

CONFIRMED MINUTES

TE PAEPAE O AOTEA ESTABLISHMENT BOARD



At the **Te Paepae o Aotea Establishment Board of Trustees** on **22 Feb 2024** these minutes were **confirmed as presented**.

Name:	Te Paepae o Aotea
Date:	Thursday, 23 November 2023
Time:	4:00 pm to 6:00 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, Neryda Sullivan, Rachel Williams, Ross Dunlop
Attendees:	Ruth Simons, Tom Scollard
Apologies:	Te Kiri King

1. Opening Meeting

1.1 Karakia Timata

1.2 Confirmation of Minutes of Meeting

Te Paepae o Aotea Establishment Board 26 Oct 2023, the minutes were confirmed as presented.



Minutes of Meeting - October 2023

RESOLVED THAT the minutes of meeting held 26 October 2023 be accepted as true and correct record of that meeting.

Decision Date:	23 Nov 2023
Mover:	Ross Dunlop
Seconder:	Hauraki Erb
Outcome:	Approved

1.3 Interests Register

2. Correspondence

2.1 Incoming Correspondence

Nil.

2.2 Outgoing Correspondence

Nil.

3. Decisions and Discussions

3.1 South Road Building Project

Background was provided regarding the history of the South Road property and more recently, growth within the Alt Ed program, namely the integration of the Ko Wai Au? program and how limitations of the space have become more apparent. BF Sullivan Contracting and Ryan Campbell have reviewed the property and structure providing options as to how the house can be adapted to be fit for purpose. The Ministry have confirmed Te Paepae o Aotea have overall control of the project.

The benefits of an off-site facility were discussed specifically as a means to cater to those students requiring an alternate schooling solution and as a flexible facility to run short courses etc. e.g., staff first aid, meetings, etc. Members discussed the work required to maintain building fitness and compliance, i.e., accessibility, fire, bathroom. An alternate suggestion to forego a remodel and undertake an upgrade of the house to maintain compliance was mooted however members agreed the need for an alternate schooling solution will always be there. Other advantages to a remodel include property privacy, ownership and the site's ongoing potential. The project can be financed through general funds.

Discussion pivoted to the proposed plan options. Pricing estimates to be sought for the two options. R Williams to disseminate on receipt for members to review and if required, call a specialist property meeting to discuss and progress.



Estimates

N Sullivan declared a conflict of interest and did not vote.

RESOLVED THAT Te Paepae o Aotea Establishment Board agree to source two estimates for the renovation plans prior to advancing the South Road building project. R Williams to disseminate and call a special property meeting if required.

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

4. EOTC

4.1 NZSS Touch Nationals, Rotorua - 7-10 December 2023

Questions were raised regarding the letter of consent - deferred for review. Members agreed three personnel for the trip; two teaching staff, one volunteer. Two vans, three drivers. Approved.



NZSS Touch Nationals, Rotorua - 7-10 December 2023

RESOLVED THAT Te Paepae o Aotea Establishment Board approves the NZSS Touch Nationals tour to Rotorua, 7-10 December 2023, accompanied by A Haerewa, C Hargreaves and volunteer L Clancy.

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

4.2 NZSS Track & Field, Christchurch - 7-11 December 2023



NZSS Track & Field, Christchurch, 7-11 December 2023

RESOLVED THAT Te Paepae o Aotea Establishment Board approves attendance at the NZSS Track and Field event in Christchurch, 7-10 December 2023, accompanied by volunteer staff.

Decision Date: 23 Nov 2023
Mover: Will Edwards
Seconder: Dinah King
Outcome: Approved

This is a solidly run event with only a small expense for students who are genuine competitors. The small team will be well supported by a staff member and other adult volunteers.

4.3 North Island Junior SS Volleyball Nationals - 20-25 November 2023

Members spoke to the number of EOTC applications submitted, requesting a sub-committee review applications prior to sign off, noting December's glut encompasses February 2024 applications.

Members agreed to form a sub-committee to review EOTC applications in conjunction with TIC EOTC.



EOTC Sub-Committee

RESOLVED THAT Te Paepae o Aotea Establishment Board approves the formation of an EOTC Sub-Committee to review and recommend applications prior to presentation to the Board.

Due Date: 5 Feb 2024
Owner: Diana Reid



North Island Junior Second School Volleyball Nationals, 20-25 November 2023

RESOLVED THAT Te Paepae o Aotea Establishment Board ratify attendance at the North Island Junior SS Volleyball Nationals, 20-25 November 2023.

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

4.4 Marae Visit, Seniors - 3 February 2024



Marae Visits

RESOLVED THAT Te Paepae o Aotea Establishment Board approve the Senior Marae visits, 3 February 2024 subject to safety plans.

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

Patea Waka Ama

The Board conditionally accepted the waka ama on the river activity and requested robust water safety plans to ensure experienced personnel are present on land and on the river with students at all times. This event is only approved with a full water safety plan. Negotiations required with

Patea Area School for their waka (stipulate certifications around lifesaving with Jeremy, Tawhiti School). Members suggested contacting the Coast Guard who may be happy to provide a support boat.

Kaūpokonui and Waingongoro also require safety plans due to beach access.

Tangahoe leader to connect with W Edwards regarding permission to access Tangahoe.

House leaders to be aware of potential marae booking clashes. Backup plans required for all houses in case a marae is required for tangi.



Patea Waka Ama

D King to work with M Akauola regarding negotiation with Patea Area School for their waka (stipulate certifications around lifesaving with Jeremy, Tawhiti School).

Due Date: 15 Jan 2024

Owner: Dinah King

4.5 Marae Noho - Art - Week 3 2024



Senior Art Marae Noho - 12-13 February 2024

RESOLVED THAT Te Paepae o Aotea Establishment Board approve the Senior Art Marae noho, 12-13 February 2024, Aotearoa Pa on subject to production of a traffic safety management plan.

Decision Date: 23 Nov 2023

Mover: Will Edwards

Seconder: Dinah King

Outcome: Approved

Approval contingent on production of a traffic safety management plan, given the 100km speed limit and no side road. Conditional approval for van use given. Must shuttle on roadway. Members also discussed tikanga - appropriate student behaviour. Staff to check rules and expectations around student relationships and gender diversity, rather than dividing people up.

4.6 Vertical Horizons, Inglewood - 25-26 February 2024



Vertical Horizons Leadership Camp

RESOLVED THAT Te Paepae o Aotea Establishment Board of Trustees approves the Leadership Camp at Vertical Horizons, Inglewood, 25-26 February 2024.

Decision Date: 23 Nov 2023

Mover: Ross Dunlop

Seconder: Hauraki Erb

Outcome: Approved

Buses have been booked and funding sought. A Flying Minute is required for approval. Keys of student drivers will be held by staff due to the venue's proximity to New Plymouth. This event is contingent on bus transport and funding approval for the same. RAMS confirmed sent.

4.7 Ko Wai Au? Kaūpokonui Beach 2023



Ko Wai Au? Kaūpokonui Beach 2023

RESOLVED THAT Te Paepae o Aotea Establishment Board conditionally approve the plan for Ko Wai Au? Activity Week.

Decision Date: 23 Nov 2023
Mover: Will Edwards
Seconder: Cheryl Luke-Maraki
Outcome: Approved

Members heard Ko Wai Au? have been advised regarding their remaining budget. The Board approved the plan conditional on budget, student:teacher ratios, a water safety plan and resolution of issues around equity. Board preference is day trips. EOTC Sub-Committee to review.

5. Policies

5.1 Policy Committee - International Student Policies

On the advice of the Policy Committee, members agreed SchoolDocs policies are adequate for Te Paepae o Aotea.



International Student Policies

RESOLVED THAT Te Paepae o Aotea Establishment Board adopt the SchoolDocs International Student policies for Te Paepae o Aotea.

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

5.2 Minutes of Meeting Policy Committee, 16 November 2023

Taken as read.

6. In Committee

7. Reports

7.1 Tumuaki Report

Taken as read.

Noted

- Fire Evacuation - triggered by students. All evacuated except one student as a health and safety issue. Emergency Services staff advised.
- Harrison Chew have completed initial emergency plans. Will be presenting to staff next week with a separate SLT session. Harrison Chew will return February to run assemblies with students and a drill same day.
- Learning Hub - Junior students engaging in health. Year 9s will undertake next week in house. Staff are not confident (focus healthy relationships). J Brewer will take classes from a health perspective. Years 7 & 8 will go through Harold. Years 9 & 10 through their First Aid. Staff are working to come up with a plan. This matter was raised in the Policy meeting.

Policy says consult with the community once every two years. Tablets will be set up and available for parents while waiting to attend interviews.

- Attendance statistics are not anywhere near MoE targets. Attendance document from Ministry shows Y9 are above national level, with Y11 & 12 way down. Nationally not good but across Taranaki, not too terrible. 40% attending school nationally.
- Banking staffing - currently in credit. Zero balance required by the crossover in March.
- Three new classroom teachers arriving in the new year. Advertising for the Pastoral Lead position closes tomorrow.
- Staff exits - 4/5. All offered exit interviews. Most declined as communication lines have been open over the whole period. One submitted a letter.
- Some international teachers have requested sign off from provisional to full registration. K Surgenor organised the documentation and has undertaken lesson observations and provided subsequent recommendations.

7.2 Data Report - November 2023

Taken as read.

7.3 Finance Report

Noted:

- Concerning behaviours around some budget holder expenditure has been addressed.
- CAPEX - a number of requests have been submitted. Looking at ~\$30K. Laptop requirements ~\$200K. Biggest expenditure is New Era. Approval recommended for CAPEX.
- Different laptop system being finalised for Juniors in 2024, i.e., classes locked during lunch and laptops in COWS.
- Audited financial statements are available. Audit letter recommendations around debit cards is being tidied up.
- Taranaki Foundation funds are being tidied.
- PaknSave account opened. Debit card only used where no account held, for accommodation and online purchasing.



CAPEX Expenditure for 2024

RESOLVED THAT Te Paepae o Aotea Establishment Board approve capital expenditure of \$200K for laptops and \$30K in respect of staff capital expenditure.

Decision Date:	23 Nov 2023
Mover:	Cheryl Luke-Maraki
Seconder:	Will Edwards
Outcome:	Approved

7.4 October Financial Reports

Taken as read.

7.5 Property Update - November 2023

Taken as read.

7.6 Te Paepae o Aotea Uniform Report

D Reid spoke to her report.

- NZ Uniforms are on track with staff available for uniform fittings. Senior No. 1s may or may not be available in the new year.
- Uniform pop-up shop being set up on site.
- Can recycle polos and hoodies. Cannot recycle lowers.
- Lots of unnamed hoodies lying about in classrooms - perhaps collect up and give out.

8. Board Annual Work Plan

8.1 Timeline

9. Actions from Previous Meetings

9.1 Action List

Due Date	Action Title	Owner
23 Feb 2023	Cultural Adviser Job Description Status: In Progress	Will Edwards
3 Mar 2023	Maori Cultural Position - Role Description Status: In Progress	Will Edwards
28 Apr 2023	Alternate Constitution Status: In Progress	Tom Scollard
25 Aug 2023	Education Brief - Community Consultation Status: In Progress	Rachel Williams
3 Oct 2023	Consultation in the Community Status: Completed on 1 Mar 2024	Rachel Williams
25 Oct 2023	Board Assurance Statement Checklist Status: In Progress	Ruth Simons
26 Oct 2023	Notional Roll Status: Completed on 1 Mar 2024	Rachel Williams
26 Oct 2023	Local Taranki Scholarships Status: Completed on 1 Mar 2024	Rachel Williams
26 Oct 2023	Purchase of replacement vehicles Status: In Progress	Rachel Williams
26 Oct 2023	EOTC Plan Exemplar Status: Completed on 1 Mar 2024	Rachel Williams
26 Oct 2023	Insurance comparison Status: Completed on 23 Nov 2023	Diana Reid
23 Nov 2023	Policies - International Students Status: Completed on 1 Mar 2024	Rachel Williams
23 Nov 2023	Van Purchase Status: In Progress	Ross Dunlop
24 Nov 2023	Confirmation of Sport Uniform design Status: Completed on 1 Mar 2024	Dinah King

10. Other Business

10.1 ERO Board Assurance Statement Checklist

Noted.

10.2 Supplementary Attendance Report Term 2, 2023

Taken as read.

10.3 Draft Meeting Schedule 2024

The newly formed EOTC Sub-Committee meetings are to be added to schedule - same days as Finance. The Committee comprises D Reid, D King and M Akauola.

Noted a Property Portfolio is required for the incoming Board.



2024 Board of Trustees Meeting Schedule

RESOLVED THAT Te Paepae o Aotea Establishment Board approves the Board of Trustees Meeting Schedule for 2024 following the addition of the EOTC Committee meetings.

Decision Date: 23 Nov 2023
Mover: Neryda Sullivan
Seconder: Dinah King
Outcome: Approved



Property Committee

Property Committee to be convened at the February 2024 Establishment Board of Trustees meeting.

Due Date: 22 Feb 2024
Owner: Will Edwards

10.4 Senior Prizegiving Booklet

Noted a lot of positive feedback has been received on Te Paepae o Aotea's inaugural senior prizegiving. Junior prizegiving will take place on 15 December. Junior cups/trophies are scaled down so people can see progression through the school. Clear messaging will go out that cups/trophies are not for keeps.

10.5 Potential Board Election Timelines 2024

T Scollard spoke to outstanding requirements to get the alternate constitution passed:

- The Ministry requires confirmation iwi are happy with the proposed alternate governance. This needs to be ready to go once the new Minister of Education is appointed.
- Once passed by the Minister, a timeline of the election process can be put together to ensure the new Board is in place on 2 July 2024. The NZSTA formula is 63 days. If approved in January, the date can be brought forward. Puanga, 30 June 2024 has a special synergy as its in line with the naming of our school.
- The normal school election cycle will be 2025 therefore Te Paepae o Aotea's elected Board would only be in place for one year. A request for dispensation from the Ministry to ensure a 4-year term is required, with a potential split in there for continuity.

Alternate constitution survey - feedback was atypical, both positive and negative responses. This has not altered the submission to the Minister.

Board Elections

- Arrange short information sessions now outlining what it means to be on the board of a new school.
- The NZSTA site has Infowebbs that can be used at an information evening, etc.
- Actively shoulder tap people.
- Appoint a Returning Officer.



Alternate Constitution - Formal Request to Iwi

W Edwards to provide a formal request to iwi and report response back to the Board.

Board to ensure the briefing to the Minister is tied to the Settlement legislation of the two iwi. The NR Settlement Act of 2004 and the NR Settlement Act of 2014/15 provide robust rationale from a legislative perspective. Ensure a letter from the Board to the Ministry is included. Iwi can reference the Acts as well. This is urgently required.

D Leath's briefing to the Minister is strong however there is uncertainty as to whether it references the Settlement Acts.

Due Date: 15 Feb 2024

Owner: Will Edwards

New MP, Carl Bates, was impressed at the senior prizegiving. R Williams has extended an invitation to visit the school.

Strategic Plan and budget are set for 2024. These documents are works in progress.

The feeling is we have turned a corner in terms of public sentiment.

10.6 Thank you letters to Stakeholders

Members agreed to arrange letters to stakeholders thanking them for their service during the year.



Thank you letters to stakeholders

W Edwards and R Williams to draft letters to stakeholders.

Due Date: 28 Feb 2024

Owner: Will Edwards

11. Karakia

11.1 Karakia Kapi

12. Close Meeting

12.1 Close the meeting

Next meeting: 22 February 2024

Signature William Edwards

Date: 22 February 2024