

CONFIRMED MINUTES

TE PAEPAE O AOTEA BOARD MEETING



At the **Te Paepae o Aotea Board meeting** on **27 Aug 2026** these minutes were **confirmed as presented**.

Name:	Te Paepae o Aotea
Date:	Thursday, 30 July 2026
Time:	5:00 pm to 8:00 pm (NZST)
Location:	Te Paepae o Aotea - Boardroom, Camberwell Road, Hawera
Board Members:	Shaun Kalin (Chair), Hilary Meyer, Julia Ord, Rachel Williams, Sarah Neyens, Sue Johnston, Taiharuru Ratima
Attendees:	Ruth Simons
Apologies:	Will Edwards

1. Opening Meeting

1.1 Apologies



Apologies

An apology was accepted from W Edwards.

Decision Date:	30 Jul 2026
Mover:	Shaun Kalin
Seconder:	Hilary Meyer
Outcome:	Approved

1.2 Karakia Timata

1.3 Minutes of Meeting 25 June 2026

Te Paepae o Aotea Board meeting | 25 June 2026 25 Jun 2026, the minutes were confirmed as presented.



Minutes of Meeting 25 June 2026

RESOLVED THAT the minutes of Te Paepae o Aotea Board meeting held 25 June 2026 be accepted as a true and correct record of that meeting.

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

1.4 Interests Register



Removal of Interests from Board members

Updates to the Interests Register were requested by R Williams (remove School Sport NZ) and W Edwards (update Parininihi ki Waitōtara Inc.).

Due Date: 31 Jul 2026
Owner: Ruth Simons

2. Correspondence

2.1 Incoming Correspondence



Inwards Correspondence

RESOLVED THAT Incoming Correspondence be accepted.

Decision Date: 30 Jul 2026
Mover: Sue Johnston
Seconder: Sarah Neyens
Outcome: Approved

2.2 Outgoing Correspondence

3. Decisions and Discussions

3.1 AETS

Members were updated regarding the Alternative Education (AETS) programme and the need to provide greater flexibility in this learning facility. Flexibility looks like a language change, a top up to Ministry funding via the exploration of external funding opportunities, the introduction of Year 7 & 8 students and building the capacity of current Learning Assistant staff to have the confidence to work in AETS for a day.

Two-three staff on site daily. Students follow the same schedule in terms of breaks. Literacy and Numeracy focus in the mornings - other subjects in the afternoon. The service operates under the same rules as the main school. Any issues are recorded in KAMAR. Attendance is good as students are collected and returned.

An invitation was extended to members to visit the facility. R Simons to organise.



Board visits to AETS

Organise a visit to AETS for interested board members.

Due Date: 27 Aug 2026
Owner: Ruth Simons

3.2 Consultation - Hawera Christian School

Members discussed the proposed reclassification of Hawera Christian School from a Y1-8 to a Y1-15 school and its potential impact on Te Paepae o Aotea and surrounding schools in South Taranaki.

The principal will draft a response based on member comments for review prior to submission by the deadline, COB 31 July 2026.



Hawera Christian School Classification Change - Consultation response

Principal to draft response for members' consideration based on the discussion. Draft to members for review first thing tomorrow. Comments back by 2pm. Deadline for submission COB 31 July 2026.

Due Date: 31 Jul 2026
Owner: Rachel Williams

3.3 Sponsorship



School Sponsorship

Principal to propose options for discussion at the next meeting.

Due Date: 27 Aug 2026
Owners: Rachel Williams, Ruth Simons

Members were briefed on the need for more specific criteria for school sponsorship. Ideas to be submitted for discussion at the next meeting.

4. EOTC

4.1 Minutes of Meeting EOTC Committee

Members were reminded groups cannot deviate from the submitted and approved itinerary. Paperwork is not required for day trips unless high risk for EOTC.



EOTC Minutes of Meeting 23 July 2026 & event ratification

RESOLVED THAT Te Paepae o Aotea Board of Trustees approve the following events as recommended by the EOTC sub-committee: LNISS Netball, Hockey Tournament, Aims Games, Condor 7s and further resolve that the minutes of the EOTC sub-committee 23 July 2026, be accepted.

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

5. Policies

5.1 Policy Minutes of Meeting 23 July 2026

Policy 1 Student Attendance - the last bullet point should read, 'Y13 students may be allowed to leave school grounds.'

Policy 2 Student/Union/Student Dress Expectations - no change to policy.

Amendment required to uniform guide. Skirt length - Skirts must be worn at or below knee length and no higher than 5cm above the knee. Pleat at the front. A transition phase will be required.

Policy 3 Concerns & Complaints - no change.



Minutes of Meeting - Policy Sub-Committee

RESOLVED THAT the minutes of the Policy Sub-Committee meeting 23 July 2026 be accepted.

Decision Date: 30 Jul 2026
Mover: Julia Ord
Seconders: Shaun Kalin
Outcome: Approved

6. Public Excluded Business

6.1 Public Excluded



Public Excluded

The meeting moved In Committee at 6.21pm.

Decision Date: 30 Jul 2026
Mover: Shaun Kalin
Seconders: Rachel Williams
Outcome: Approved



Public Excluded

The meeting moved out of In Committee at 6.30pm.

Decision Date: 30 Jul 2026
Mover: Sue Johnston
Seconders: Julia Ord
Outcome: Approved

7. Reports

7.1 Tumuaki Report

The Tumuaki report was taken as read.

The principal spoke to her report updating members on staffing movements, the success of the recent lockdown practice with Harrison Tew, Science of Learning PLD with Michelle Puckeridge and the vape sensors.

7.2 Data Analysis

The Data Analysis report was taken as read.

Members noted pastoral counts will substantially increase following the introduction of automatic messaging:

5 days - automatic notification to parents. This also generates a pastoral entry and generates a second one at the second notification for the teacher to manually go in and respond.

15-20 days - no automatic messaging as goes into attendance.

There is the option to pre-populate and no notification will be sent.



Data Analysis report - Term 2

RESOLVED THAT the Data Analysis report be accepted.

Decision Date: 30 Jul 2026
Mover: Shaun Kalin
Seconders: Sarah Neyens
Outcome: Approved

7.3 Finance Report

The Finance report was taken as read. Member H Meyer spoke to the report. Members noted:

- Ongoing concerns with debit card processing relating to matching purchase order number to invoices. Business Manager will bring statements to the Finance meeting for review.
- An increase to the budget for a replacement Property team vehicle was requested and approved.
- Coding changes for the Sports office.



Finance Report

RESOLVED THAT the Finance report be accepted.

Decision Date: 30 Jul 2026
Mover: Hilary Meyer
Seconders: Julia Ord
Outcome: Approved



Property Team Replacement Vehicle - Budget Increase

RESOLVED THAT Te Paepae o Aotea Board approve an increase to the budget for a replacement Property team vehicle from \$10,000 to \$12,000.

Decision Date: 30 Jul 2026
Mover: Hilary Meyer
Seconders: Julia Ord
Outcome: Approved

7.4 Property Report

The Property report was taken as read.

Project update: Following the recent storm, scaffolding was rechecked and given the all clear. The current focus is inside framing. Discussions are underway regarding alterations. Currently approximately 10-11 days behind schedule.

The Chair recommended all members tour the building site. Principal to arrange for those interested.



Property Report

RESOLVED THAT the Property report be accepted.

Decision Date: 30 Jul 2026
Mover: Julia Ord
Seconders: Hilary Meyer
Outcome: Approved



Master Planning Update - Invite to members

Principal to extend an invitation to members to attend the Ministry's Master Planning Update, 13 August 2026, 4pm. EOTC meeting to be rescheduled.

Due Date: 31 Jul 2026
Owner: Rachel Williams



Site Tour

Principal to arrange site tour for interested members.

Due Date: 24 Sept 2026
Owner: Rachel Williams

7.5 Property - Peter Sullivan



Peter Sullivan

RESOLVED THAT Te Paepae o Aotea Board approve a continuation of the relationship with Peter Sullivan regarding building works and current project.

Decision Date: 30 Jul 2026
Mover: Sarah Neyens
Seconded: Taiharuru Ratima
Outcome: Approved

The principal spoke to Peter Sullivan's past input, vast experience and areas of expertise, advising Peter will attend meetings and review the more technical aspects.

Members agreed a continued relationship would be advantageous. Principal to follow up with Peter and include him in the hui in two weeks time.



Peter Sullivan

Principal to follow up with Peter Sullivan and extend an invitation to join the Ministry hui, 13 August 2026.

Due Date: 13 Aug 2026
Owner: Rachel Williams

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
23 Jul 2026	Policy change Status: Completed on 16 Jul 2026	Rachel Williams, Ruth Simons

9. Other Business

9.1 Strategic Plan

The principal spoke to the Strategic Plan and outstanding work for completion. Specific actions can be found under Actions. All members to read and email any amendments/comments to the principal over the next month.



Strategic Plan - Introduction to Staff

Principal to facilitate a session with staff to introduce the Strategic Plan. J Ord, S Neyens and S Kalin currently interested in attending. Possible dates mid term, 1 or 11 September 2026.

Due Date: 11 Sept 2026

Owner: Rachel Williams



Comment on Community Consultation

Comments on big picture information out for community consultation to principal as soon as possible. Page 9 - Three big goals - what are they? Members to approve wording.

Due Date: 31 Jul 2026

Owners: Hilary Meyer, Julia Ord, Rachel Williams, Sarah Neyens, Shaun Kalin, Sue Johnston, Taiharuru Ratima, Will Edwards



Strategic Plan Review - Action

- Pg 12 - existing data will be updated prior to publication. Principal has endeavoured to reflect the conversation on the night. Comments to principal now.
- Principal and member S Johnston to work on makeup of focus groups, surveys, etc., for discussion at the next meeting.
- Members are encouraged to query where the checkpoints are in the monitoring section when live.

Due Date: 27 Aug 2026

Owners: Hilary Meyer, Julia Ord, Rachel Williams, Sarah Neyens, Shaun Kalin, Sue Johnston, Taiharuru Ratima, Will Edwards

9.2 Mid Term Board Elections

The Chair introduced the possibility of moving to a split board model. A split board ensures sustainability by preserving the power of continuity, learning from others, etc. This requires an election every 18 months.

If members agree, an election would be required in the next 6-8 months - potentially March 2027. For discussion.

Student Representative - In house election. The student representative's last official meeting is 24 September. Interested parties have been invited to the August/Sept meetings to observe. The outgoing student representative will generally attend the October meeting to sit with the new student representative.

9.3 Upgrade 2026 Te Ramanui

10. Karakia

10.1 Karakia Kapi

11. Close Meeting

11.1 Close the meeting

Next meeting: Te Paepae o Aotea Board meeting - 27 Aug 2026, 5:00 pm

Signature: _____

Date: _____