

MINUTES OF THE TE KURA O TE PĀROA BOARD OF TRUSTEES MEETING
Monday, 21st August 2023
Te Kura o Te Pāroa, 34 Pāroa Road, RD1, Whakātane

MIHI / KARAKIA: Aroha Black

MEETING COMMENCED: 5:00pm

Takiwā

Present: Erin Te Pou (Principal), Aroha Black (Staff Rep), Marama Studer (Trustee).

Ngā tangata kei konei Haruru Douglas (Trustee), Dwayne Hudson (Presiding Chair), Kylie Kinghazel (Trustee)

In Attendance: Tangiwai Timoti (Minute Secretary)

Apologies:

Hōnea

1. ADMINISTRATION MATTERS

MINUTES OF THE LAST MEETING – 24th July 2023

RESOLVED:

That the Minutes of the Te Kura o Te Pāroa Board of Trustees Meetings held on 24th July 2023 be confirmed as a true and correct record.

D Hudson / E Te Pou
CARRIED

2. CORRESPONDENCE – AS PER THE REGISTER ATTACHED

RESOLVED:

That the Correspondence as per the Register for 24th July 2023 be received and recommendations made be approved.

D Hudson / E Te Pou
CARRIED

1. Previous minutes - July.
2. Principals report.
3. BOT Code of Conduct.

June Financials:

1. Monthly Financial report.
2. Accounts for payment - June.

BoT:

1. Schedule of Delegations.
2. Acceptance of letter of resignation.
3. BoT vacancy advert.
4. TKOTP Kaiako survey responses.
5. Coffee supplies for staff.

Correspondence:

1. Lifewalk Chaplaincy.
2. School Docs Review T3.
3. Top 30 Attendance data T3.

Property:

1. 10YPP - New introduction consultant letter.
2. BoT approval A Block.
3. Proposed septic and stormwater areas.

3. FINANCIAL REPORTS – JULY 2023

3.1 Balance Sheet

3.2 Graphs

RESOLVED:

That the Financial Reports for July be accepted.

*M Studer/K Kinghazel
CARRIED*

3.3 Payable Invoice Detail (period from 1st July to 31st August 2023)

RESOLVED:

That the Accounts for Payment for \$18,062.29 for June 2023 be accepted.

*M Studer/K Kinghazel
CARRIED*

3.4 Visa Payments

RESOLVED:

That the VISA payments Schedule for \$4,248.19 for July 2023 be accepted.

*M Studer/K Kinghazel
CARRIED*

3.5 Direct Credit Payment Schedule

RESOLVED:

That the Direct Credit Payment Schedule for \$26,642.32 for 1st July to 31st July 2023 be accepted.

*M Studer/K Kinghazel
CARRIED*

3.6 Z FUEL CARD Payments

RESOLVED:

That the Z FUEL CARD payments for \$222.97 for the month of August 2023 be accepted.

*M Studer/K Kinghazel
CARRIED*

3.7 OMNI CARD Payments

RESOLVED:

That the OMNI CARD Payments for \$1,831.77 for July 2023 be accepted.

*M Studer/K Kinghazel
CARRIED*

3.8 EFTPOS Receipt Schedule

RESOLVED:

That the EFTPOS Receipts Schedule for \$781.00 for July 2023 be accepted

*M Studer/K Kinghazel
CARRIED*

4. PRINCIPAL'S REPORT

Minutes to be read in conjunction with the Principal's Report. Only further discussions/considerations have been noted.

The Principal tabled and read her report as per her report.

Here-turi-Koka 21, 2023		
<p>Day: Tamatea- Kai - Ariki</p> <p>A day for planting food Low energy</p>	<p>Roll as at 16/08/23: 312</p> <p>New Enrolments from 31/01/23 to 16/08/23: 62</p> <p>Predicted end of year roll Dec 2022: 335</p> <p>New Entrants from term 1 2023 to 16/08/23: 43</p> <p>Leavers from 18/07/23 to 16/08/23: 0</p> <p>Out of district: 0</p> <p>Whk district: 0</p> <p>Overseas: 0</p>	
<p>Recent Events:</p> <p>7th Aug - Y7 Bootrix Vaccination.</p> <p>8th Aug- Combined health promotion day</p> <p>17th Aug - Heart Foundation Y5-6.</p> <p>18th Aug – Jump Jam.</p>	<p>Coming events:</p> <p>21st Aug - BoT Hui.</p> <p>23rd Aug – School Photos.</p> <p>24th Aug - EBOPPA Principals hui.</p> <p>25th Aug - Daffodil Day.</p> <p>30th June - Dune planting.</p> <p>2-8th Sept- AIMS Tournament week.</p> <p>4-15th Sept - Heart Foundation Y5-6.</p> <p>11th Sept - Aquabots.</p> <ul style="list-style-type: none"> - Maths at Apanui school. - Trident High yr 8s visit. <p>12th Sept - WHS yr 8s visit.</p> <p>13th Sept - Duffy Show.</p> <p>Sept month - Breathe better Asthma & Respiratory foundation.</p> <p>20th Sept -Student reports go home.</p>	
<p>This meetings RECOMMENDATIONS:</p> <ol style="list-style-type: none"> 1. Consider hall Hire for Ngati Awa Haka 2. Accept and Approve asbestos management plan 2023 3. Approve lifewalk chaplaincy involvement in Te Kura o Te Paroa 4. Approve building variations - email sent. 5. Future Building variations process - approved by Principal and BOT PM. 		
		Registration expiry
Erin Te Pou	Principal	19-Sep-25
Rumaki Teacher and level	Rumaki Classroom	Registration expiry
Y1-3 Atareti Hape	(C2/Rakaurae)	18 - Mar - 26 (provisional)
Y1-3 Edna Osborne	(C1/ Te Karaka)	03- July - 25
Y6-8 Ripeka Koia	(B1/Te Pahitaua)	02-Aug-24

Y1-3 Reremoana Rota	(C3/ Te Pākora)	30-Sep-25
Y4-6 Te Rūmate	(B3/Kawarehe)	2 Feb - 24
Y4-6 Helen Kingi	(B2/Ōwhataiti)	14-Sept- 24

Auraki Teacher and level	Auraki Classroom	Registration expiry
NE Te Amiona Korewha	(Te Pekapekatahi)	17- June - 26
NE Monique Rio	(Te Pekapekatahi)	8- Feb -26
Y1-3 Helen Korewha	(D1/Te Korokoro)	16-Aug-23
Y2-4 Pricilla Gray	(Te Kākahoroa)	23-Aug-24
Y2-3 Jamie Pere	(D2/ Te Tapoa)	01-Feb-25
Yr6-8 Aroha Black	(A1/Te Totara)	20-Mar-26
Y6-8 Ramia Honatana (D.P)	(A2/Awarahe)	24-Jul-25
Y4-6 Rose Herewini	(E1 /Ohuirehe)	22-Sep-24
Y4-6 Huia Brown	(E2/Ōtamauru)	11-Jun-24

Monique Rio	CRT teacher release	8- Feb -26
Kirke Sawrey	Science / SM teacher release	Full 03/02/ 26
Delia Melbourne	CRT teacher release	25 - Jun- 24
Sarah Copeland	LSC / Attendance/ kōtuitui	19 - Nov - 23

NELP: Learners at the Centre Learners and their whānau are at the centre of education

- Ensure places of learning are safe, inclusive, free from racism, discrimination and bullying.
- Have high aspirations for every learner and support this by partnering with whānau and community to design and deliver education that responds to their needs, and sustains their identities, languages and cultures.

*Lifewalk chaplaincy application made by Sue Berryman. Sue is an ex reliever, teacher and Principal who has requested TKoTP as the Kura in which she can volunteer her time as a chaplain. Non denominational - Sue is flexible and would like to spend time meeting and working in classrooms.

* Attendance: [Report](#) in folder.

* [Iwi Connections](#): Website available to COL schools. COL wide graduate performance.

* [Additional Learning Needs](#): Data analysis report added.

* [Health and safety apps](#). Pricing [safe 365](#). watch [School endorsement](#)

*Fire plan: Fire service rep Suggestion for new evacuation point. Principal Working with the fire service to create a new plan.

Evacuation: 2 Fire drills completed in term 2. One notified and one unnotified. Drill completion Notification sent to Fire service.

*Asbestos testing and management plan - engaged contractor. Removed A block asbestos Monday 3 July.

Asbestos removal quote for Whare - \$28K

* TPOOM and NASH - 8 August combined health promotion day.

*Tupuna design project. [samples](#) for individual BOT members review.

Whanau contact and reporting schedule 2023

Term 3 – week 10- 20th Sept - Written reports sent home – 20 Sept.

Term 4 – Goal progress – phone contact with whanāu – learning progress.

For period 2023-06-15 to 2023-07-20

Monthly accident report	Staff	Students	Other	Total
Number of minor injuries/incidents requiring on site treatment only	–	0	–	–
Number of injuries/incidents said to require further medical investigation	0	2	0	2
Number of serious harm injuries (reported to Work Safe)	0	0	0	0

Student 1 - Standing too close to the batter and hit in the nose with a bat during the game. Suspected broken nose. Mum will take him to A & E.

Student 2 - Ran into another student while doing bouncy ball relays. Student has a deep 1½ cm cut just above his right eyebrow. Mum has been contacted to take to A&E. Received 3 stitches.

NELP: Barrier free education Great education opportunities and outcomes are within reach for every learner.

- Reduce barriers to education for all, including Māori and Pacific Island learners, disabled learners and those with learning support needs.
- Ensure every learner gains sound foundation skills, including language, literacy and numeracy.

* Literacy lead for BSL. MOE funded structured literacy programme.

*Call back day and Marae visit - Wairaka. Call back day on a Saturday. Review and planning for 2024.

***NZ AquaBots** is the first underwater robotics programme for school-aged children in New Zealand. In this innovative underwater robotics program, school-aged children form teams build an underwater Remotely Operated Vehicle then compete in New Zealand themed challenges. Students learn engineering concepts and hone skills in problem solving, teamwork, scientific communication, and technical applications. Building an aquabot teaches basic skills in design and encourages students to explore naval architecture and marine and ocean engineering principles. It also teaches basic science, electrical concepts, tool safety and technical procedures. Each year the theme of the programme is changed to reflect what is going on in Aotearoa and/or the world.

<https://ministryofinspiration.org/nz-aquabots-underwater-robotics/>

11/12th Sept - 4 teams of 4 each day.

*Combined health and wellbeing day. TPOOM and NASH health providers. 1-3pm Aug 8th. Whanau engagement day for term 3.

*Attendance report included in correspondence. Interviewing top 30 tamariki for student voice on reasons for non attendance in process.

Of concern::

1. **Year 5 Rumaki are the concern group this week.** Year 3 & Year 6 are our next group of concerns.

2. **We have 92 tamariki across the kura who have non-attendance percentages above 20%**
3. **10 tamariki in Top 30 had been truant this week.**

NELP: Quality teaching and leadership Quality teaching and leadership make the difference for learners and their whānau.

- Meaningfully incorporate Te Reo Māori and tikanga Māori into everyday life of the place of learning.
- Develop staff to strengthen teaching, leadership and learner support capability across the education workforce.

*Positive feedback from PLD providers about the implementation of new programmes - Numicon and Structured literacy.

*SM - regular leadership team hui, constant review of learnings, differentiated model of support.

*New NZ curriculum refresh workshops held week 2 and week 4.

* Adverts for kaiako positions in NZ Gazette & fb pages.

*Integrated planning workshop attended by science curriculum lead kaiako.

*Iwi connections resource shared with all COL school - origins and history of TOW and Education in Aotearoa and within Ngati Awa rohe.

Wellbeing - support from BOT

*[Coffee supplies](#) for staff.

NELP: Future of Learning and Work Learning that is relevant to the lives of New Zealanders today and throughout their lives.

- Collaborate with industries and employers to ensure learners have the skills, knowledge and pathways to succeed in work.

- Combined science and Iwi connections workshop - planning for science using matauranga Maori (COL).

FINANCE:

Meeting with Tania Rose - report from Marama.

Pass financial records in consent agenda.

LEGISLATIVE:

School Documents policy website:

[review schedule 2022](#)

Admin username

1888

Admin password

totara

2023 Stand downs, suspensions, exclusions in this month: 1

Oranga Tamariki FGC this month: 0

Oranga Tamariki Lawyer visits this month: 1

Group Whanau behaviour meetings at marae: 0

Principal and D.P attended a workshop on law relating to stand downs and suspensions.

Property

A Block:

Approval of VO4, 5, 6, 7, 8 and 9 (option 2).
VO 4 - to8 need to be approved and work done.
VO 9 is a choice between options.

With more building projects coming up, propose the BOT agree to delegate a VO approval to the Principal and P.M.
Whare. MOE retain ownership and have the whare rationalised and removed? Asbestos removal paid by MOE. Meeting with Matthew Ayers 22/8/23.

SCHOOL rebuild project.

Plans signed and ready to proceed to the building phase. Meeting 22/8/23 with MOE and interlock systems.

Sewerage system.

Specific work completed includes:

- CCTV and condition inspection of the existing sewer and stormwater network to identify defects and cross-connections which may be contributing to stormwater inflow and infiltration.
- Verifying the accuracy of the existing flow meter and installing data logging equipment to enable collection of detailed flow data to confirm wastewater flows and identify any stormwater impacts.
- Water meter data was obtained however due to meter failure and infrequent meter reads it is of limited usefulness.

We are also continuing to engage with the District Council about the possibility of a connection to the reticulated sewerage network.

Maintenance and Servicing of Existing System completed by S3.

New septic system building. Tasman Plumbing will be onsite on Saturday 5th August to install and concrete the temporary sewer chamber into position. Week of 14 August Tasman plumbing onsite to begin new OSET system building.

New 10 Year Property Plan (10YPP). Our appointed 10YPP Consultant is Phil Carling from Carling. Meeting 22.08/23 to make plans to start your 10YPP.

As MOE has appointed the consultant, the full cost of the plan, including the five high-level specialist reports will be met by the Ministry.

From the Board work plan April 2023.
Charter document lodged with MOE
Principal's teacher registration assurance document signed
Sports leader report

X SchoolDocsReviews-Te Kura o Te Paroa-2023-Term2-2023-07-24.xlsx

Current review

Term 2 - 2023	View my reviews	EXPAND ALL +
Education Outside the Classroom (EOTC) Key	5 reviews	+
EOTC Planning and Review Key	1 review	
EOTC Risk Management Key	No reviews	+
EOTC Coordinator Key	1 review	
EOTC External Providers Key	No reviews	
EOTC Staff Competence Key	No reviews	
EOTC Event Categories Key	No reviews	
EOTC Communicating with Parents Key	No reviews	+

EXPORT TO EXCEL PRINT [← PREVIOUS TERM](#)

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totara

This logon will allow all BOT to look at the reviews

RESOLVED:
That the Principals Report is received, and the recommendations made be approved.
**E Te Pou/D Hudson
CARRIED**

5. GENERAL BUSINESS

5.1 Attendance Report: Ramia has been working with Sarah around getting tamariki to attend kura. Y5 Rumaki tamariki are a concern this week with Y3 and Y6 following. Ramia and Sarah are trialing a rewards system, where at the end of each completed week the student has attended daily the student gets a reward.

5.2 Sewage System: Building of the new system has started, EBOP are happy with the plans. Contractors are coming across some problems but the mahi is still progressing.

5.3 TKoTP Hall Hireage

MOTION:
That Te Kura o Te Paroa Board of Trustees have agreed that Mataatua Kapa Haka Roopu can hire the hall and toilets only at a set fee of \$50.00 ½ day and \$100.00 full day.
**I whakaea katoa
CARRIED**

5.4 Asbestos Management Plan 2023:

MOTION:
That Te Kura o Te Paroa Board of Trustees have approved the Asbestos Management Plan
**I whakaea katoa
CARRIED**

5.5 Life walk Chaplaincy: Sue Berryman requested she can volunteer her time free of charge as a chaplain to come into the kura to talk to the students. It will be non denominational and Erin will work alongside her for the first or until she feels comfortable with the staff and students.

5.6 Build Variations Process: Erin proposed that if any Building variations arise, the Board agrees she can send an email to Dwayne (Presiding Member) to accept and they will bring it to the Board at the next hui. All the Board agreed to the process.

5.6 Financial Report: Teacher's Budgets need to be checked as the coding may be wrong. Marama will follow up with Janet and Erin.

Banking staffing is unknown for next year, MOE may take it away.

The Audit Report arrived today but did not have time to go through it.

Aroha has asked if it will be more impactful if Marama to email staff to spend their budgets, Marama will send emails out once she has sat down with Janet.

Cut off date for spending the teacher's budget is week 7, Term 4 which is the end of November.

Suggestion for staff next year, they may need to buy big items before the end of Term 1

5.7 School Docs Policy Reviews: Aroha has asked the Board what they want her to bring back to them about these reviews?

-What is the purpose of the review process?

-Ask parents if they want their say in the kura policies

Aroha to go through all the reviews and summarize them and bring to the Board

Need to follow up with Karen about the responses on the Health and Safety and Parent Surveys.

5.8 Wishlist: If anything new arises Erin will add an update on the list.

5.9 Schedule of Delegations: NZSTA has made it an important document between staff and principle.

The Board will go through all the delegations and come back to the next hui.

5.10 Staff Wellbeing Week: Staff are looking forward to the mirimiri day on Friday with 19 staff signed up and most staff are leaving by 3.30pm.

All classes have their own kettle, tea, coffee and sugar. Erin purchased a percolator machine to trial and one will go into the pod. The coffee supplies costs vary, suggestions of getting sachet coffee.

Feedback is needed back from staff, to see how the week went and if they have any suggestions.

5.11 Property

5.11a Kitchen: Bunnings can't do it so going to stay with Southern Hospitality. Fred (Builder) suggests the kitchen staff and Marama meet to go over what is required in the kitchen as the power supply is restricted.

5.11b Solar: Coastline has the best quote of \$36,000.00. Dave had a few questions about the quotes and will get back to Haruru after he hears back from the suppliers.

Haruru presented to the Board (via cast to the tv) the quotes, the generated power of each solar set up and the savings per annum.

Suggestion made that Dave and Fred have a sit down to talk about the energy and see if it can be implemented to the new builds.

The panels will be situated on the roof of the hall and not the new builds.

5.11c Health and Safety: Hui for the H&S app had to be rescheduled to Wednesday 23rd August. Will report back at next hui.

5.12 Hui Structure: Dwayne will go through the agenda to make some adjustments and will send out to all BOT members to get their feedback and suggestions.

To make the meeting more time efficient the Board's dinners may be changed to nibbles.

5.13 Haruru has given her apologies for the next hui as she will be out of the country.

Meeting closed at 6.30pm

Karakia whakamutunga: Dwayne Hudson

6. IN-COMMITTEE

Signed: (Chairperson)