

CONFIRMED MINUTES

TE PAEPAE O AOTEA BOARD MEETING



At the **Te Paepae o Aotea Board meeting | 24 September 2026** on **24 Sept 2026** these minutes were **confirmed as presented**.

Name:	Te Paepae o Aotea
Date:	Thursday, 27 August 2026
Time:	5:00 pm to 7:16 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
Attendees:	Ruth Simons
Apologies:	Will Edwards, Taiharuru Ratima
Notes:	Tamamihata Edwards attended the meeting as an observer interested in the Student Representative role.

1. Opening Meeting

1.1 Apologies



Apologies

Apologies were accepted from W Edwards and T Ratima.

Decision Date:	27 Aug 2026
Mover:	Sue Johnston
Seconder:	Hilary Meyer
Outcome:	Approved

1.2 Karakia Timata

1.3 Minutes of Meeting 30 July 2026

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



Minutes of Meeting 30 July 2026

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

Decision Date:	27 Aug 2026
Mover:	Sarah Neyens
Seconder:	Hilary Meyer
Outcome:	Approved

1.4 Interests Register

2. Correspondence

2.1 Incoming Correspondence



Inwards Correspondence

Inwards correspondence was taken as read.

Decision Date: 27 Aug 2026
Mover: Sue Johnston
Seconder: Hilary Meyer
Outcome: Approved

2.2 Outgoing Correspondence

Noted, D Leath, Ministry of Education, acknowledged our submission regarding Hawera Christian School's application for a change of classification and maximum roll, providing a copy of the same.

Going forward, emails will be provided for the minutes.



Outgoing Correspondence

Outward correspondence was taken as read.

Decision Date: 27 Aug 2026
Mover: Hilary Meyer
Seconder: Sue Johnston
Outcome: Approved

3. Decisions and Discussions

3.1 Taranaki Scholarships Trust Board

The principal spoke to the establishment of the Taranaki Scholarships Trust Board. Members noted distributions are paid out as scholarships for students of Taranaki going on to further study. The principal has sat on this board for the past few years and is happy to continue.

Noted, member W Edwards expressed interest in the land and the terms under which the Trust was initially conceived. The principal will take his questions to the Trust.



Taranaki Scholarships Trust Board - School Representative

RESOLVED THAT Te Paepae o Aotea board approve the reappointment of Rachel Williams as Te Paepae o Aotea's representative to the Taranaki Scholarships Trust Board.

Decision Date: 27 Aug 2026
Mover: Sue Johnston
Seconder: Hilary Meyer
Outcome: Approved



Taranaki Scholarships Board nominee

Notification of Board of Trustees minute confirming the continued appointment of R Williams as the board's representative to the Taranaki Scholarships Board.

Due Date: 28 Aug 2026

Owners: Rachel Williams, Ruth Simons

3.2 Level 3 Construction 3 + 2

The principal spoke to the Level 3 Construction 3 + 2 proposal, explaining the lack of offerings in this space in Hāwera, how and why this is a viable pathway, our experience running this type of programme (L3 Hospitality) and how any underwriting would come into play. Members noted schools running their own 3+ 2 academy's have found an increase in NCEA Level 2 results.

With the board's support, this option will be added to the 2027 senior booklet to gauge interest.



Level 3 Construction 3 + 2 in 2027

RESOLVED THAT Te Paepae o Aotea board agree to underwrite a Level 3 Construction 3 + 2 course to be offered in 2027 should minimum numbers be achieved.

Decision Date: 27 Aug 2026

Mover: Sarah Neyens

Seconder: Sue Johnston

Outcome: Approved

3.3 Sponsorship

S Kalin and H Meyer abstained from the discussion.

Following a robust discussion around the proposed sponsorship agreement, complexities around monetary and non-monetary sponsorship and one-off and regular donations from community minded people, the board decided to maintain the status quo.

Members noted, Te Paepae o Aotea's sponsorship policy is that all new sponsors come to the board for approval. The school has right of reply if a person/company isn't aligned with school values.

The board agreed it is good to see the support from our community.



Sponsorship

RESOLVED THAT Te Paepae o Aotea board agreed to maintain the status quo in relation to sponsorship, being applications require board approval.

Decision Date: 27 Aug 2026

Mover: Sarah Neyens

Seconder: Hilary Meyer

Outcome: Approved

3.4 Applications to change maximum roll - FDMC & SCGHS

Members did not support the application to increase roll numbers for Francis Douglas Memorial College and Sacred Heart Girls' High School. Te Paepae o Aotea's preference is to support other schools in the area.



Application to change maximum roll numbers for FDMC and SHGHS

RESOLVED THAT Te Paepae o Aotea board oppose the application to change maximum roll numbers for Francis Douglas Memorial College and Sacred Heart Girls High School.

Decision Date: 27 Aug 2026
Mover: Julia Ord
Seconder: Sarah Neyens
Outcome: Not Approved



Application to change maximum roll numbers for FDMC and SHGHS

The principal to draft a response on behalf of the board opposing the application to change maximum roll numbers for Francis Douglas Memorial College and Sacred Heart Girls High School.

Due Date: 28 Aug 2026
Owner: Rachel Williams

3.5 Year 7/8 Kapa Haka Roopu Regionals Campaign



RESOLVED THAT Te Paepae o Aotea board approve the Y7&8 Kapa Haka ...

RESOLVED THAT Te Paepae o Aotea board approve the Y7&8 Kapa Haka Roopu hoodie design and purchase of the same for the Regionals campaign.

Decision Date: 27 Aug 2026
Mover: Sue Johnston
Seconder: Hilary Meyer
Outcome: Approved

Members liked the design, noting it aligns with our branding guidelines, and approved the purchase.

4. Public Excluded Business

4.1 Public Excluded



In Committee

The meeting moved In Committee at 6.55pm.

Decision Date: 27 Aug 2026
Mover: Rachel Williams
Seconder: Sue Johnston
Outcome: Approved



In Committee

The meeting moved out of In Committee at 7.13pm.

Decision Date: 27 Aug 2026
Mover: Shaun Kalin
Seconder: Sarah Neyens
Outcome: Approved

5. EOTC

5.1 Tatarakihi Kapa Haka Noho 1 & 2



Tatarakihi Kapa Haka Noho 1 & 2

RESOLVED THAT Te Paepae o Aotea board approve the Tatarakihi Kapa Haka Noho, 28-30 August and 4-6 September 2026 on the proviso that Deputy Principal M Akauola sign off on the risk assessment on 28 August 2026.

Decision Date: 27 Aug 2026

Mover: Shaun Kalin

Seconder: Julia Ord

Outcome: Approved

The Chair expressed the board's annoyance that EOTC paperwork was being presented late for approval on an overnight trip. The Chair reiterated that the board have requested paperwork three months in advance, upholding a 'no surprises' policy.

The event leader attended the meeting to finalise the paperwork and confirm staff attending.

The event was approved on the proviso that Matua Mahaki Akauola complete and sign off the risk assessment in the morning, 28 August 2026.

6. Reports

6.1 Tumuaki Report

The principal provided a precis on her report focussed mainly on the relief budget, GMFS for 2027 and staff planning, the recent staff only day introducing the Strategic Plan and timetable, the professional journey and curriculum change, ongoing professional development being the Science of Learning and Te Paepae o Aotea's performance at Te Kahui Whetu.



Tumuaki Report

The Tumuaki Report was taken as read.

Decision Date: 27 Aug 2026

Mover: Hilary Meyer

Seconder: Sue Johnston

Outcome: Approved

6.2 Data Analysis 15 August 2026



Data Analysis - 15 August 2026

The Data Analysis report 15 August 2026 was taken as read.

Decision Date: 27 Aug 2026

Mover: Rachel Williams

Seconder: Sue Johnston

Outcome: Approved

Noted:

- Credits are coming through as expected.
- Excellence students are coming on well.

- Minimal leavers. Role reduction is usual around this time of year but not seeing this yet.
- All three year groups tracking well.
- Staff coding and recording is going well on KAMAR.
- Attendance target is 90% = 80% of students attending 90% of the time. Attendance is holding.

6.3 Attendance Data



Every Day Matters - T2 Final Attendance Report

The Term 2 Final Attendance Report was taken as read.

Decision Date: 27 Aug 2026
Mover: Sue Johnston
Seconders: Hilary Meyer
Outcome: Approved

6.4 Finance Report

H Meyer spoke to the Finance report. Members were updated regarding recent approved purchases, new camera installations and audit and risk in terms of debit card statements and the presentation of payments and receipts to the board.



Finance Report

The Finance report was taken as read.

Decision Date: 27 Aug 2026
Mover: Sue Johnston
Seconders: Julia Ord
Outcome: Approved



CCTV Upgrade - Gilcom

RESOLVED THAT Te Paepae o Aotea board ratify the Finance Committee approval, 20 August 2026, for the CCTV Upgrade by Gilcom.

Decision Date: 27 Aug 2026
Mover: Sue Johnston
Seconders: Julia Ord
Outcome: Approved

6.5 Final Audit Report - year ending 31 December 2025

The final Audit report for year ending 31 December 2025 was taken as read. No matters of note. Ready for sign off.

6.6 Property Report

The principal updated members on construction progress in Te Ramanui.

Workers can now load off the lanes instead of driving across the grass following the installation of an extra platform. Deliveries can also be received via the pedestrian crossing before and after school. The crushed drain will be reinstated in the next week.

Vape sensors are working well.



Property Report

The Property Report was taken as read.

Decision Date: 27 Aug 2026
Mover: Julia Ord
Seconded: Hilary Meyer
Outcome: Approved



Property update video to Facebook

R Williams to place latest property update video on our FaceBook for the community to see the scope and quality of the change.

Due Date: 4 Sept 2026
Owner: Rachel Williams

6.7 Referrals Term 2, 2026

Referrals Term 2 report was taken as read.

7. Actions from Previous Meetings

7.1 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
31 Jul 2026	Removal of Interests from Board members Status: In Progress	Ruth Simons
31 Jul 2026	Hawera Christian School Classification Change - Consultation response Status: Completed on 7 Aug 2026	Rachel Williams
31 Jul 2026	Master Planning Update - Invite to members Status: Completed on 7 Aug 2026	Rachel Williams
31 Jul 2026	Comment on Community Consultation Status: In Progress	Hilary Meyer, Julia Ord, Rachel Williams, Sarah Neyens, Shaun Kalin, Sue Johnston, Taiharuru Ratima, Will Edwards
13 Aug 2026	Peter Sullivan Status: Completed on 7 Aug 2026	Rachel Williams
27 Aug 2026	Board visits to AETS Status: Completed on 10 Aug 2026	Ruth Simons
27 Aug 2026	School Sponsorship Status: Completed on 21 Aug 2026	Rachel Williams, Ruth Simons

Due Date	Action Title	Owner(s)
27 Aug 2026	Strategic Plan Review - Action Status: In Progress	Hilary Meyer, Julia Ord, Rachel Williams, Sarah Neyens, Shaun Kalin, Sue Johnston, Taiharuru Ratima, Will Edwards
11 Sept 2026	Strategic Plan - Introduction to Staff Status: Completed on 27 Aug 2026	Rachel Williams
24 Sept 2026	Site Tour Status: Completed on 27 Aug 2026	Rachel Williams

8. Other Business

8.1 Strategic Plan - Staff Feedback

The principal spoke regarding the Introduction to Staff session and feedback received, advising feedback was more relevant to the senior leadership team for the annual plan than for the board. Staff were receptive and session sheets are available if members are interested in seeing how comments directly sit in the different areas. Three goals were proposed - agreement was reached with each.

The principal will now run focus groups and put a survey out to the community with our three proposed goals and a rating scale of whether it is a good priority for our school.



Strategic Plan - Focus Groups & Community Survey

R Williams to run focus groups and put a survey out to the community with our three proposed goals and a rating scale of whether it is a good priority for our school.

Due Date: 24 Sept 2026
Owner: Rachel Williams

9. Karakia

9.1 Karakia Kapi

10. Close Meeting

10.1 Close the meeting

Next meeting: Te Paepae o Aotea Board meeting | 24 September 2026 - 24 Sept 2026, 5:00 pm

Signature: _____

Date: 24 September 2026