

CONFIRMED MINUTES

TE PAEPAE O AOTEA BOARD MEETING



At the **Te Paepae o Aotea Board meeting | 25 June 2026** on **25 Jun 2026** these minutes were **confirmed as presented**.

Name:	Te Paepae o Aotea
Date:	Thursday, 28 May 2026
Time:	5:00 pm to 7:14 pm (NZST)
Location:	Te Paepae o Aotea - Boardroom, Camberwell Road, Hawera
Board Members:	Shaun Kalin (Chair), Julia Ord, Rachel Williams, Sue Johnston, Taiharuru Ratima, Will Edwards, Sarah Neyens
Attendees:	Ruth Simons
Apologies:	Hilary Meyer
Notes:	W Edwards and T Ratima joined the meeting via Teams at 6.02pm - connection intermittent.

1. Opening Meeting

1.1 Apologies

Apologies noted from Hilary Meyer.

1.2 Karakia Timata

1.3 Confirmation of Minutes of Meeting

Te Paepae o Aotea Board meeting 30 Apr 2026, the minutes were confirmed as presented.



Confirmation of Minutes of Meeting - 30 April 2026

RESOLVED THAT the minutes of Te Paepae o Aotea Board meeting held 30 April 2026 be accepted as a true and correct record of that meeting.

Decision Date: 28 May 2026
Mover: Sue Johnston
Seconder: Julia Ord
Outcome: Approved

1.4 Interests Register

2. Department reports

2.1 Department reports

R Williams reiterated specific department reports can be requested to inform the Strategic Plan.

3. Correspondence

3.1 Incoming Correspondence

Noted construction begins today at 3.30pm.

C Bates MP correspondence confirms Te Paepae o Aotea remains within the Ministry's property upgrade programme, with a decision on further prioritisation expected by June 2026. Failing that, other funding may be available and we are expecting further communication regarding the same.



Incoming Correspondence

THAT Incoming Correspondence be received as presented.

Decision Date:	28 May 2026
Mover:	Sarah Neyens
Seconder:	Shaun Kalin
Outcome:	Approved

3.2 Outgoing Correspondence

4. Decisions and Discussions

4.1 Flying Minute



Ratify Flying Minute - TOPEC Year 10

THAT the Board ratify the flying minute approving the Year 10 TOPEC trip.

Decision Date:	28 May 2026
Mover:	Shaun Kalin
Seconder:	Sue Johnston
Outcome:	Approved

4.2 Literacy Data

R Williams spoke to the 2025 Literacy data updating the Board on current curriculum changes, literacy achievement (particularly writing) and implications for strategic planning, resourcing and next steps.

R Williams further confirmed clarity from the Ministry remains limited, but staff have responded well to date, especially in Years 7-8. Staff will require time, space and ongoing professional development to adapt effectively and embed change.

Next steps

- Develop targeted questions for literacy leaders and schedule Board engagement
- Continue structured literacy PLD rollout
- Monitor Ministry guidance and adjust planning accordingly
- Progress Strategic Plan development and align with Annual Plan

- Prepare for community consultation on priority areas



Literacy Data Report

THAT the Literacy Data report be received and accepted as presented.

Decision Date: 28 May 2026
Mover: Shaun Kalin
Seconder: Sarah Neyens
Outcome: Approved



Literacy Data Q&A

Members to develop targeted questions for a Literacy leaders Q&A at the next meeting. R Williams to invite Literacy Co-Leaders.

Due Date: 25 Jun 2026
Owners: Hilary Meyer, Julia Ord, Rachel Williams, Sarah Neyens, Shaun Kalin, Sue Johnston, Taiharuru Ratima, Will Edwards

5. EOTC

5.1 EOTC



Pelorus Trust Grant Application

RESOLVED THAT Te Paepae o Aotea Board approve an application to Pelorus Trust for the following in respect of Te Paepae o Aotea's attendance at Winter Tournament Week in 2026:

Hockey accommodation	\$9,078 exc. GST
Netball accommodation	\$6,695.65 exc. GST
Hockey tournament entry fees	\$1,030.43 exc. GST (note that the umpire bond is not included in the funding request)

Decision Date: 28 May 2026
Mover: Sue Johnston
Seconder: Julia Ord
Outcome: Approved

Due to conflicts of interest, S Kalin and R Williams abstained from voting regarding the hockey portion of the application.

6. Policies

6.1 Policies

The policy committee meeting was deferred to June.

7. Public Excluded Business

7.1 Public Excluded



Public Excluded

The meeting moved In Committee at 5.52pm.

Decision Date: 28 May 2026
Mover: Shaun Kalin
Seconder: Sue Johnston
Outcome: Approved



Public Excluded

The Committee moved out of In committee at 6.43pm.

Decision Date: 28 May 2026
Mover: Shaun Kalin
Seconder: Sue Johnston
Outcome: Approved

8. Reports

8.1 Tumuaki Report



Tumuaki Report

THAT the tumuaki report be received and accepted as presented.

Decision Date: 28 May 2026
Mover: Sarah Neyens
Seconder: Julia Ord
Outcome: Approved

8.2 Data Analysis - 14 April 2026

Leavers are mainly comprised of seniors moving into the workforce or tertiary study. Monitoring continues.



Data Analysis Report

THAT the Data Analysis report be received and accepted as presented.

Decision Date: 28 May 2026
Mover: Shaun Kalin
Seconder: Sue Johnston
Outcome: Approved

8.3 Attendance Report

8.4 Finance Report

No meeting held this month due to schedule clashes. Report provided by Business Manager.
Noted:

- Funding for the repair of the three sets of gates will be drawn from the Hawera High School Centennial fund, earmarked for the upkeep of the historical gates.

- New equipment will be required in Junior Science to implement the new curriculum changes.
- The maintenance staff van requires replacement. Options are being reviewed with the team.



Finance Report

RESOLVED THAT the Finance Report be received and accepted as presented.

Decision Date: 28 May 2026
Mover: Shaun Kalin
Seconded: Sue Johnston
Outcome: Approved

8.5 Property Report



Property Report

THAT the property report be received as presented.

Decision Date: 28 May 2026
Mover: Julia Ord
Seconded: Sarah Neyens
Outcome: Approved

Noted, Dixon block is looking good with new carpet in the corridors, the courtyards tidied and planting completed.

9. Annual Workplan

9.1 Board Task Checklist - Term 2, 2026

9.2 Annual Report

The report is for information only and will be published by month end. This version is currently on the website and will be finalised and reported to the Ministry once the audit is completed.

10. Actions from Previous Meetings

10.1 Action List

Due Date	Action Title	Owner(s)
26 Mar 2026	Dates for Te Kahui Kotahitanga Status: In Progress	Will Edwards
26 Mar 2026	Department Reports Status: On Hold	Rachel Williams
1 May 2026	Pastoral Check Status: Completed on 22 May 2026	Rachel Williams
25 May 2026	Annual Plan Status: Completed on 21 May 2026	Rachel Williams
28 May 2026	Follow up Status: Completed on 21 May 2026	Rachel Williams



Taken as read

Updated

Decision Date: 28 May 2026
Mover: Sue Johnston
Seconder: Shaun Kalin
Outcome: Approved

11. Other Business

11.1 NCEA Update

R Williams spoke to the scale change to A - E with top students then endorsed with Excellence. Members acknowledged concerns for marginalised students and how they will fare with these changes.

12. Karakia

12.1 Karakia Kapi

13. Close Meeting

13.1 Close the meeting

Next meeting: Te Paepae o Aotea Board meeting | 25 June 2026 - 25 Jun 2026, 5:00 pm

New Actions raised in this meeting

Item	Action Title	Owner(s)
4.2	Literacy Data Q&A Due Date: 25 Jun 2026	Hilary Meyer, Julia Ord, Rachel Williams, Sarah Neyens, Shaun Kalin, Sue Johnston, Taiharuru Ratima, Will Edwards



Signature: _____

Date: 25 June 2026