

CONFIRMED MINUTES

TE PAEPAE O AOTEA ESTABLISHMENT BOARD OF TRUSTEES



At the **Te Paepae o Aotea Establishment Board** on **22 Jun 2023** these minutes were confirmed as presented.

Name:	Te Paepae o Aotea
Date:	Thursday, 25 May 2023
Time:	4:00 pm to 6:32 pm (NZST)
Location:	Te Paepae o Aotea Boardroom, 13 Camberwell Road, Hawera
Board Members:	Will Edwards (Chair), Cheryl Luke-Maraki, Diana Reid, Dinah King, Hauraki Erb, Neryda Sullivan, Rachel Williams, Ross Dunlop, Te Kiri King
Attendees:	Ruth Simons, Tom Scollard

1. Opening Meeting

1.1 Karakia Timata

1.2 Confirmation of Minutes of Meeting

Te Paepae o Aotea Establishment Board 27 Apr 2023, the minutes were confirmed as presented.



Confirmed Minutes

RESOLVED THAT the minutes of Te Paepae o Aotea Establishment Board meeting held 27 April 2023 be accepted as a true and correct record of that meeting.

Decision Date:	25 May 2023
Mover:	Neryda Sullivan
Seconder:	Diana Reid
Outcome:	Approved

1.3 Interests Register

1.4 Health & Safety Briefing

2. Correspondence

2.1 Incoming Correspondence

Taken as read.

2.2 Outgoing Correspondence

Nil.

3. Decisions and Discussions

3.1 Te Paepae o Aotea Website Upgrade

Members reviewed the TGM quote for an upgraded website noting staff will be trained to ensure the website can be managed in house going forward. A Board member photo is required for the new website.



Website Upgrade

RESOLVED THAT Te Paepae o Aotea Establishment Board approve the expenditure for a Te Paepae o Aotea website upgrade.

Decision Date: 25 May 2023
Mover: Neryda Sullivan
Seconder: Te Kiri King
Outcome: Approved



Board photo for website

R Simons to coordinate a Board member photo for the new website.

Due Date: 31 May 2023
Owner: Ruth Simons

3.2 Updated Proposal Gamechanger - Sports Uniforms

R Williams read communication from V Roberts, Sports Coordinator, regarding feedback on the performance of Gamechanger product. Noted: competitive pricing, quality is average, velcro on cricket pants is hard on the fabric - pulling. Similar issue with shirts. Recommends not committing to a long-term contract. R Williams and V Roberts to discuss further with Gamechanger in an endeavour to support local business.

NZ Uniforms contract does not restrict the use of other providers, e.g., for sports uniforms.



Alternate supplier for sports uniforms

R Williams to report back to the board with an alternate supplier for school sports uniforms.

Due Date: 22 Jun 2023
Owner: Rachel Williams

3.3 School Self Audit and Assurance Statement

R Williams spoke to the school self-audit. This is part of the ERO sign off process and must be completed prior to the ERO visit. Recommended members take a section and commit time to completing it over the next couple of meetings:

June: Asset Management (D King), Finance (C Luke-Maraki), Curriculum (R Williams)

July: Personnel (N Sullivan), Board Administration (W Edwards)

Health, Safety & Welfare (All Board)

3.4 Level 3 Construction Technology (L3CTN) class

Members reviewed the Technology Department proposal to undertake a construction project in Te Ramanui courtyard. Project will involve four Year 12 students and 12 Year 13s. R Williams confirmed the Year 12s have the capability to take over if all Year 13s left.

The Board agreed on a \$10K budget (from Operations - Curriculum budget) with a \$5K contingency. It was further recommended external sponsors be sourced to reduce costs.

Noted, the ability to transport and sustainability of timber was queried. Sound test checks have been requested to determine material suitability.



Level 3 Construction

RESOLVED THAT Te Paepae o Aotea Establishment Board endorse the Level 3 Construction Technology project in Te Ramanui courtyard.

Decision Date: 25 May 2023
Mover: Cheryl Luke-Maraki
Seconder: Dinah King
Outcome: Approved

3.5 Permanent Uniform

D Reid confirmed R Williams has signed contract with NZ Uniforms. A meeting is scheduled to review uniform samples and options for Board decision, July/August. Uniforms will be ready for purchase Term 4, 2023.

3.6 Alternate Constitution

Taken as read.

Iwi representatives on elected board - amendments/comment:

(e) and (f) up to one - gives the option if either Trust deems it necessary not to have a representative. Trust representatives are appointed within 10 days of board election to get continuity moving forward.

(e) and (f) remove wording 'as selected by Iwi.' Be explicit and name the two Trusts.

Below (g) tidy with election result being declared - use official wording.

Bottom page 47 of pack. Last line - correct word spelling and remove the word cultural, correct spelling of kaitiakitanga.

The Ministry will put the Constitution out for consultation however it was suggested the Ministry also provide advice to the community that the Establishment Board will remain in place until early next year at which time it will transfer to a newly elected board.

Upcoming Election - need to notify both Trusts 30-60 days prior to the election so they pre-select their representative. Remind them when nominations are announced. Include in board election procedures together with clarification as to what a Trust representative is, i.e., full board member with all responsibilities of a board member.

Resolution from the Minutes to D Leath, Ministry of Education.

New Board established May 2024 - first day of the new term of the new board, all finances should be closed off (but not signed off). Officers from previous board can sign off documents. Mandate to be out by 1 June 2024.

Positive communications will go out to the community when it's time to go to election.



Constitution - Te Paepae o Aotea Board

RESOLVED THAT Te Paepae o Aotea Establishment Board of Trustees submit the proposed Alternative Constitution for Te Paepae o Aotea Board as amended to the Ministry of Education for processing and acceptance as our Constitution.

Decision Date: 25 May 2023
Mover: Neryda Sullivan
Seconder: Diana Reid
Outcome: Approved



Amendment to Proposed Alternate Constitution

W Edwards to email resolution to D Leath, Ministry of Education. R Williams and R Simons to prepare, send and copy to Board members. Include board meeting conducted today to provide authority to move on it.

Due Date: 26 May 2023
Owner: Will Edwards



Extension of Establishment Board

T Scollard to check with D Leath as to Ministry communications regarding extension of the Establishment Board term to provide protection for the Board in terms of the community and any possible feedback. Also query possibility of running Ministry communications by the Board.

Send copy of agreed remit/minute re extension of board to D Leath to make it clear we are not self-appointing.

Due Date: 22 Jun 2023
Owner: Tom Scollard

4. EOTC

4.1 Earth Science Assessment Field Trip - Flying Minute



Earth Science Assessment Field Trip

RESOLVED THAT Te Paepae o Aotea Establishment Board approve the Earth Science Assessment field trip, 22-23 May 2023.

Decision Date: 25 May 2023
Mover: Ross Dunlop
Seconder: Will Edwards
Outcome: Approved

Members reviewed the EOTC plan provided. R Williams confirmed group will be lead by a first-year teacher together with a more experienced support staff member accompanying them.

Noted, one mother is driving her student as the child has anxiety. Mother has Learner's licence and can only drive her own child. Transport is a school van and the second adult in another vehicle.

4.2 Moana - Waihi Beach - EOTC Plan 31 May 2023

Members requested health and safety information relating to cliff instability/collapsing, coastal tides and weather, staffing/volunteer ratio and an amendment to the emergency contact - must be a staff member.



EOTC Moana - Waihi Beach 31 May 2023

RESOLVED THAT Te Paepae o Aotea Establishment Board approve the Moana - Waihi Beach trip, 31 May 2023 following the satisfactory inclusion of Health and Safety information.

Decision Date: 25 May 2023

Outcome: Approved



EOTC Voting - Agenda items 4.2-4.4

EOTC Agenda items 4.2 and 4.4 accepted in principle. All questions to R Simons by next Friday. R Simons to set up vote for Wednesday for decision to staff Friday.

Due Date: 2 Jun 2023

Owner: Ruth Simons

4.3 Ag/Hort Field Days 16-16 June 2023

Deferred to vote.

4.4 Kapa Haka Marae Noho - 16-18 June, 22-24 June 2023

Deferred to vote.

4.5 Senior Textiles Trip to Wellington 18-20 September 2023

Field trip accepted in principle. Awaiting full EOTC plan.

4.6 Queensland Rugby Tour

Board supports in principle. As requested, second quote has been provided. Tour has been opened up to other sporting codes: rugby, hockey and golf. This tour is scheduled during the school holidays, is user pays with no cost to the school and is a wonderful opportunity for students. The first parent meeting is on Monday, 5.30pm.

4.7 EOTC at TOPEC

Noted.

R Dunlop left the meeting 5.49pm. D Reid left the meeting, 6.00pm

5. Policies

6. In Committee

7. Reports

7.1 Tumuaki Report

Taken as read.

Only other concern is attendance at 46-47% in all sectors.

- Attendance is low.
- Not isolated to our school - nationwide issue.
- Tumuaki has been working alongside Ngati Ruanui who have the attendance contract - progress is being made alongside at the ground level. Also engaged with iwi.
- Ngati Ruanui is not the magic bullet in this space - we are all in a learning space together. Students are being referred.

Reviewing eligibility for RRF funding for Ko Wai Au? program. Kahui ako will submit an application for attendance. We will submit our own application even as we support their application.



received

Decision Date: 25 May 2023
Mover: Rachel Williams
Seconder: Will Edwards
Outcome: Approved

7.2 Finance Report



Received

PLD budget overrun. Board budget will also overrun.
\$34K budget blowout. Follow up with Business Manager.
Finance systems in place and governance reports can now be provided monthly.

Decision Date: 25 May 2023
Mover: Cheryl Luke-Maraki
Seconder: Will Edwards
Outcome: Approved

7.3 Property Update

Property meeting deferred this month.

Property 101 - R Williams to distribute powerpoint.

Property Occupancy Plan - review powerpoint.

Once clarity provided by Ministry, information will be available as to how we prime the incoming board. Next big projects are 5YA and 10YA. Proposed to use the 5YA funding in the bathrooms. An overall plan required so we know what will be demolished last. Will replace the big toilets with single cubicles to provide more functional and safer places.

8. Board Annual Work Plan

8.1 Timeline

9. Actions from Previous Meetings

9.1 Action List

Due Date	Action Title	Owner
4 Aug 2022	Investigate Funding from other sources for new devices Status: Completed on 27 Apr 2023	Rachel Williams
8 Aug 2022	Honorarium Payments Status: In Progress	Cheryl Luke-Maraki
18 Aug 2022	Board Member Contact List_Details Update Status: In Progress	Clare Baylis
13 Sept 2022	Trustee Remuneration and Expenses Status: In Progress	Will Edwards
15 Sept 2022	Becoming a Microsoft School Status: In Progress	Rachel Williams
15 Sept 2022	Cultural Adviser Status: In Progress	Will Edwards
22 Sept 2022	All Board - Policy Committee Review Status: Completed on 27 Apr 2023	Will Edwards
9 Feb 2023	Letter of thanks to Arthur Brown Status: Not Started	Will Edwards
23 Feb 2023	Cultural Adviser Job Description Status: Not Started	Will Edwards
23 Feb 2023	Constitution and Board representation Status: Not Started	Will Edwards
2 Mar 2023	Maori Cultural Position - Role Description Status: Not Started	Will Edwards
23 Mar 2023	Uniform Status: Completed on 27 Apr 2023	Dinah King
23 Mar 2023	Permanent Uniform - Community Consultation Status: Completed on 27 Apr 2023	Dinah King
23 Mar 2023	Registration Status: Completed on 27 Apr 2023	Will Edwards
23 Mar 2023	Future Finance Reports Status: Completed on 27 Apr 2023	Will Edwards
24 Mar 2023	Honorarium payments Status: Not Started	Ruth Simons
21 Apr 2023	Board membership - continuation Status: Not Started	Will Edwards
27 Apr 2023	Alternate Constitution Status: Not Started	Tom Scollard
24 May 2023	Permanent Uniform - Presentations Status: Not Started	Diana Reid

10. Other Business

11. Karakia

11.1 Karakia Kapi

12. Close Meeting

12.1 Close the meeting

Next meeting: Te Paepae o Aotea Establishment Board - 22 Jun 2023, 4:00 pm

Signature:

William Edwards

Date: 22 June 2023