

CONFIRMED MINUTES

ESTABLISHMENT BOARD OF TRUSTEES



At the **Te Paepae o Aotea Establishment Board of Trustees** on **28 Sept 2023** these minutes were **confirmed as presented**.

Name:	Te Paepae o Aotea
Date:	Thursday, 24 August 2023
Time:	4:00 pm to 6:30 pm (NZST)
Location:	Te Paepae o Aotea - Boardroom, 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:	Tom Scollard
Apologies:	Ruth Simons

1. Opening Meeting

1.1 Karakia Timata



Confirmation of Minutes

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

Decision Date: 24 Aug 2023
Mover: Will Edwards
Seconder: Rachel Williams
Outcome: Approved

1.2 Confirmation of Minutes of Meeting

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



Confirmation of Minutes 27 July 2023

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

Decision Date: 24 Aug 2023
Outcome: Approved

Noted the ZOOM recording of the 24 August 2023 meeting, corrupted. The following Minutes acknowledge documents/discussion and resolutions passed.

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 NZ Uniforms

Noted.

3.2 5-minute Walk Through Observations - Analysis Chart

Noted.

3.3 Planning and Reporting Workshop

For your information.

3.4 Alternate Constitution

Noted.

3.5 Education Brief - Consultation Hours

Further discussion required.

3.6 Principals Professional Learning Group

Noted.

H Erb arrived 4.30pm

3.7 Pelorus Trust Funding Requests



Pelorus Trust Funding Grant application - NZSS Touch Nationals & NZSS Junior Volleyball Tournament

RESOLVED THAT Te Paepae o Aotea Establishment Board approve an application to Pelorus Trust seeking funding of \$10,553.85 (excluding GST) to cover travel, accommodation and marquee hire for the NZSS Touch Nationals and travel and accommodation for the NZSS Junior Volleyball Tournament.

Noted, Te Kiri King declared a conflict in this matter and did not vote.

Decision Date: 24 Aug 2023
Mover: Rachel Williams
Seconder: Will Edwards
Outcome: Approved



Pelorus Trust Funding Grant application - NZSS Track and Field Championships

RESOLVED THAT Te Paepae o Aotea Establishment Board approve an application to Pelorus Trust seeking funding of \$7,557.59 (excluding GST) to cover transport and accommodation for Te Paepae o Aotea athletes attending the NZSS Track and Field Championships in Christchurch, 7-10 December 2023.

Decision Date: 24 Aug 2023
Mover: Will Edwards
Seconder: Rachel Williams
Outcome: Approved

4. EOTC

4.1 EOTC - WOW, Wellington 19-21 September 2023



EOTC - WOW, Wellington

RESOLVED THAT Te Paepae o Aotea Establishment Board of Trustees approves the EOTC Plan for the World of Wearable Arts visit to Wellington, 19-21 September 2023, for senior Textiles students.

Decision Date: 24 Aug 2023
Mover: Rachel Williams
Seconder: Neryda Sullivan
Outcome: Approved

4.2 Year 10 TOPEC



EOTC - TOPEC Year 10

RESOLVED THAT Te Paepae o Aotea Establishment Board of Trustees approves the EOTC Plan for the Year 10 TOPEC visit.

Decision Date: 24 Aug 2023
Mover: Rachel Williams
Seconder: Neryda Sullivan
Outcome: Approved

5. Policies

5.1 Minutes from Policy meeting

Taken as read.

6. In Committee

6.1 In Committee Update

The meeting moved In Committee, 4.45pm. *Moved W Edwards / Seconded C Luke-Maraki - carried*

The meeting moved out of In Committee. *Moved W Edwards / Seconded C Luke-Maraki - carried*

7. Reports

7.1 Tumuaki Report

Taken as read.

7.2 Data Report - August 2023

Taken as read.

7.3 Finance Report

Taken as read.

7.4 Property Report

Taken as read.

8. Board Annual Work Plan

8.1 Timeline

9. Actions from Previous Meetings

9.1 Action List

Due Date	Action Title	Owner
18 Aug 2022	Board Member Contact List_Details Update Status: Completed on 27 Sept 2023	Clare Baylis
13 Sept 2022	Trustee Remuneration and Expenses Status: Completed on 27 Jul 2023	Will Edwards
15 Sept 2022	Becoming a Microsoft School Status: Completed on 27 Jul 2023	Rachel Williams
15 Sept 2022	Cultural Adviser Status: Completed on 27 Jul 2023	Will Edwards
9 Feb 2023	Letter of thanks to Arthur Brown Status: Completed on 28 Sept 2023	Will Edwards
23 Feb 2023	Cultural Adviser Job Description Status: In Progress	Will Edwards
23 Feb 2023	Constitution and Board representation Status: Completed on 28 Sept 2023	Will Edwards
3 Mar 2023	Maori Cultural Position - Role Description Status: In Progress	Will Edwards

Due Date	Action Title	Owner
21 Apr 2023	Board membership - continuation Status: Completed on 27 Jul 2023	Will Edwards
28 Apr 2023	Alternate Constitution Status: In Progress	Tom Scollard
31 May 2023	Board photo for website Status: Completed on 27 Sept 2023	Ruth Simons
22 Jun 2023	Alternate supplier for sports uniforms Status: Completed on 27 Jul 2023	Rachel Williams
26 Jun 2023	Queensland Visit - Response Status: Completed on 17 Aug 2023	Rachel Williams
27 Jul 2023	Principal Appraiser Status: In Progress	Neryda Sullivan
24 Aug 2023	Honorarium payments Status: Completed on 27 Sept 2023	Ruth Simons
24 Aug 2023	ERO Self-Check Status: Completed on 27 Sept 2023	Ruth Simons
25 Aug 2023	Education Brief - Community Consultation Status: In Progress	Rachel Williams

10. Other Business

10.1 ERO Board Assurance Statement Checklist

Members were reminded to complete allocated sections.

10.2 Principal Appraiser - Update

N Sullivan provided a progress update.

10.3 Detector Dogs

Taken as read.

T Scollard left the meeting at 5pm.

11. Karakia

11.1 Karakia Kapi

12. Close Meeting

12.1 Close the meeting

Next meeting: No date for the next meeting has been set.

Signature: _____

William Edwards

Date: 28 September 2023