.

No changes needed at this stage.

Policy 3

Digital technology and online safety

No changes needed at this stage - to be reviewed at next meeting.

Decision Date: 19 Feb 2026
Mover: Julia Ord
Seconder: Hilary Meyer
Outcome: Approved

Discussion was held on skirt lengths and introducing a specified skirt length in 2027 to be included in the uniform policy.

To be discussed further at next meeting.

6. Public Excluded Business

6.1 Public Excluded



in-committee

MOVED in committee to discuss Personnel matters at: 5:30pm

Decision Date: 19 Feb 2026
Mover: Shaun Kalin
Seconder: Hilary Meyer
Outcome: Approved



Out of in committee

MOVED out of committee at: 6:50pm

Decision Date: 19 Feb 2026
Mover: Shaun Kalin
Seconder: Sarah Neyens
Outcome: Approved

7. Reports

7.1 Tumuaki Report



Principals Report

THAT the Principals report be accepted as read

Decision Date: 19 Feb 2026
Mover: Rachel Williams
Seconder: Julia Ord
Outcome: Approved

Rachel and Tina's LATS have been approved.

7.2 Data Analysis -



Data Analysis

THAT the Data Analysis report be accepted as read

Decision Date: 19 Feb 2026
Mover: Rachel Williams
Seconder: Julia Ord
Outcome: Approved

7.3 Finance Report



Heat Pumps

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

Payments / Quotes requiring ratification

- i. Next Generation Air \$4,286.05 (inc. GST) Replace existing heat pump in G9

- ii. Next Generation Air \$4,286.05 (inc. GST) Replace existing heat pump in G2
- iii. Next Generation Air \$5,456.75 (inc. GST) Replace existing heat pump in TN2

Decision Date: 19 Feb 2026
Mover: Hilary Meyer
Seconder: Will Edwards
Outcome: Approved



Support Staff eye examinations

RESOLVED THAT the Te Paepae o Aotea Board approve payment of support staff eye test examination and pay a contribution of \$500 towards glasses/contacts should they be required.

Decision Date: 19 Feb 2026
Mover: Hilary Meyer
Seconder: Will Edwards
Outcome: Approved

7.4 Property Report



Property Report

THAT the Property Report including H&S minutes be accepted as read

Decision Date: 19 Feb 2026
Mover: Shaun Kalin
Seconder: Will Edwards
Outcome: Approved

All members agreed the fence needs to be painted as the current green fence does not tie in and is outdated.

RWI to get CKA to look at colours.

Quotes for painting or school teams to paint as fundraiser.



Fence paint

RWI to liaise with CKA re fence colour and to advise JBR to get quote for painting, also a possibility to have a sports team/s paint it as a fundraiser.

Due Date: 26 Mar 2026
Owner: Rachel Williams

7.5 NCEA



NCEA achievement results

THAT the NCEA reports be accepted as read.

Decision Date: 19 Feb 2026
Mover: Rachel Williams
Seconder: Sue Johnston
Outcome: Approved

Board would like to acknowledge staff for the great results with a morning tea.



Morning tea for staff

To arrange morning tea for staff to show Board appreciation for hard work and success in NCEA results.

Due Date: 26 Mar 2026
Owner: Rachel Williams

7.6 Te Kahui Kotahitanga



Dates for Te Kahui Kotahitanga

To find out the dates of the meeting and advise the Board. Members prefer after 5pm.

Due Date: 26 Mar 2026
Owner: Will Edwards

8. Board Annual Work Plan

8.1 Department reports 2025

Board would like departments to present in person.



Department Reports

RWI to sort out a roster for presentations.
Suggestions: Gateways and Years 7/8

Due Date: 26 Mar 2026
Owner: Rachel Williams

8.2 Strategic Plan



Strategic Plan

THAT the Te Paepae o Aotea Board of Trustees approves the Strategic Plan for 2026 as presented.

Decision Date: 19 Feb 2026
Mover: Rachel Williams
Seconder: Sarah Neyens
Outcome: Approved

Board to look at working on the Strategic Plan mid March onwards.

8.3 Annual Plan

For information - as attached.

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 Nov 2025	Information for next meeting Status: Completed on 19 Feb 2026	Will Edwards
1 Dec 2025	EOTC decisions Status: Completed on 1 Dec 2025	Jan Roberts
1 Dec 2025	Policies Status: Completed on 1 Dec 2025	Jan Roberts
1 Dec 2025	Finance Status: Completed on 1 Dec 2025	Jan Roberts

10. Other Business


11. Karakia

11.1 Karakia Kapi

12. Close Meeting

12.1 Close the meeting

Next meeting: Te Paepae o Aotea Board Meeting - 26 Mar 2026, 5:00 pm

Signature: 

Date: 26 March 2026