

CONFIRMED MINUTES

TE PAEPAE O AOTEA ESTABLISHMENT BOARD



At the **Establishment Board of Trustees** on **24 Aug 2023** these minutes were **confirmed as presented**.

Name:	Te Paepae o Aotea
Date:	Thursday, 27 July 2023
Time:	4:00 pm to 6:02 pm (NZST)
Location:	Te Paepae o Aotea - Boardroom, Camberwell Road, Hawera
Board Members:	Cheryl Luke-Maraki, Dinah King, Hauraki Erb, Neryda Sullivan, Rachel Williams, Ross Dunlop, Te Kiri King
Attendees:	Ruth Simons, Tom Scollard
Apologies:	Will Edwards (Chair), Diana Reid

1. Opening Meeting

1.1 Karakia Timata

1.2 Confirmation of Minutes of Meeting

Te Paepae o Aotea Establishment Board 22 Jun 2023, the minutes were confirmed as presented.



Confirmation of Minutes of Meeting 22 June 2023

RESOLVED THAT the minutes of Te Paepae o Aotea Establishment Board meeting held 22 June 2023 be accepted as a true and correct record of that meeting.

Decision Date:	27 Jul 2023
Mover:	Neryda Sullivan
Seconder:	Te Kiri King
Outcome:	Approved

1.3 Interests Register

1.4 Health & Safety Briefing

2. Correspondence

2.1 Incoming Correspondence

Received.

2.2 Outgoing Correspondence



Outgoing Correspondence

RESOLVED THAT Te Paepae o Aotea Establishment Board approve outgoing correspondence.

Decision Date: 27 Jul 2023
Mover: Neryda Sullivan
Seconder: Te Kiri King
Outcome: Approved

3. Decisions and Discussions

3.1 Alternate Constitution

Members discussed the proposal prepared by D Leath (MoE). Members agreed the Board would comprise five elected members: the Tumuaki, a staff representative, a student representative, a representative from each of the two Trusts and up to two co-opted members - a more traditional school model but one that honours the cultural perspective. Members considered that while no legal requirement on consultation stands, it would be ideal to update key stakeholders by way of targeted engagement ensuring correct wording and perspective.

A further hui with D Leath, Iwi and the Establishment Board was suggested to discuss the alternative constitution prior to preparing a survey for community consultation.

H Erb arrived 4.08pm.

T Scollard linked in on Teams at 4.08pm.

D King linked in on Teams at 4.18pm.



Targeted Engagement with Key Stakeholders

RESOLVED THAT Te Paepae o Aotea Establishment Board agree W Edwards, C Luke-Maraki, D King and H Erb will participate in targeted engagement with iwi regarding the alternative constitution and return to the Board, with R Dunlop, W Edwards and R Williams engaging with Council as part of their regular process.

Decision Date: 27 Jul 2023
Mover: Te Kiri King
Seconder: Neryda Sullivan
Outcome: Approved

3.1c Budget Announcement

R Williams spoke to this matter. Members noted the statement, on Ministry letterhead, is included in the school newsletter, 28 July 2023. Every effort has been made to ensure the community understands this is a Ministry statement.

3.1e Education Brief

Members discussed process around completion of the Education Brief, noting multi-level consultation would be required. Staff and student consultation will be organised in-house. Further discussion followed around consultation with the wider community to ensure focus remains on buildings.

Members agreed to follow the model exactly. T Scollard to investigate the number of hours available to engage the same group that facilitated the earlier community engagement. Te

Paepae o Aotea Board to facilitate sessions. D&G Consulting to collate material with regard to the Education Brief.



Education Brief - Community Engagement

RESOLVED THAT Te Paepae o Aotea Establishment Board approves the engagement of D&G Consulting for the collation of data to complete the Education Brief following wider community engagement.

Decision Date: 27 Jul 2023
Mover: Rachel Williams
Seconder: Neryda Sullivan
Outcome: Approved



Education Brief - Community Consultation

T Scollard to investigate hours available for consultation.

R Williams to engage D&G Consulting for the wider community engagement with a view to sharing a draft schedule at the August meeting.

Te Paepae o Aotea Board members to facilitate sessions.

Due Date: 25 Aug 2023
Owner: Rachel Williams

3.2 School Donations 2024



School Donations 2024

RESOLVED THAT Te Paepae o Aotea Establishment Board agree that Te Paepae o Aotea opt in to School Donations in 2024.

Decision Date: 27 Jul 2023
Mover: Neryda Sullivan
Seconder: Te Kiri King
Outcome: Approved

3.3 Sponsorship Partnerships

Members discussed policy in relation to Sponsorship Partnerships and the need for alignment with Te Paepae o Aotea values.

Current sponsors are Harrison Taylor (Rugby), Evolution Automotive (Hockey), Arts Week (Halliwells), Ben Thomas Panelbeating (New) - Dux increased to \$2K.

Currently looking for sponsors to assist with costs associated with a regular double page spread in the local newspaper.



Sponsorship Partnership

RESOLVED THAT Te Paepae o Aotea Establishment Board approve a sponsorship partnership with Ben Thomas Panelbeating, Hawera.

Decision Date: 27 Jul 2023
Mover: Cheryl Luke-Maraki
Seconder: Te Kiri King
Outcome: Approved

3.4 Every Day Matters - Attendance Report Term 2, 2023



Approved.

Approved.

Decision Date: 27 Jul 2023

R Williams spoke to this matter advising this is a countrywide initiative by Ministry of Education. Discussions will take place with staff on Monday, building on the new attendance strategy discussed at the start of term.

Strategy/process - Texts in the morning and if missing during the day. Action plan/s to be in place. A lot of family meetings for those families whose kids are under the 70%. Also coding errors noted in terms of attendance at the health school, etc. Every avenue is being explored to improve. The Ministry have set targets for end of next year. We have set targets for end of this year.

3.5 NZ Uniforms

Members reviewed the samples provided by NZ Uniforms and made the following initial selections:

Navy blue tie with orange stripe - **accepted as is.**

- Navy polo with stripe on colour and sleeves - **accepted.** Patterned side panel has inverted logo - needs correction.
- Formal shirt - First colour choice 'C' - sample required before final sign off.
- Shirt style - Uniform Committee to choose.
- Jacket - need to check hip measurements as quite snug compared to the upper body. Nice design though perhaps too tailored.
- Knitted scarf is good. Colours not correct.
- Girl's cravat - colour not correct but idea good.

The Board thanked D Reid and D King for their work in this area.

3.6 Honorarium



Honorarium payments

R Simons to follow up on where payments are at.

Due Date: 24 Aug 2023

Owner: Ruth Simons



Honorarium payments

RESOLVED THAT Te Paepae o Aotea Establishment Board approved honorarium payments as per the current schedule of one meeting per month from 1 April 2022 at \$62.50 per meeting for W Edwards and C Luke-Maraki as co-Chairs; \$55.00 per meeting for members.

Decision Date: 27 Jul 2023

Mover: Cheryl Luke-Maraki

Seconder: Te Kiri King

Outcome: Approved

4. EOTC

4.1 EOTC - Hockey Winter Tournament 2023

Three EOTC applications for Winter Tournament Week; Hockey, Rugby and Netball. Applications will be available for review next week.

Experienced staff accompanying teams are C Robinson (Rugby), R Williams (Hockey), P Hurley (Netball).

P Careswell will be on site all week supporting in the Pastoral Hub. N Sullivan will be on site daily from 1-3pm and on call if required. Susan Hopkins will have delegated authority for the week.



Winter Tournament Week Delegated Authority

RESOLVED THAT Te Paepae o Aotea Establishment Board approves the delegation of authority to Susan Hopkins and the presence of P Careswell and N Sullivan on site during the period of the tumuaki absence at Winter Tournament Week.

Noted, N Sullivan will be acting in the capacity of a supportive staff member, not as a Board member to ensure no conflict of interest.

Decision Date: 27 Jul 2023
Mover: Cheryl Luke-Maraki
Seconder: Ross Dunlop
Outcome: Approved

5. Policies

6. In Committee

6.1 In Committee Update

The meeting moved In Committee at 5.00pm. *Moved R Dunlop / Seconded T King - Carried*

The meeting moved out of In Committee at 5.17pm. *Moved R Dunlop / T King - Carried*

Tom Scollard left the meeting at 5.16pm.

7. Reports

7.1 Tumuaki Report

R Williams spoke to her report. Members noted the following:

- Open Evening - Ten families through resulting in one enrolment. Other families were SENCO/ORS kids. It is good for these families to come through early.
- Emergency Planning - an external company has been engaged. Staff are receptive and thankful to the Board for investing in this area.
- 5 Minute Observations - D Reid has commenced the 5 min walk through observations in classrooms. Observations will be used to look at trends and to open up conversation around what we're seeing in our classes and will highlight any areas requiring support. Staff can ask for their feedback. Staff are receptive to visits.
- Term 3 Fine tuning document - an iteration of what staff walked through Day one. Working on consistency across all areas.
- PLD - Hans Kochlechner (MoE) is working on getting this organised so we can employ our own staff.
- Student Achievement - We have started including updates in the newsletter so parents get the real facts. We are trending in the right direction.
- Netsafe Digital Areas - being part of this allows us a free community session aimed at parents on how to keep young people safe. We will open this up to community. Advice is to call every parent and invite them, advising at least one parent to attend, as a way to get to young people.

7.2 Data Report - July 2023

Taken as read.

7.3 Finance Report

C Luke-Maraki provided a precis from the recent Finance Committee meeting.

- Finance Committee sign off on the Emergency Planning request.
- Overall all, tracking well.
- Since the 30 June report, Q3 funding has gone in. J Brown and team are doing good job tracking funds and moving funds when required.
- Hui with Education Services imminent re recoding now that we have been operating for a year. Codes need to be updated.
- Draft budget will begin shortly.
- Van booking and asset register procedures in place.



Report received.

Report received.

Decision Date:	27 Jul 2023
Mover:	Ross Dunlop
Secunder:	Hauraki Erb
Outcome:	Approved

7.4 Property Report

R Williams spoke to the Property report. Members noted:

- The roof was fixed but with recent rain, we realised the roof was not fixed. Further work required. This may mean more scaffolding.
- Recent WSP walk around for most of Monday assessing in terms of a 5- and 10-year plan. Have asked to be advised which is the last block to go with a view to remodelling/reconfiguring bathrooms into single cell, unisex bathrooms.
- Kimihia roof.
- Kimihia and Jubilee - no sun on the back so rot forms on the back side.
- Ministry are in line with two errors with the new modulares; ramp - permission granted to engage a local builder; Endeavour Centre - no swipes on doors which means the building is to be locked at all times. This will be rectified.

The Board expressed their thanks to the property team for their report.



received

received

Decision Date: 27 Jul 2023
Mover: Ross Dunlop
Seconder: Te Kiri King
Outcome: Approved

8. Board Annual Work Plan

8.1 Timeline

9. Actions from Previous Meetings

9.1 Action List

Due Date	Action Title	Owner
8 Aug 2022	Honorarium Payments Status: Completed on 11 Jul 2023	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: 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: In Progress	Will Edwards
23 Feb 2023	Cultural Adviser Job Description Status: Not Started	Will Edwards
23 Feb 2023	Constitution and Board representation Status: In Progress	Will Edwards
2 Mar 2023	Maori Cultural Position - Role Description Status: Not Started	Will Edwards

Due Date	Action Title	Owner
24 Mar 2023	Honorarium payments Status: Completed on 11 Jul 2023	Ruth Simons
21 Apr 2023	Board membership - continuation Status: Completed on 27 Jul 2023	Will Edwards
27 Apr 2023	Alternate Constitution Status: In Progress	Tom Scollard
24 May 2023	Permanent Uniform - Presentations Status: Completed on 11 Jul 2023	Diana Reid
26 May 2023	Amendment to Proposed Alternate Constitution Status: Completed on 11 Jul 2023	Will Edwards
31 May 2023	Board photo for website Status: In Progress	Ruth Simons
2 Jun 2023	EOTC Voting - Agenda items 4.2-4.4 Status: Completed on 11 Jul 2023	Ruth Simons
22 Jun 2023	Alternate supplier for sports uniforms Status: Completed on 27 Jul 2023	Rachel Williams
22 Jun 2023	Extension of Establishment Board Status: Completed on 22 Jun 2023	Tom Scollard
26 Jun 2023	Queensland Visit - Response Status: Completed on 17 Aug 2023	Rachel Williams
30 Jun 2023	HHS & HIS Cups and Trophies Status: Completed on 11 Jul 2023	Rachel Williams
14 Jul 2023	Pastoral Hub Status: Completed on 11 Jul 2023	Rachel Williams
27 Jul 2023	Principal Appraiser Status: In Progress	Neryda Sullivan

10. Other Business

10.1 ERO Board Assurance Statement Checklist

Members were reminded to complete their allocated sections of the ERO self-check. Only two sections have been completed to date.

R Dunlop advised to use SchoolDocs and the Business Manager to complete the Health & Safety check.



ERO Self-Check

R Simons to send reminders out to those who have not yet completed their ERO self-check and include the Board Assurance Statement for those who need it.

Due Date: 24 Aug 2023
Owner: Ruth Simons

10.2 Principal Appraiser

D Leath (MoE) will provide a list of possible appraisers.

11. Karakia

11.1 Karakia Kapi

12. Close Meeting

12.1 Close the meeting

Next meeting: Establishment Board of Trustees - 24 Aug 2023, 4:00 pm

Signature: William Edwards

Date: 24/08/2023