

CONFIRMED MINUTES

TE PAEPAE O AOTEA BOARD MEETING | 25 JUNE 2026



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

Name:	Te Paepae o Aotea
Date:	Thursday, 25 June 2026
Time:	5:00 pm to 8:10 pm (NZST)
Location:	Te Paepae o Aotea - Boardroom, Camberwell Road, Hawera
Board Members:	Shaun Kalin (Chair), Sarah Neyens, Hilary Meyer, Rachel Williams, Taiharuru Ratima, Will Edwards
Attendees:	Jan Roberts
Apologies:	Julia Ord, Sue Johnston

1. Opening Meeting

1.1 Apologies

Meeting opened at 5:04pm



Apologies

THAT the apologies from Sue Johnston and Julia Ord be accepted.

Decision Date:	25 Jun 2026
Mover:	Shaun Kalin
Seconder:	Hilary Meyer
Outcome:	Approved

1.2 Karakia Timata

1.3 Literacy

The Chair welcomed Kathryn and Erica to the meeting and gave them speaking rights.

Erica and Kathryn explained the SMART (Student Monitoring, Assessment and Reporting Tool)-TPOA are ahead in this a lot of schools are choosing not to use it for the trialing of this year but they decided to jump in, it has pros and cons but it gives a good experience on how it will roll out and gives an experience with moderation.

[Guide to SMART – A new assessment tool for your child - Ministry of Education](#)

They spoke to their presentation and explained the assessments and any areas of concerns.

The Chair thanked them for their presentation.

They left the meeting at 5:51pm

1.4 Confirmation of Minutes of Meeting

Te Paepae o Aotea Board meeting 28 May 2026, the minutes were confirmed as presented.



Minutes from previous meeting

THAT the minutes of the meeting held 28 May be accepted as true and correct

Decision Date: 25 Jun 2026
Mover: Sarah Neyens
Second: Rachel Williams
Outcome: Approved

1.5 Interests Register

2. Correspondence

2.1 Incoming Correspondence



Incoming Correspondence

RESOLVED THAT the incoming correspondence be accepted.

Decision Date: 25 Jun 2026
Mover: Taiharuru Ratima
Second: Hilary Meyer
Outcome: Approved

2.2 Outgoing Correspondence

No outgoing correspondence

3. Decisions and Discussions

3.1 Flying Minute



Flying Minute

RESOLVED THAT the Te Paepae o Aotea Board of Trustees ratify the flying minutes for the application to We Care Trust for accommodation for the Netball Winter Tournament 2026.

Decision Date: 25 Jun 2026
Mover: Rachel Williams
Second: Will Edwards
Outcome: Approved

3.2 Kukri Proposal Sports Uniform

KUKRI Uniform changes

Page 3 – PE Uniform

New PE uniform designed for Awa – Students & Staff (Purchase)

We would like to get online orders sorted so that students can start wearing.

Page 5 – Long Sleeve – Colour Option

This colour can be used for short tee options.

Netball 8A (attending AIMS) would like the 'Purple' option – purchase/fundraiser

Rugby Girls 7 (attending Condors) would like the 'Pink' option – purchase/fundraiser



KUKRI Sports Uniform proposal

THAT the changes to the original proposal approved by the previous Board be approved as presented.

Decision Date:	25 Jun 2026
Mover:	Shaun Kalin
Seconder:	Sarah Neyens
Outcome:	Approved

3.3 Strategic Plan

The Board agrees with the discussion document and this will be discussed at a meeting to be held on Thursday 16th at 4:30pm.

4. EOTC

4.1 EOTC



EOTC

RESOLVED THAT the Te Paepae o Aotea Board of Trustees approve the BOT-Poukai Puanga event as recommended by the sub-committee.

Decision Date:	25 Jun 2026
Mover:	Shaun Kalin
Seconder:	Hilary Meyer
Outcome:	Approved

5. Policies

5.1 Policies



Policies

RESOLVED THAT the Te Paepae o Aotea Board of Trustees ratify the following recommendations made by the Policy sub-committee:

Daily School Bus – No changes needed.

School Swimming Pool/Swimming Off site – No changes needed.

Education Outside the Classroom (EOTC)

The following sentence needs to be removed.

Te Paepae o Aotea's EOTC forms are available to staff on our OneDrive in the EOTC folder.

And replaced with

Te Paepae o Aotea's EOTC forms are available within the Student Management System (KAMAR).

[EOTC Through the Board Lens](#)

Recommendation from the policy committee to the EOTC committee, to review the following document and discuss how this could be used to improve practice within the school.

[Questions the school board should be asking about EOTC in their school V3.pdf](#)

EOTC Governance Roles and Responsibilities – No changes needed.

EOTC Risk Assessment and Management – No changes needed.

Decision Date: 25 Jun 2026
Mover: Shaun Kalin
Seconder: Will Edwards
Outcome: Approved



Policy change

That the EOTC policy wording be changed as approved.

Due Date: 23 Jul 2026
Owners: Rachel Williams, Ruth Simons

6. Public Excluded Business

6.1 Public Excluded



Public Excluded

The meeting moved In Committee at 6:24

Decision Date: 25 Jun 2026
Mover: Hilary Meyer
Seconder: Sarah Neyens
Outcome: Approved



Public Excluded

The committee moved out of in committee at: 6:47pm

Decision Date: 25 Jun 2026
Mover: Shaun Kalin
Seconder: Will Edwards
Outcome: Approved

7. Reports

7.1 Tumuaki Report



Principals Report

THAT the Tumuaki report be accepted as read.

Decision Date: 25 Jun 2026
Mover: Rachel Williams
Seconder: Taiharuru Ratima
Outcome: Approved

The Board members were impressed with the new report format.

7.2 Data Analysis



Data Analysis

THAT the Data Analysis report be accepted as read.

Decision Date: 25 Jun 2026
Mover: Rachel Williams
Seconder: Taiharuru Ratima
Outcome: Approved

7.3 Finance Report



RESOLVED THAT the Te Paepae o Aotea Board of Trustees ratify the ...

RESOLVED THAT the Te Paepae o Aotea Board of Trustees ratify the following quotes/payments made by the Finance sub-committee:

B. Payments / Quotes requiring ratification

i. Guthrie Bowron

\$1,997.00 (inc. GST)

Blinds for Pastoral Hub

ii. Direct Sewing Machines & Supplies

\$1,621.50 (inc. GST)

Industrial Sewing Machine for Technology / Textiles

Decision Date: 25 Jun 2026
Mover: Hilary Meyer
Seconder: Sarah Neyens
Outcome: Approved



Ute purchase

RESOLVED THAT the Te Paepae o Aotea Board approve the Disposal of TPOA 6 Van and then purchase of a used ute up to the value of \$10,000.

Decision Date: 25 Jun 2026
Mover: Sarah Neyens
Seconder: Shaun Kalin
Outcome: Approved



Heatpumps

RESOLVED THAT Te Paepae o Aotea approve another year subscription Sensibo.

Decision Date: 25 Jun 2026
Mover: Shaun Kalin
Seconders: Sarah Neyens
Outcome: Approved

Discussion held on necessary Landscaping, drainage and furnishings that will be required once building renovations are completed.

Finance committee will discuss the 'codes' for netball A team etc at the next finance meeting.

7.4 Property Report



Property Report

THAT the Property Report be accepted as read.

Decision Date: 25 Jun 2026
Mover: Rachel Williams
Seconders: Hilary Meyer
Outcome: Approved

8. Actions from Previous Meetings

8.1 Action List

Due Date	Action Title	Owner(s)
26 Mar 2026	Dates for Te Kahui Kotahitanga Status: On Hold	Will Edwards
26 Mar 2026	Department Reports Status: On Hold	Rachel Williams
25 Jun 2026	Literacy Data Q&A Status: In Progress	Hilary Meyer, Julia Ord, Rachel Williams, Sarah Neyens, Shaun Kalin, Sue Johnston, Taiharuru Ratima, Will Edwards

9. Other Business

10. Karakia

10.1 Karakia Kapi

11. Close Meeting

11.1 Close the meeting

Next meeting: Next Meeting - 30 Jul 2026, 5:00 pm

New Actions raised in this meeting

Item	Action Title	Owner(s)
5.1	Policy change Due Date: 23 Jul 2026	Rachel Williams, Ruth Simons



Shaun Kalin
7 Aug 2026