

CONFIRMED MINUTES

TE PAEPAE O AOTEA ESTABLISHMENT BOARD



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

Name:	Te Paepae o Aotea
Date:	Thursday, 23 March 2023
Time:	4:00 pm to 7:12 pm (NZDT)
Location:	Te Paepae o Aotea - Boardroom, Camberwell Road, Hawera
Board Members:	Will Edwards (Chair), Cheryl Luke-Maraki, Diana Reid, Dinah King, Hauraki Erb, Rachel Williams, Ross Dunlop, Te Kiri King
Attendees:	Ruth Simons, Tom Scollard
Apologies:	Neryda Sullivan

1. Opening Meeting

1.1 Karakia Timata

W Edwards opened the meeting with karakia and acknowledged N Sullivan's apology and H Erb's notification of delayed arrival.

1.2 Confirmation of Minutes of Meeting

Te Paepae o Aotea Establishment Board of Trustees 23 Feb 2023, the minutes were confirmed as presented.



Confirmation of Minutes

RESOLVED THAT the minutes of Te Paepae o Aotea Establishment Board meeting held 23 February 2023 be accepted as a true and correct record of that meeting.

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

1.3 Interests Register

1.4 Health & Safety Briefing

2. Correspondence

2.1 Incoming Correspondence

Noted.

2.2 Outgoing Correspondence

Nil.

3. Decisions and Discussions

3.1 Agreement for Enviroschools and Calendar of Events Terms 1 & 2

Te Paepae o Aotea has signed up to the Enviroschools programme and is working with Regional Council in this space. There are multiple programmes available including professional development for staff and hands on sessions with students. The purpose of the Agreement is to clarify the role of the participants in the Enviroschools programme.



RESOLVED THAT Te Paepae o Aotea Establishment Board support the E...

RESOLVED THAT Te Paepae o Aotea Establishment Board support the Enviroschools programme.

Decision Date: 23 Mar 2023
Mover: Ross Dunlop
Seconder: Cheryl Luke-Maraki
Outcome: Approved

3.2 ASB Bank Account



ASB Bank Account

RESOLVED THAT Te Paepae o Aotea Establishment Board approve the opening of an ASB Bank account to facilitate EFTPOS in the school front office. Board signatories opening the account: R Williams and C Luke-Maraki. Additional signatories: Board member, N Sullivan and Business Manager, J Brown.

Decision Date: 23 Mar 2023
Mover: Cheryl Luke-Maraki
Seconder: Dinah King
Outcome: Approved

R Williams and C Luke-Maraki spoke to this matter commenting on the lack of banking institutions offering EFTPOS services, including TSB. In order to implement an EFTPOS facility in the school's front office, the Finance Committee proposed opening an account with ASB for the sole purpose of facilitating an EFTPOS service.

The Board elected members R Williams and C Luke-Maraki to open the account with additional signatories, Board member, N Sullivan and Business Manager, J Brown

3.3 Build a Bach



Build a Bach Contract/Agreement

RESOLVED THAT Te Paepae o Aotea Establishment Board accept and approve the continuation of the Build a Bach programme with Western Institute of Technology at Taranaki for the 2023 school year.

Decision Date: 23 Mar 2023
Mover: Dinah King
Seconder: Te Kiri King
Outcome: Approved

R Williams spoke to the success of the programme noting three from four students secured apprenticeships. Currently there are 12-14 students in the programme. Witt have guaranteed completion of the programme part way through 2023. At the conclusion of the project, the Board will reassess continued participation. R Williams supports the continuation of students on this pathway due to its placement i.e., within eyesight so students can see it happening and reduced travel.

The Board sought further satisfaction on assurances from Witt, should the programme falter e.g., if the tutor leaves.

3.4 Ko Wai Au? Individualised Program



Ko wai au? Individualised programme

Programme underway. EOTC was around overnights - due diligence. Signed off by Will Edwards.

Resolved.

Decision Date: 23 Mar 2023
Mover: Will Edwards
Seconder: Diana Reid
Outcome: Approved

R Williams spoke to the Ko Wai Au? Individualised Learning Programme currently rolled out to address an unanticipated need and the positive difference it is making for staff and students. The programme will require continual finetuning/review to deal with dynamic situations and students with trauma/stories. The course is indicative of our commitment to all students to reach their potential and doing what we can where we can, acknowledging how hard the transition is for some students.

Strong support has been received from STDC, the Mayor and other agencies for this programme. Ngati Ruanui, Ngaruahine are very supportive and looking to see where they can help.

Currently self-funding and looking at funding sources to ensure sustainability. R Williams thanked her team and staff.

D Reid also provided the Board with a precis of her time with the Ko Wai Au? students.

3.5 Personal Digital Devices

R Williams spoke to this matter, reminding members this was first raised pre-opening.

1. The contribution of devices (mainly phones) to the fighting situation and social media: various options were discussed regarding student access to the school network, including limiting devices and shutting down wifi at break times. The Board considered segregation where students can only access the network with a unique code that cannot be transferred. R Williams to liaise with New Era regarding set up. Priority to be given to the Endeavour Centre as a standalone network due to the physical threat to staff should the network go offline at any time.
2. If choosing to minimise use of school wifi by making per approved device, this needs to be operational before Term 2 begins.
3. Nationwide best practice review: concerns were expressed around enforcement or policing this without creating a battleground. The Board is interested in information from schools doing this well.

3.6 Students on School Roof

D Reid spoke to the issue of kids climbing up onto the roof of the container, onto the G Block roof and running around, outside of school hours. The Board discussed how access is gained, ways to mitigate access and liability should a child hurt themselves. R Williams noted cameras installed in the area will be operational shortly to assist with identification of any students.

The Board agreed to install NZ Safety and/or Ministry warning signs. T Scollard to follow up to ensure correct signage.

Noted no individual would be liable should a child injure themselves however the board can be liable.



Warning Signage

RESOLVED THAT Te Paepae o Aotea Establishment Board agrees to install signage using standard warnings informing the public of the following: no admittance to school premises; no responsibility outside of school hours, around the perimeter and gap in the fence.

Decision Date: 23 Mar 2023

Outcome: Approved



NZ Safety/Ministry Warning Signs

T Scollard to pursue the installation of NZ Safety and/or Ministry warning signs around the perimeter where the access occurs to to ensure correct signage is used.

Due Date: 27 Apr 2023

Owner: Tom Scollard

3.7 NZSTA - Information for board members

Received.

4. Policies

4.1 Legislation and Administration Policy

The Policy Committee discussed the Legislation and Administration policy at their meeting 9 March 2023 and agreed to adopt the policy with no changes. The Committee reviewed the policy with no comments on School Docs.

5. In Committee

5.1 Complaint

The meeting went In Committee at 6.02pm.

The meeting came out of In Committee at 7.10pm.

6. Reports

6.1 Tumuaki Report

R Williams highlighted the following from her report:

- NELPS summarised.
- Staffing updates:
 - Reviewing candidates for vacancies closed today. Interviews set for Monday/Tuesday.
 - Extra relievers have been engaged. Utilising T Careswell as pastoral support.
 - Resourcing yet to add allocations for Y1&2 staff. Still in good position with staffing but want to get extra entitlements so can pay for staff out at Ko Wai Au. We have as many relievers in as we can with some double ups to help alleviate stress.
 - Have been able to release some staff for planning for Term 2. First time able to give that option.
 - One student support worker resignation.
 - Suggested progress the 'cup of tea' at the Council with the Mayor for staff new to the district, i.e., new immigrants and new to Hawera.
- Vote out tomorrow on the strike - possibly 29 March. Rolling strikes and work to rule (8am-4pm) may follow - affecting a different year level each day. Big disruption. Impacts students with the specialist teachers we want them with. Be aware might get messy. No impact on EOTC next week - requests to PPTA for exemptions for affected staff.

H Erb arrived 5.13pm.

- EOTC concerns - Waka ama concerns have been addressed. Volleyball NZSS - Members C Luke-Maraki and D King to officially provide feedback/guidance to M Akauola re completion of EOTC forms when seeking Board approval.

Tom Scollard left the meeting 5.30pm.

- Stand downs and suspensions - Nil.

Board of Trustees Constitution

T Scollard spoke to the matter of the alternate constitution and time constraints given it is an election year. Two options were presented:

1. Suggested option (Ministry supported) the Establishment Board remain in place, as an entity beyond the election period, to facilitate a change of constitution later this year or early next year. There are risks with moving to an alternative constitution quickly.
2. An alternative constitution is needed if iwi representatives are wanted on the Board. If members want to remain on the Board, iwi can nominate someone else. Members were encouraged to think about whether they want to continue.

Members committed to working toward an alternate constitution therefore the Establishment Board will need to continue beyond the current July timeline.

Members discussed the option of encouraging a new Board to pursue the alternative constitution and considered this may mean the matter could drag on and create unnecessary risk. Working through the current system means the co-option model can be utilised. Members were reminded if utilising the status quo and looking to co-opt iwi, no protection or unique position will be afforded those positions. Due diligence required.

W Edwards and C Luke-Maraki are available to discuss membership options with individuals. The two iwi representatives will also need to speak with their respective iwi.

Decisions were delayed until all members present. R Williams reminded members staff were appointed under our values/regimes and philosophy. Consider if a new Board is appointed, we risk having a Board not aligned to the staff and what we are trying to achieve. In fairness to the community, a clear timeline to keep ourselves accountable is a reasonable expectation.

Further considerations were that the new Board will need to push a new build. The Establishment Board job is to establish the school. The new Board's job is to push the new build. Community consultation is required for an alternative constitution to ensure what we establish is being embedded.

T Scollard to provide timeline/milestones and a paper with suggested timelines.

Action: Appended to the Act is a standard constitution. D Leath provided data earlier. Refresh memory on what D Leath provided to get ideas and familiarise yourselves with sections of the Education Act that it pertains to.



Board membership - continuation

This matter to be kept at the forefront. Decision to be made at the next meeting. W Edwards and C Luke-Maraki to provide information to members for an informed discussion to move forward.

Due Date: 21 Apr 2023
Owner: Will Edwards



Alternate Constitution

T Scollard to provide timeline/milestones and a paper with suggested timelines.

Due Date: 27 Apr 2023
Owner: Tom Scollard

6.2 Finance Report



2023 Budget

Member C Luke-Maraki to email Budget to members for adoption via Flying Minute.

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

- \$1M settled into two term deposits with TSB. One on three months 4% and one on six months at 5%. Next drop due 1 April 2023. Start-up costs are coming to a good conclusion. All staff will operate their own budgets.
- A strong case is being developed with T Scollard and D Leath around the compressed establishment timeframe and ministry needing to front up to avoid draining our EDI.



Honorarium payments

R Simons to email honorarium paperwork to those outstanding. Members to complete and return.

Due Date: 24 Mar 2023

Owner: Ruth Simons

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
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
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: In Progress	Dinah King
23 Mar 2023	Permanent Uniform - Community Consultation Status: Not Started	Dinah King
23 Mar 2023	Registration Status: Not Started	Will Edwards
23 Mar 2023	Future Finance Reports Status: Not Started	Will Edwards

9. Other Business

10. Karakia

10.1 Karakia Kapi

11. Close Meeting

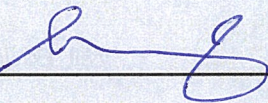
11.1 Close the meeting

Next meeting: Te Paepae o Aotea Establishment Board - 27 Apr 2023, 4:00 pm

New Actions raised in this meeting

Item	Action Title	Owner
3.6	NZ Safety/Ministry Warning Signs Due Date: 27 Apr 2023	Tom Scollard
6.1	Board membership - continuation Due Date: 21 Apr 2023	Will Edwards
6.1	Alternate Constitution Due Date: 27 Apr 2023	Tom Scollard
6.2	2023 Budget Due Date: 23 Mar 2023	Cheryl Luke-Maraki
6.2	Honorarium payments Due Date: 24 Mar 2023	Ruth Simons

Signature: _____



Date: _____

27/04/23