

CONFIRMED MINUTES

TE PAEPAE O AOTEA ESTABLISHMENT BOARD OF TRUSTEES



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

Name:	Te Paepae o Aotea
Date:	Thursday, 23 February 2023
Time:	5:00 pm to 7:00 pm (NZDT)
Location:	Te Paepae o Aotea - Boardroom, Camberwell Road, Hawera
Board Members:	Cheryl Luke-Maraki, Dinah King, Will Edwards (Chair), Ross Dunlop, Hauraki Erb, Neryda Sullivan, Rachel Williams, Te Kiri King
Attendees:	Ruth Simons, Tom Scollard
Apologies:	Diana Reid

1. Opening Meeting

1.1 Karakia Timata

W Edwards opened the meeting with karakia.

Noted D Reid apologies. H Erb en route. C Luke-Maraki apologies.

1.2 Confirmation of Minutes of Meeting

Establishment Board of Trustees 2 Feb 2023, 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 2 February 2023 be accepted as a true and correct record of that meeting.

Decision Date:	23 Feb 2023
Mover:	Will Edwards
Seconder:	Ross Dunlop
Outcome:	Approved

1.3 Interests Register

1.4 Health & Safety Briefing

2. Correspondence

2.1 Incoming Correspondence

Nil.

2.2 Outgoing Correspondence

Nil.

3. Decisions and Discussions

3.1 EOTC Forms - Qatar

R Williams spoke to the EOTC Qatar trip. While high risk in terms of international travel, plans have been in place since Hawera High School. R Williams met with the girls and their families; The mother of one of the girls will chaperone and there is a WhatsApp group chat set up between the two girls, their families and R Williams. The visit is all expenses paid. Only cost to girls is \$400 registration fee.

Control measures in place are:

- R Williams has spoken with both sets of parents and talked through what needed to be done.
- Ron is driving Amelia to Wellington.
- WhatsApp group chat even if no coverage, they still have full communication as long as they have wifi.
- Check points: spoke with girls regarding safety when travelling. At each stopover and travel to and from, they are to message update on progress to R Williams, Anita, Ron, Allison on WhatsApp.

R Williams confirmed M Akauola attended EOTC training last year. Forms used are directly from the EOTC training.



EOTC - Qatar GISS 2023 Competition

RESOLVED THAT Te Paepae o Aotea Board of Trustees, following review of the EOTC application and control measures in place, approves attendance at the GISS 2023 Competition in Qatar.

Decision Date: 23 Feb 2023
Mover: Will Edwards
Outcome: Approved

3.2 Junior Journal

R Williams spoke to production of the Junior Journal noting regular reviews are planned to improve the publication.

3.3 Uniform

Discussion focused on student agency and community consultation. Good feedback from the last community consultation and the promise not to remove the interim uniform was acknowledged. Agreed community is staff, students and the wider community.

R Williams spoke to the timeline and there was consensus the permanent uniform needs to be locked in by the end of Term 1.

Consensus further related to:

- multiple choice consultation as well as open.
- continuation of the current uniform.
- possible differentiation between seniors and juniors. Maybe a different colour blazer.
- sports uniforms not included - already organised through Gamechanger.
- may need to engage a company sooner rather than later.
- decision required around funding/uniform shop.



Uniform

D Reid and D King to run consultation with school community. Return with findings and recommendations and that will need to be in time for order to be placed. All information next Board meeting.

Include kaupapa around uniforms and EDI around funding it.

Blessing of sports uniforms etc.

Preamble:

Last day for participating was Monday 10 April. Thursday I received the raw data and then some baseline data. There are over one thousand responses.

D Reid and D King met with another uniform provider last week. Both potential providers will be sending through presentations for consideration and both companies are comfortable with our timeframe and their ability to supply.

Due Date: 23 Mar 2023

Owner: Dinah King



Permanent Uniform - Community Consultation

D King and D Reid to run consultation with the school community and return with findings and recommendations to 23 March Board meeting in ensure order can be placed in time.

Due Date: 23 Mar 2023

Owner: Dinah King

3.4 Student Behaviour Discussion

The meeting went In Committee at 6.39pm.

3.5 Additional devices needed

R Williams spoke to this matter addressing the preference to have all students using HP for consistency and ease of use for students. The Board considered quotes provided and queried current practice. The lease agreement is three years and will marry up with the previous consignment - the bulk of stock will then be leased, not owned. There will be a four week lead time.

Noted:

- funding will come out of the Ops Grant.
- total leased devices will be 500.
- Digital Agreements going out to students.



Purchase of additional devices

RESOLVED THAT Te Paepae o Aotea Establishment Board of Trustees, following review of the quotes provided, approved the New Era quote for \$168,000 for the purchase of 191 HP245 G9 devices and professional services.

Decision Date: 23 Feb 2023
Mover: Rachel Williams
Seconder: Te Kiri King
Outcome: Approved

3.6 NZSTA - Information for board members



Registration

Registration required by all Board on the NZSTA system. Official change required for Terms of Reference for Discipline Committee.

Due Date: 23 Mar 2023
Owner: Will Edwards



Discipline Committee membership

RESOLVED THAT Te Paepae o Aotea Establishment Board agrees all Board members remain members of the Disciplinary Committee with a minimum of two, maximum of three, members at each convened meeting.

Decision Date: 23 Feb 2023
Mover: Will Edwards
Seconder: Ross Dunlop
Outcome: Approved

4. Policies

4.1 SchoolDocs

The Board were reminded to ensure policy reviews are undertaken monthly following the prescribed rotation. Some catch up required.

5. In Committee

5.1 Student Matters

Refer In Committee Minutes 23 March 2023.

5.2 Victim Statement

Refer In Committee Minutes 23 March 2023.

6. Reports

6.1 Tumuaki Report

R Williams spoke to her report. Highlights include:

- Extra resources in place; T Careswell, M Grindlay, P Kempthorne, S White.
- Best Practice guide, MoE guidelines, major and minor incidents and pastoral information of processes if a matter goes to review, provided to the mother who raised concerns around processes. Links to restorative practices website also provided in terms of natural justice in a school setting. No further contact to date.
- Cameras at Bayly Park next big ticket item to combat bad system inherited and security issues with a dual site. Concerned member of the community has not got back in touch. Need to review property programme. R Williams to email T Scollard cc W Edwards re current situation.

T Scollard left the meeting.

T Scollard to provide a list of outstanding compliance requirements to finalise the establishment phase. Currently on track. Once compliance met, we can look at what we would like to do in conjunction with R Williams while still part of the Board.

Compliance requirements:

- ERO signoff.
- School admin functionality operating smoothly (student management systems - KAMAR etc.).
- Policy and procedure framework - Procedures and processes completed.
- Technology provision. Doesn't need to be in fully operational but well planned for.
- Review of first cycle of student achievement reporting- June - progress as to where we are with students and learning
- Review of Disciplinary/Restorative practice in terms of school values.
- Alternate constitution ready for election process for new Board. Ministry to take to community consultation.
- Possible election process end of Term 2 with new Board in place beginning Term 3.
- NZSTA Induction pack for new Board coming in.
- Handover - Matariki 14 July. T Scollard to put together a timeline for all to see.
- Include T Scollard email in the Board pack for our records.

Noted:

- Student Leadership - 47 students put themselves forward for senior leadership positions. Requirements included an application followed by a series of questions. Some interviews were conducted by pastoral leaders, others by the senior leadership team. Announcements will be made by week end. Junior announcements will follow. Non-gendered for the first time. Four head students together with students for each Awa and service leaders .
- Hub advised, the bleacher system cannot now be used until late October to repair the weeks (3 weeks). R Dunlop to follow up with P Waite. There has to be some workaround for celebrations.
- Push underway with whanau teachers - now time to get phone calls out to touch base with families to see how its going.
- Literacy and Numeracy - plans in place to get baseline data. Waiting on devices. Also never assess too early in year for baseline.
- Provisionally certified teachers (Year 1 & 2 and overseas teachers) have reduced load for the first six months. We have a large number and overseas teachers and we need a thorough induction programme. They have a group on Thursday afternoon and few of the

team work with them. Mentors not assigned yet - need to look at hours available once timetable finished.

- Staffing - J Babalcon should be here in the next week. More relievers onboard. WST teacher appointments made. Strike action brewing.
- R Williams to write to some existing staff acknowledging where overloaded with relief in six months. Invite staff to individual meetings. If overloaded, what mechanisms can be discussed with them. If want classes taken off them, we will figure something out. Morale of staff - is there something the board can do? They appreciate the little things - morning tea shout. Hardest are ones who have been in our community longest.
- Social media - comments/noise in the community getting staff down more than what is happening in school.
- Morning tea shout - from the Board. Invite Board. Gesture of Board members popping in - they understand you're not checking in but are showing interest.
- Re-integration and major re-integration form provided for information only.



Compliance timeline to finalise establishment phase

T Scollard to provide a list of outstanding compliance requirements to finalise the establishment phase.

Due Date: 23 Mar 2023
Owner: Tom Scollard

6.2 Finance Report

Noted Victoria Street leased until April. Low priority. Will clear out property during work hours.



Future Finance Reports

Conversation required regarding monthly content for Finance report to Board.

Due Date: 23 Mar 2023
Owner: Will Edwards



Budget

The Board agreed to review the budget at the 23 March meeting pending paperwork.

Due Date: 23 Mar 2023
Owner: Cheryl Luke-Maraki

7. Board Annual Work Plan

7.1 Timeline

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 Status: In Progress	Rachel Williams
8 Aug 2022	Honorarium Payments Status: In Progress	Cheryl Luke-Maraki

Due Date	Action Title	Owner
18 Aug 2022	Board Member Contact List_Details Update Status: In Progress	Clare Baylis
13 Sep 2022	Trustee Remuneration and Expenses Status: In Progress	Will Edwards
15 Sep 2022	Becoming a Microsoft School Status: In Progress	Rachel Williams
15 Sep 2022	Cultural Adviser Status: In Progress	Will Edwards
22 Sep 2022	All Board - Policy Committee Review Status: In Progress	Will Edwards
6 Oct 2022	Relocation of Hawera Intermediate Kōhatu Status: Completed on 21 Apr 2023	Neryda Sullivan
24 Nov 2022	Lease obligations - 59 Victoria Street Status: Completed on 31 Mar 2023	Rachel Williams
9 Feb 2023	Letter of thanks to Arthur Brown Status: Not Started	Will Edwards
23 Feb 2023	Board Training - Disciplinary processes for Boards Status: Completed on 20 Mar 2023	Neryda Sullivan
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	Repositioning of Taonga to rear of classroom Status: Completed on 3 Feb 2023	Dinah King
2 Mar 2023	Maori Cultural Position - Role Description Status: Not Started	Will Edwards
23 Mar 2023	Addition of Interests - T King Status: Completed on 23 Feb 2023	Te Kiri King
23 Mar 2023	ILP Meetings - Baseline Data Status: Completed on 31 Mar 2023	Rachel Williams

9. Other Business

9.1 Board Training - Resources

10. Karakia

10.1 Karakia Kapi

11. Close Meeting

11.1 Close the meeting

Next meeting: Te Paepae o Aotea Establishment Board - 23 Mar 2023, 4:00 pm

Signature:



Date: 23 March 2023