

CONFIRMED MINUTES

TE PAEPAE O AOTEA BOARD MEETING



At the **Te Paepae o Aotea Board meeting** on **28 May 2026** these minutes were **confirmed as presented**.

Name:	Te Paepae o Aotea
Date:	Thursday, 30 April 2026
Time:	5:00 pm to 7:24 pm (NZST)
Location:	Te Paepae o Aotea - Boardroom, Camberwell Road, Hawera
Board Members:	Shaun Kalin (Chair), Hilary Meyer, Julia Ord, Rachel Williams, Sue Johnston, Taiharuru Ratima, Will Edwards
Attendees:	Ruth Simons
Apologies:	Sarah Neyens

1. Opening Meeting

1.1 Apologies

Apologies received from S Neyens.

1.2 Karakia Timata

1.3 Confirmation of Minutes of Meeting

Te Paepae o Aotea Board Meeting 26 Mar 2026, the minutes were confirmed as presented.



Confirmation of Minutes of Meeting

RESOLVED THAT the minutes of Te Paepae o Aotea Board meeting held 26 March 2026 be accepted as a true and correct record of that meeting.

Decision Date: 30 Apr 2026
Mover: Shaun Kalin
Seconder: Julia Ord
Outcome: Approved

1.4 Interests Register

2. Department reports

2.1 Department reports

Department reports will be paused due to impending NCEA changes and the introduction of the SMART assessment tool. The Board can request a particular department report as required. No NCEA change information is currently available.

Further discussion centered around the development of clear goals for the Strategic Plan. Targeted engagement sessions with the community may be required once further information is available. Additional Board meetings to focus on strategic planning may be required.

Overall while areas where targets have not been met can be addressed, the principal asked that decisions be deferred until further information is available.



Department Reporting

RESOLVED THAT the Board approve a pause in departmental reporting pending further information on NCEA changes and assessment data.

Decision Date: 30 Apr 2026
Mover: Shaun Kalin
Seconder: Will Edwards
Outcome: Approved

3. Correspondence

3.1 Incoming Correspondence

3.2 Outgoing Correspondence



Outgoing Correspondence

RESOLVED THAT outgoing correspondence be received and approved.

Decision Date: 30 Apr 2026
Mover: Shaun Kalin
Seconder: Will Edwards
Outcome: Approved

4. Decisions and Discussions

4.1 New Club Request - Christian Club

The principal spoke to the request for a Christian Club. The Board noted a staff member has offered to provide support. Parameters around respect and having people come to them were discussed and the principal will discuss these with students. Notification about the new club will be added to the school notices.



New Club Request

RESOLVED THAT Te Paepae o Aotea Board approve the creation of a Christian Club with clear parameters.

Decision Date: 30 Apr 2026
Mover: Hilary Meyer
Seconder: Sue Johnston
Outcome: Approved

5. EOTC

5.1 EOTC

6. Policies

6.1 Policies

The next Policy meeting is scheduled for May.

7. Public Excluded Business

7.1 Public Excluded



Public Excluded

The meeting moved In Committee at 5.18pm.

Decision Date: 30 Apr 2026
Mover: Taiharuru Ratima
Seconder: Hilary Meyer
Outcome: Approved



Public Excluded

The meeting moved out of In Committee at 6.04pm

Decision Date: 30 Apr 2026
Mover: Taiharuru Ratima
Seconder: Hilary Meyer
Outcome: Approved



Public Excluded

The meeting moved In Committee at 7.06pm.

Decision Date: 30 Apr 2026
Mover: Sue Johnston
Seconder: Will Edwards
Outcome: Approved



Public Excluded

The meeting moved out of In Committee at 7.34pm.

Decision Date: 30 Apr 2026
Mover: Sue Johnston
Seconder: Will Edwards

Outcome: Approved

8. Reports

8.1 Tumuaki Report

The Tumuaki report was received and taken as read. Highlights include:

- Relief Coordinator is monitoring the budget closely with good results for Term 1.
- Five new Learning Assistants (LAs) have commenced. All junior classes now have an LA for Foundations in the morning.
- Junior Art teacher has applied for another role - if unsuccessful she may stay until end of term. Interviewing for a replacement on Monday. Another staff member returning from maternity leave Term 3.
- Three staff looking to undertake further study in 2027, with others looking at PLD options.
- Property is reliant on the May budget. Currently only have guaranteed funding for the roof.



Tumuaki Report

THAT the Tumuaki report be received and accepted as presented.

Decision Date: 30 Apr 2026
Mover: Sue Johnston
Seconder: Julia Ord
Outcome: Approved

8.2 Data Analysis - 14 April 2026

The 14 April Data Analysis was received and taken as read.



Data Analysis report

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

Decision Date: 30 Apr 2026
Mover: Taiharuru Ratima
Seconder: Sue Johnston
Outcome: Approved

8.3 Attendance Report

The Attendance report was received and taken as read.

The principal spoke to her report, highlighting areas of attendance that have increased over the last five terms, namely holidays during term time and coding errors.

Regular fortnightly meetings are continuing with Ngati Ruanui. The new online attendance system implemented at the start of the year still has a few bugs.

The Marama programme continues to do well.

Members congratulated Taiharuru Ratima on her Excellence endorsement at Level 3.



Attendance Report

THAT the Attendance report be received and accepted as presented.

Decision Date: 30 Apr 2026

Mover: Shaun Kalin
Seconder: Will Edwards
Outcome: Approved

8.4 Finance Report

The Finance report was received and taken as read.

Noted:

- Quotes provided for new oven CAPEX request did not include extra funds for installation. Installation quotes sought and being considered.
- Ministry will put boards up for the community when building work commences.
- Relief staffing \$50K per term. Sitting well for Term 1.
- Signage - repositioned and looking good.
- Fees - Business Manager and Sports Coordinator chasing and getting money in. Sitting at 52%
- No governance report.



Finance Report

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

Decision Date: 30 Apr 2026
Mover: Hilary Meyer
Seconder: Taiharuru Ratima
Outcome: Approved

8.5 Property Report

The Property report was received and taken as read.

Noted, zero graffiti in bathrooms following the introduction of 'one person in the bathroom at a time.'

Vape sensor issues continue. Gilcom still need to remedy the situation and are waiting on answers from another company. Gilcom have been advised there will be no further outlay of funding until the matter is resolved.



Property & Maintenance Report

THAT the Property & Maintenance report be received and accepted as presented.

Decision Date: 30 Apr 2026
Mover: Shaun Kalin
Seconder: Julia Ord
Outcome: Approved



Follow up

Action: Updated required re Gilcom remedy for vape sensor issues.

Due Date: 28 May 2026
Owner: Rachel Williams

8.6 TSSSA Participation Data - Term 1

Te Paepae o Aotea is the top TSSSA participating school.

The principal advised limits will be placed on the number of TSSSA events offered per term in 2027 due to the impact on senior students. The principal confirmed only a few TSSSA events are qualifiers for national events.



TSSSA Participation Data - Term 1

THAT the TSSSA Participation Data for Term 1 be received and accepted as presented.

Decision Date: 30 Apr 2026
Mover: Sue Johnston
Seconder: Julia Ord
Outcome: Approved



Pastoral Check

R Williams to undertake pastoral check with exchange student following upset at Francis Douglas exchange.

Due Date: 1 May 2026
Owner: Rachel Williams

9. Annual Workplan

9.1 Board Task Checklist - Term 2, 2026

The principal will email the Annual report to all members prior to submission on 31 May 2026.

Leavers data has been sent however education counts have not been updated and graphs are unavailable. Once this information is available, the 2025 data will be updated.



Approved

Done.

Decision Date: 30 Apr 2026
Mover: Hilary Meyer
Seconder: Julia Ord
Outcome: Approved



Annual Plan

R Williams to provide the annual plan to members for review prior to submission 31 May 2026.

Due Date: 25 May 2026
Owner: Rachel Williams

10. Actions from Previous Meetings

10.1 Action List

Due Date	Action Title	Owner(s)
26 Mar 2026	Fence paint Status: Completed on 26 Mar 2026	Rachel Williams
26 Mar 2026	Dates for Te Kahui Kotahitanga Status: In Progress	Will Edwards

Due Date	Action Title	Owner(s)
26 Mar 2026	Department Reports Status: On Hold	Rachel Williams
27 Mar 2026	Arts Funding application Status: Completed on 29 Mar 2026	Jan Roberts
27 Mar 2026	EOTC Status: Completed on 29 Mar 2026	Jan Roberts
31 Mar 2026	Letter of thanks Status: Completed on 31 Mar 2026	Jan Roberts
31 Mar 2026	Letter Status: Completed on 29 Mar 2026	Jan Roberts

11. Other Business

12. Karakia

12.1 Karakia Kapi

13. Close Meeting

13.1 Close the meeting

Next meeting: Te Paepae o Aotea Board meeting - 28 May 2026, 5:00 pm

New Actions raised in this meeting

Item	Action Title	Owner(s)
8.5	Follow up Due Date: 28 May 2026	Rachel Williams
8.6	Pastoral Check Due Date: 1 May 2026	Rachel Williams
9.1	Annual Plan Due Date: 25 May 2026	Rachel Williams

Signature: _____



Date: 28 May 2026 _____