

# CONFIRMED MINUTES

## TE PAEPAE O AOTEA BOARD MEETING



At the **Next Meeting** on **30 Apr 2026** these minutes were **confirmed as presented**.

<b>Name:</b>	Te Paepae o Aotea
<b>Date:</b>	Thursday, 26 March 2026
<b>Time:</b>	5:00 pm to 6:53 pm (NZDT)
<b>Location:</b>	Te Paepae o Aotea - Boardroom, Camberwell Road, Hawera
<b>Board Members:</b>	Shaun Kalin (Chair), Hilary Meyer, Julia Ord, Rachel Williams, Sarah Neyens, Sue Johnston
<b>Attendees:</b>	Jan Roberts, Ruth Simons
<b>Apologies:</b>	Will Edwards, Taiharuru Ratima

### 1. Opening Meeting

#### 1.1 Apologies



##### Apologies

THAT the apologies from Will Edwards and Taiharuru Ratima be accepted.

<b>Decision Date:</b>	26 Mar 2026
<b>Mover:</b>	Sue Johnston
<b>Seconder:</b>	Sarah Neyens
<b>Outcome:</b>	Approved

#### 1.2 Karakia Timata

#### 1.3 Confirmation of Minutes of Meeting

Te Paepae o Aotea Board Meeting 19 Feb 2026, the minutes were confirmed as presented.



##### Confirmation of minutes of meeting held 19 February 2026

RESOLVED THAT the minutes of Te Paepae o Aotea Board meeting held 19 February 2025 be accepted as a true and correct record of the meeting.

<b>Decision Date:</b>	26 Mar 2026
<b>Mover:</b>	Julia Ord
<b>Seconder:</b>	Hilary Meyer
<b>Outcome:</b>	Approved

#### 1.4 Interests Register

## 2. Department reports

### 2.1 Department reports



#### Speaking rights

THAT speaking rights be given to the Pastoral team presenting their reports.

**Decision Date:** 26 Mar 2026  
**Mover:** Shaun Kalin  
**Seconder:** Sarah Neyens  
**Outcome:** Approved

The Speakers left the meeting at: 5:18pm



#### Letter of thanks

Letter of thanks be sent to the speakers

**Due Date:** 31 Mar 2026  
**Owner:** Jan Roberts

The Pastoral Leaders spoke to their PowerPoint (see attached).

Shaun thanked the presenters for their hard work and mahi and expressed the Board's thanks to the all staff for the great results.

## 3. Correspondence

### 3.1 Incoming Correspondence



#### Incoming Correspondence

THAT THE Incoming correspondence be accepted.

**Decision Date:** 26 Mar 2026  
**Mover:** Hilary Meyer  
**Seconder:** Julia Ord  
**Outcome:** Approved

Re: Damage Claim

The Business manager's recommendation to the Board is that we do **not** reimburse the claimed cost.

While the resident believes the damage was caused by a ball coming from school grounds, the exact date of the incident is unknown and there is no direct evidence confirming how the damage occurred.

On that basis, we are unable to establish that the school is responsible.

This matter should be considered on a no admission of liability basis, and with the understanding that any decision does not set a precedent for future claims of this nature.

A draft response to the resident is attached for the Board's consideration. (in outgoing correspondence).



#### Letter

RESOLVED THAT Te Paepae o Aotea Board of Trustees agree that no reimbursement be made to the McDonalds due to no proof the damage occurred during school hours by a school student.

**Decision Date:** 26 Mar 2026  
**Mover:** Shaun Kalin  
**Seconder:** Sarah Neyens  
**Outcome:** Approved

### 3.2 Outgoing Correspondence



#### Outgoing Correspondence

THAT a letter of response to the damage claim be approved with amendments as discussed.

**Decision Date:** 26 Mar 2026  
**Mover:** Hilary Meyer  
**Seconder:** Julia Ord  
**Outcome:** Approved



#### Letter

recompose letter for damage claim. (Soften the tone).

**Due Date:** 31 Mar 2026  
**Owner:** Jan Roberts

## 4. Decisions and Discussions

### 4.1 School Property - Expressions of interest

Currently not relevant due to work being undertaken on the school buildings.

### 4.2 PLD Process



#### PLD Process

RESOLVED THAT the TE Paepae o Aotea Board of Trustees approve the PLD process as presented.

**Decision Date:** 26 Mar 2026  
**Mover:** Shaun Kalin  
**Seconder:** Sarah Neyens  
**Outcome:** Approved

### 4.3 Art Department Funding application request



#### Art Department Funding application

RESOLVED THAT the Te Paepae o Aotea Board of Trustees approve the application to Pelorus Trust to cover the cost of all Year 7-10 students (550) to attend the Strike to Schools concert July 2026 at a cost of \$8.05 (inc GST) per student.

**Decision Date:** 26 Mar 2026  
**Mover:** Shaun Kalin  
**Seconder:** Hilary Meyer  
**Outcome:** Approved



#### Arts Funding application

Let CCO know outcome so she can apply for the funding.

**Due Date:** 27 Mar 2026  
**Owner:** Jan Roberts

## 5. EOTC

### 5.1 EOTC



#### EOTC

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

L1 TGO Topec

Hilary Edmond Challenge - Rotorua

L3 Tough Guy

**Decision Date:** 26 Mar 2026  
**Mover:** Sarah Neyens  
**Seconder:** Hilary Meyer  
**Outcome:** Approved



#### EOTC

Let MAK know outcome so he can advise his team.

**Due Date:** 27 Mar 2026  
**Owner:** Jan Roberts

## 6. Policies

### 6.1 Policies



#### Policy report

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

Policy 1 - Alcohol, Drugs and Other Harmful substances - No changes

Policy 2 - Sun Protection - No changes

Policy 3 - Safety and Welfare for Students on Work Experience - Policy does not need amendment but further education for the wider staff on processes for students on work experience is needed. e.g. Whānau teacher, pastoral lead. More information needed in the wider community, businesses and whānau.

**Decision Date:** 26 Mar 2026  
**Mover:** Julia Ord  
**Seconder:** Sue Johnston  
**Outcome:** Approved

## 7. Public Excluded Business

### 7.1 Public Excluded



#### in-committee

MOVED in committee to discuss Personnel matters at: 5:50pm

**Decision Date:** 26 Mar 2026

**Mover:** Shaun Kalin

**Outcome:** Approved



#### Out of in-committee

MOVED out of in-committee at: 6:18

**Decision Date:** 26 Mar 2026

**Mover:** Shaun Kalin

**Outcome:** Approved

## 8. Reports

### 8.1 Tumuaki Report



#### Principal Report

THAT the Principals report be accepted as read.

**Decision Date:** 26 Mar 2026

**Mover:** Rachel Williams

**Seconder:** Hilary Meyer

**Outcome:** Approved

### 8.2 Data Analysis -



#### Data Analysis report

THAT the Data Analysis, NCEA and literacy-numeracy reports be accepted as read.

**Decision Date:** 26 Mar 2026

**Mover:** Rachel Williams

**Seconder:** Julia Ord

**Outcome:** Approved

### 8.3 Finance Report



#### Finance Report

THAT the Finance and the February Governance reports be accepted as read.

**Decision Date:** 26 Mar 2026

**Mover:** Hilary Meyer

**Seconder:** Shaun Kalin

**Outcome:** Approved

The sub-committee have requested another plumbing quote to install the new steam oven.

## 8.4 Property Report



### Property Report

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

**Decision Date:** 26 Mar 2026  
**Mover:** Rachel Williams  
**Seconder:** Hilary Meyer  
**Outcome:** Approved

## 9. Actions from Previous Meetings

### 9.1 Action List

Due Date	Action Title	Owner(s)
27 Nov 2025	Information for next meeting <b>Status:</b> Completed on 19 Feb 2026	Will Edwards
21 Feb 2026	EOTC decisions <b>Status:</b> Completed on 20 Feb 2026	Jan Roberts
26 Mar 2026	Fence paint <b>Status:</b> Completed on 26 Mar 2026	Rachel Williams
26 Mar 2026	Morning tea for staff <b>Status:</b> Completed on 23 Mar 2026	Rachel Williams
26 Mar 2026	Dates for Te Kahui Kotahitanga <b>Status:</b> Not Started	Will Edwards
26 Mar 2026	Department Reports <b>Status:</b> In Progress	Rachel Williams

## 10. Other Business

## 11. Karakia

### 11.1 Karakia Kapi

## 12. Close Meeting

### 12.1 Close the meeting

**Next meeting:** Next Meeting - 30 Apr 2026, 5:00 pm