

# CONFIRMED MINUTES

## ESTABLISHMENT BOARD OF TRUSTEES



At the **Te Paepae o Aotea Establishment Board of Trustees** on **23 Feb 2023** these minutes were **confirmed as presented**.

<b>Name:</b>	Te Paepae o Aotea
<b>Date:</b>	Thursday, 2 February 2023
<b>Time:</b>	4:00 pm to 6:20 pm (NZDT)
<b>Location:</b>	Te Paepae o Aotea - Boardroom, Camberwell Road, Hawera
<b>Board Members:</b>	Will Edwards (Chair), Diana Reid, Dinah King, Hauraki Erb, Neryda Sullivan, Rachel Williams, Te Kiri King
<b>Attendees:</b>	Ruth Simons, Tom Scollard
<b>Apologies:</b>	Cheryl Luke-Maraki, Ross Dunlop

### 1. Opening Meeting

#### 1.1 Karakia Timata

H Erb opened the meeting with karakia.

Presiding member, W Edwards acknowledged apologies from C Luke-Maraki and noted the absence of R Dunlop.

#### 1.2 Confirmation of Minutes of Meeting

**Te Paepae o Aotea Establishment Board of Trustees 12 Jan 2023**, the minutes were confirmed as presented.

**Te Paepae o Aotea Establishment Board 1 Dec 2022**, the minutes were confirmed as presented.



**RESOLVED THAT** the minutes of Te Paepae o Aotea Establishment Boar...

**RESOLVED THAT** the minutes of Te Paepae o Aotea Establishment Board meeting held 1 December 2022 be accepted as a true and correct record of that meeting.

<b>Decision Date:</b>	2 Feb 2023
<b>Mover:</b>	Neryda Sullivan
<b>Second:</b>	Will Edwards
<b>Outcome:</b>	Approved



### Confirmation of Minutes 12 January 2023

**RESOLVED THAT** the minutes of Te Paepae o Aotea Establishment Board meeting held 12 January 2023 be accepted as a true and correct record of that meeting.

**Decision Date:** 2 Feb 2023  
**Mover:** Rachel Williams  
**Seconder:** Will Edwards  
**Outcome:** Approved

## 1.3 Interests Register



### Addition of Interests - T King

Te Kiri King to provide list of interests for inclusion on the Register.

**Due Date:** 23 Mar 2023  
**Owner:** Te Kiri King

## 1.4 Health & Safety Briefing

Nil.

## 2. Correspondence

### 2.1 Incoming Correspondence

Nil.

### 2.2 Outgoing Correspondence

Nil.

## 3. Decisions and Discussions

### 3.1 Taranaki Diocesan School for Girls - Change to Integration Agreement

R Williams spoke to this matter. Following discussion around the nature of schools with preference orders and interest around the actual current numbers of preference vs non-preference, the Board agreed to put forth a submission of non-support together with a request for a breakdown of the preference of each of their students given the stated nature of the school.



### R Williams to draft the submission for the Presiding member's sig...

R Williams to draft the submission for the Presiding member's signature.

**Decision Date:** 2 Feb 2023  
**Mover:** Hauraki Erb  
**Seconder:** Will Edwards  
**Outcome:** Approved

## 3.2 Behaviour Management Committee

The Disciplinary Committee will comprise up to three board members per meeting following the same model as 2022 to safeguard against conflicts of interest.

N Sullivan suggested a session with Paula Helms (STA) on Student Behaviour and Board processes.

Members agreed that all board members will be members of the Disciplinary Committee. A selection of times are to be advised to ask who is available. One person to chair - those with experience first so others can observe and build capacity to eventually chair.

The meeting moved out of In Committee at 6.05pm

Moved W Edwards /Seconded TK King



### Board Training - Disciplinary processes for Boards

N Sullivan to organise Board training with Paula Helms regarding Student Behaviour.

**Due Date:** 23 Feb 2023  
**Owner:** Neryda Sullivan

## 4. Policies

## 5. In Committee

### 5.1 Complaint

The meeting moved In Committee at 5.32pm. See In Committee Minutes.

*T Scollard left the meeting.*

The meeting moved out of In Committee at 6.05pm.

## 6. Reports

### 6.1 Tumuaki Report

R Williams provided a verbal report. The Board noted the following:

- Alt Ed students have been integrated into the school under a 'new start, fresh start' plan. Tracking well to date.
- Situation regarding an ex Patea students v Hawera boys fight two weeks ago is under control. R Kahui and P Hill managing the situation well and will continue to monitor. Parents carpooling to bring students from Patea.
- A psychologist has been engaged on contract for the first month to assist with settling some kids. R Kahui is on site each day as well.
- Road closure - continues. *D Reid declared a conflict of interest as Councillor, STDC.*
- Traffic Management - still awaiting an outcome of the official process from STDC. Concern expressed regarding the tone of the meeting for some attendees with a different view however Te Paepae o Aotea will maintain and uphold our school value of respectful contest of ideas. R Williams is providing close monitoring of the traffic situation. Event signage remains and staff are out in the interim before and after school. The next Council

meeting for decision is an 8 February Extraordinary Council meeting - open to the public. Notification of an outcome is anticipated following that meeting.

- Waiting on two staff to arrive. D Reid and J Brewer available to look after A Dutt's classes.
- SLD English - I Frengley-Vaipuna contract in place for Term 1 as an English Adviser. Writing and organising the senior English programme but not teaching. All marking, moderation and learning progress as they should be. Trying to get someone for Term 2. Perhaps I Frengley-Vaipuna may extend.
- 80 students absent yesterday. Some families still at the meat works. A few families still up north and stuck on the other side of Auckland due to weather. Had close to 90% student attendance at ILPs. Excellent response from the community.
- Housing - three single males in the house across the road - A Nikora, T Willing and G Bayantan. Kauri Crescent house will be used for Alt Ed students. With changes in the curriculum could integrate better. Monitoring the situation. Work required on the house if planning to rent out. Colliers managing two houses: Kauri Crescent and Manawapou Road. We manage the Alt Ed house and the lease on the Camberwell Road property.
- Noted, A Keene is keeping the grounds looking good.
- ILP meetings - participation figures requested to provide data for a baseline re engagement and at an appropriate time, staff to seek feedback from students. Suggest data gathering with families also suggested, what was useful? Difficult? Good to have Overall Teacher Judgements on entry and at the end of Year 8 to show over time whether this has made a difference.



### ILP Meetings - Baseline Data

Participation figures requested to provide data for a baseline re engagement and at an appropriate time, staff to seek feedback from students. Data gathering with families also suggested, what was useful? Difficult? Good to have Overall Teacher Judgements on entry and at the end of Year 8 to show over time whether this has made a difference.

**Due Date:** 23 Mar 2023  
**Owner:** Rachel Williams

## 6.2 Finance Report

Noted a formal balance and stock take of assets and financial data from the closing of the two schools is required before a proper budget for Te Paepae o Aotea can be set. Meantime the current budget set for the year stands.

Asset Services have been engaged to undertake a full asset check during the Term 1 break.

The staff budget will be reviewed by the Finance Committee next week. Staff have been asked to provide 'walk in start-up' lists as budgets can run as usual until year end. Teaching and Learning funds have been earmarked for this.

*D King joined the meeting at 5.10pm.*

## 6.3 3111.17 Te Paepae o Aotea Temp Village SM 07 Meeting Minutes

Taken as read.

## 6.4 3111.17 Te Paepae o Aotea Temp Village - Progress Report 07

Taken as read.

## 6.5 PGC ABC Report - 25 January 2023

W Edwards commented on the significant work undertaken by the contractors and their sub-contractors to finalise the project in time, suggesting an acknowledgement by the Board of their efforts.

Council signed-off and an official handover has taken place. No Health and Safety issues. Temporary railings are up until permanent railings can be installed. Meeting next Thursday for update.



### Letter of thanks to Arthur Brown

W Edwards to draft a letter of thanks to Arthur Brown.

**Due Date:** 9 Feb 2023

**Owner:** Will Edwards

## 6.6 3111.17 Te Paepae o Aotea Prefab Village PCG Minutes

Taken as read.

## 7. Board Annual Work Plan

### 7.1 Timeline

Constitution required for incoming Board.

Cultural Advisor position and composition of SLT to be finalised. D King and W Edwards to draft job description of role for discussion taking into consideration:

- what is already in place
- how it sits alongside the guiding coalition and the idea of a workstream from within the school whereby A Nikora and A Haerewa sit alongside people from the iwi and the community around tikanga and composition
- how it sits alongside governance/constitution
- how Te Paepae o Aotea is meeting its obligations under the 2020 education and training act as far as iwi direction in schools is concerned.
- if iwi already sit in the guiding coalition, what will this position do?

Constitution Committee

The Board considered the makeup of the Te Paepae o Aotea Board of Trustees: five parent representatives elected by parents; Tumuaki; Staff representative; Student representative; one member appointed by each iwi; four co-opted Trustees. W Edwards queried how will the iwi see representation and accountability back to the iwi? Thinking must be consistent with the Act and requires new minister sign off. **Submission required to the ministry (D Leath) by 1 March.**

Further discussion followed around the makeup of the Board to ensure the special nature of the school is upheld, and the iwi relationship is kept very strong. W Edwards and T Scollard to meet and review legislation. W Edwards to prepare paper to Board for 23 February meeting.



## Constitution and Board representation

W Edwards and T Scollard to meet and review legislation. W Edwards to prepare paper to Board for 23 February meeting.

**Due Date:** 23 Feb 2023

**Owner:** Will Edwards



## Cultural Adviser Job Description

D King and W Edwards to draft job description of Cultural Adviser role for discussion taking into consideration:

- what is already in place
- how it sits alongside the guiding coalition and the idea of a workstream from within the school whereby A Nikora and A Haerewa sit alongside people from the iwi and the community around tikanga and composition
- how it sits alongside governance/constitution
- how Te Paepae o Aotea is meeting its obligations under the 2020 education and training act as far as iwi direction in schools is concerned.
- if iwi already sit in the guiding coalition, what will this position do?

**Due Date:** 23 Feb 2023

**Owner:** Will Edwards

## 8. Actions from Previous Meetings

### 8.1 Action List

Due Date	Action Title	Owner
4 Aug 2022	Investigate Funding from other sources for new devices <b>Status:</b> In Progress	Rachel Williams
8 Aug 2022	Honorarium Payments <b>Status:</b> In Progress	Cheryl Luke-Maraki
18 Aug 2022	Board Member Contact List_Details Update <b>Status:</b> In Progress	Clare Baylis
13 Sep 2022	Trustee Remuneration and Expenses <b>Status:</b> In Progress	Will Edwards
15 Sep 2022	Becoming a Microsoft School <b>Status:</b> In Progress	Rachel Williams
15 Sep 2022	Cultural Adviser <b>Status:</b> In Progress	Will Edwards
22 Sep 2022	All Board - Policy Committee Review <b>Status:</b> In Progress	Will Edwards
6 Oct 2022	Relocation of Hawera Intermediate Kōhatu <b>Status:</b> In Progress	Neryda Sullivan
24 Nov 2022	Lease obligations - 59 Victoria Street <b>Status:</b> In Progress	Rachel Williams
30 Jan 2023	Powhiri - Funding Opportunities <b>Status:</b> Completed on 30 Jan 2023	Tom Scollard
2 Mar 2023	Repositioning of Taonga to rear of classroom <b>Status:</b> Completed on 3 Feb 2023	Dinah King
2 Mar 2023	Maori Cultural Position - Role Description <b>Status:</b> Not Started	Will Edwards

## 9. Other Business

### 9.1 Meeting Schedule 2023

The meeting schedule for 2023 will maintain the following order across the month:

Property

Policy

Finance

Board

## 10. Karakia

### 10.1 Karakia Kapi

## 11. Close Meeting

### 11.1 Close the meeting

**Next meeting:** Te Paepae o Aotea Establishment Board of Trustees - 23 Feb 2023, 5:00 pm

**Signature:**



**Date:** 23/02/2023