

MINUTES OF THE TE KURA O TE PĀROA BOARD OF TRUSTEES MEETING
Monday, 24th April 2023
Te Kura o Te Pāroa, 34 Pāroa Road, RD1, Whakātane

MIHI / KARAKIA: Dwayne Hudson

MEETING COMMENCED: 5:00pm

Present: Erin Te Pou (Principal), Kylie Kinghazel (Trustee), Kelly Hohapata (Chairperson), Aroha Black (Staff Rep), Haruru Douglas (Trustee), Dwayne Hudson (Trustee), Marama Studer (Trustee).

In Attendance: Tangiwai Timoti (Minute Secretary)

Apologies:

1. ADMINISTRATION MATTERS
MINUTES OF THE LAST MEETING – 24 April 2023

RESOLVED:

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

K Hohapata / K Kinghazel
CARRIED

2. CORRESPONDENCE – AS PER THE REGISTER ATTACHED

RESOLVED:

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

K Hohapata / D Hudson
CARRIED

1. Principals report.
2. Previous Minutes.

Assessment schedule folder:

1. Ngā Taiohi Assessment schedule 2023.
2. Middle Whanau - Takawaenga Rumaki 2023.
3. Purapura Rumaki Aromatawai 2023.
4. Term 1 2023 - Junior whanau.

Audit 2022 folder:

1. TKOTP 2022 Annual report.

Correspondence folder:

1. Col Teacher only Day 2023.
2. EV Stations for Col Schools.
3. Fundraiser for Wairoa community.
4. IT Board report.
5. Jerry Stensness - BJJ program.
6. Medical services - kura.
7. School quote - 2023 School Solar System project.

→ **Design response folder:**

D Kinghazel - Pou Design.
Caleb Ihe - Kanuehi Creative.
Toi_tenei.
Keating with K.

→ **Septic System folder:**

24 April

Certificate of Analysis.
Septic system.

In-committee folder:

1. D Kinghazel - letter of resignation.

Financials & Accounts folder:

1. March financial report 2023.

Property folder:

1. Abatement notice.
2. Kaumatua hui minutes.
- **A-Block Renovations folder:**
Email - project approval.
A-Block request for further information.
- **Rebuild Plans folder:**
Proposed plan.
Double Studio - Block W.
Quad Studio - Block U.
Quad Studio - Block V.
Classroom image.
- **Whare folder:**
Asbestos Survey.
Quote Contract/Quotation No: QU - HB0396v1

Term 1 Data 2023 folder:

1. Auraki Numicon tracking progress (Y1-3).
2. Raraunga Rumaki TI.
3. Raraunga Auraki TI (Y4-8).

3. FINANCIAL REPORTS – 1st March - 30th March 2023

3.1 Balance Sheet

3.2 Graphs

RESOLVED:

That the Financial Reports for March be accepted.

*K Kinghazel / E Te Pou
CARRIED*

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

RESOLVED:

That the Accounts for Payment for \$44,851.98 for March 2023 be accepted.

*K Kinghazel / E Te Pou
CARRIED*

3.4 Visa Payments

RESOLVED:

That the VISA payments Schedule for \$2,751.65 for March 2023 be accepted.

*K Kinghazel / E Te Pou
CARRIED*

3.5 Direct Credit Payment Schedule

RESOLVED:

That the Direct Credit Payment Schedule for \$18,851.36 for 26th February to 20th March 2023 be accepted.

*K Kinghazel / E Te Pou
CARRIED*

3.6 Z FUEL CARD Payments

RESOLVED:

That the Z FUEL CARD payments for \$405.10 for 22nd March to 6th April 2023 be accepted.

***K Kinghazel / E Te Pou
CARRIED***

3.7 OMNI CARD Payments

RESOLVED:

That the OMNI CARD Payments for -\$0.00 for March 2023 be accepted.

***K Kinghazel / E Te Pou
CARRIED***

3.8 EFTPOS Receipt Schedule

RESOLVED:

That the EFTPOS Receipts Schedule for \$260.00 for March 2023 be accepted

***K Kinghazel / E Te Pou
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.

Marama toru, 13, 2023	
<p>Day: Korekore whakapiri</p> <p>Ideal time for team events Korero, wānanga and planning ahead</p>	<p>Roll as at 07/03/23: 287</p> <p>New Enrolments from 31/01/23 to 07/03/23: 27</p> <p>Predicted end of year roll Dec 2022: 335</p> <p>New Entrants from term 1 2023 to 07/03/23: 16</p> <p>Leavers from 21/02/23 to 07/03/23: 1</p> <p>Out of district: 1</p> <p>Whk district: 0</p> <p>Overseas: 0</p>
<p>Recent Events:</p> <p>15th Feb - Whanau engagement evening 3.30pm to 5.30pm.</p> <p>20th Feb - ERO.Powhiri- day 1</p> <p>21st Feb - ERO - class visits - day 2</p> <p>22nd Feb - ERO - summary and review</p> <p>24th Feb - Ear nurse - mobile van.</p> <p>1st Mar - Teachers NZEI PUM meeting @ 1.30pm.</p> <p>7 Mar - NASH nurses 1st visit</p>	<p>Coming events:</p> <p>9th March -Rumaki Purapura, Otarawairere.</p> <p>13th March - BoT Hui, Ear nurse - mobile van.</p> <p>16th March - EBOP Swimming y8-12.</p> <p>21st March - Nash nurse.</p> <p>23rd March - Rumaki Juniors– Pukeko Marae</p> <p>28th March - League Tournament, NASH nurse.</p> <p>4th April - EBOP Softball y5-8</p> <p>6th April - Last day of term 1.</p>
<p>This meetings RECOMMENDATIONS:</p> <ol style="list-style-type: none"> 1. Board plan adopted. 2. Approve fundraising event - BJJ on 1st of April (Saturday) 8am-2pm. 3. Approve plan for workshop and open school on the 24th April. (*PLD workshops:below). 4. Tipuna designs for classroom verandah Pou - BOT agreement. 	

5. [Asbestos-Management-Template- TKoTP](#) BOT agrees to ensure asbestos is removed prior to cartage, this is inline with MOE asbestos requirements. Is this something the BOT can assure?
6. Approve schoolwide targets for MOE reporting.

		Registration expiry
Erin Te Pou	Principal	19-Sep-25
Rumaki Teacher and level	Rumaki Classroom	Registration expiry
Y1-3 Teia Herewini	(C2/Rakaurahē)	04-Sept-24
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 - 23
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

Murray Korewha	CRT teacher release	provisional 10/ 23
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.

*Possible teachers strike action preparation

What to do before a strike .Key actions and considerations - information in folder.

* Attendance: Work continues on supporting students / whānau to remove barriers and get children back to school. We have a new attendance service worker based at Whakatane High school. Possible new approaches - COL wide social media approach use to create a TKoTP approach (videos).

* Iwi Connections: Huia and Te Manakitanga Pryor are lead teachers for this Kaupapa. They are collating each school's history and the information about the land that the schools are on + COL message for Te Wairoa and developing a new poutama pounamu resource for use in all schools (timeline of events that have affected Maori).

* Additional Learning Needs: Sarah continues her work as Learning support coordinator. In this role she supports Whanau, Kaiako and tamariki with a variety of learning needs - i.e anxiety, autism, non attendance, behavioural. Sarah also works with various governmental and COL agencies for appropriate support and programmes. The seasons for grief programme is currently running.

* Sarah was successful in applying for the **Coaching & Leadership Support across school teacher role** with the COL. In this role she works 2 days for the COL and 3 days for TKoTP. Main tasks with TKoTP - attendance.

* Coaching and Middle Management Support: We have provided professional development of Leading by Learning with Evaluation Associates for 4 of our senior management. Principal's undertook the training last year. **EBOP Softball y5-8 Thurs / Fri**. Great for having difficult conversations.

*Safety matters health and safety review undertaken. Meeting held H&S rep and Principal.

*Brazilian Jujitsu. Continuing in term 1 for years 4 - 6. BOX fit added 2 times a week in the hall.

Fundraising event - BJJ day 1st of April (Saturday) 8am-2pm. I suggested that funds raised pay for Jerry's tuition. Mats - #3 of application to Tū Manawa awaiting approval.

*Whanau contact -Renewed expectation that all staff make and record contact with whanau this term. SM and team leaders monitoring.

For period 2023-01-31 to 2023-03-07

Monthly accident report	Staff	Students	Other	Total
Number of minor injuries/incidents requiring on site treatment only	–	3	–	–
Number of injuries/incidents said to require further medical investigation	0	1	0	0
Number of serious harm injuries (reported to Work Safe)	0	0	0	0

Student hit shin on a basketball hoop. Small cut to shin. Treated and informed parent.

Student hit in face by bat playing game - Confirmed by doctor broken nose.

Student playing, knocked his mouth into another person. Small cut inside lower lip. Treated, parent collected.

Student playing touch on the front court, another student knocked into him, fell face down. Small cut inside lower lip, graze to left side of face. Treated and parent informed.

- 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.

*Hangahanga i te reo - Structured Literacy (SL).

Progress continues to be made with our schoolwide implementation of structured literacy. Junior teachers are trialing cross grouping - groups from all 3 classes. Lessons are structured using Kaiawhina support.

*Numicon. Resources are awaited. Auraki in class PLD began in week 4 with consultant modeling lessons. Rūmaki consultant coming to work in classes in week 4. Junior and middle school Kaiako working to implement this programme alongside existing numeracy programmes.

*NASH nurse service to resume in week 6 basic health checks and referrals.

* Additional Learning Needs: Sarah continues her work as Learning support coordinator.

Schoolwide targets - identified in SM management meetings. Teachers write critical questions and plan steps to meet targets.

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.

*Charter Teams - 3 teams led by SM. New annual plans and strategic measurement documents created in term 1.

*Staff Hui: NZ histories curriculum - waka matauranga charter team. Developing a local charter and progressions to match our graduate profile.

*Leading by Learning / Coaching: Evaluation Associates.

Principal's course is next week. I will be attending on Thurs and Fri.

*Staff Hui Data analysis from ERO visit.

*PLD workshops: Numicon. TOD with Tuhoe schools 24th April, an amazing opportunity to add to their beginning knowledge and to gain collegiality with a Kura Maori. See the programme used by rūmaki kaiako in other settings.

School will stay open. senior staff & support staff to monitor any tamariki whose parents need them to be at school. We will ask for a roll of these tamariki.

*Leading by learning workshops: 4 new SM staff will attend workshop 4 on 10/ 11 May. D.P will complete the course on the 12th May.

*Staffing in 2023. BOT assurance statement.

Appointment process for Rūmaki kaiako-year 1-3. Advertised in Beacon and Education Gazette. 1 applicant.

Not able to ensure a transparent and fair process.

Joint decision - Presiding member and Principal. Fill position internally for terms 2,3 and 4.

Advertise in term 3 and appoint a permanent staff member in term 4 for 2023.

New Kaiako fixed term until the end of term 4 2023 has been appointed.

Kaiako is a fully trained, beginning teacher currently working as a T.A and reliever. Mentoring programme is in place.

Registration assurance below:

Details of your new certification are:

Kaiako Whai Rēhitanga | Registration status: Active

Practising certificate number: 415944

Practising certificate category: Tōmua/Prov

Practising certificate expiry date: 8/03/2026

Reduction of office administrators hours for office administrators wellbeing. A Part time administrator appointed to share hours (2days) and take on BOT secretarial duties.

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.

Property

School Whare:

[Te Kura o Te Paroa, 225666 / Wahi 3 - Condition](#) See page 3 under **Construction Observation 2**. NOTE - Soffits appear to be asbestos and will require replacing.

They might not be asbestos so testing would be the first step to understanding what measure may need to be taken prior to removal. Removal firm contacted - waiting on response.

The school is required to have a management plan in place for any known **asbestos** or **asbestos** containing materials (ACM).

If any property work is planned, the school works with a suitably qualified person on an **asbestos** survey to identify the presence of any **asbestos** or ACM, and manage any associated risks.

School rebuild project: capital works

Colour palette

Confirmed placement of buildings and decking.(Maps in BOT folder).

Tipuna designs for classroom verandah Pou (proposal.)

Items of concern that are now included in the rebuild project.

- Septic system - MOE, EBOP and S3 collaboration.
- Water - adequate supply for purpose. WDC.
- Power - adequate supply for purpose. Davies plumbing.
-

Tipuna designs quotes & designs samples.

A Blk project

- Tender meeting - Principal and Project manager have decided on the successful tenderer (Nov 4th). Board contribution agreed.

Pool project

The re-concreting is planned to be done in the April school holidays. Also GF builders insurance providers noted that we needed to seek an insurance claim through MoE insurance instead of GF insurance.

Pou Haki project:

Haki relocation has Kaumatua approval.

Next steps. Pou Haki base erected next to hall - unveiling of pou haki in new position (24th April).

Met with Hori to look at area for concreting by the proposed location of the Pou haki.

I requested a scope for the works and a timeline etc, and to email to you / me the costs etc.

Hori would likely need to remove the fence in that area , talked with Chris if temporary fence needed to be erected .

It would be reinstated at the end unless it's part of the new fencing .

Also allowing for holes for the four flags so they can be inserted and removed when required.

Hori was going out to see Kereama today as well.

Planning to have this done if approved by end of March

Also Kereama is aware that the Pou work needs to be completed for Anzac April 24.

[2023 Daily Hazard Identification Board](#)

FINANCE:

Ake accounting. Agreed by the presiding member(18th Jan 2023).

Payment for designs for new classes.

Pass financial records in consent agenda.

LEGISLATIVE:

Term 1 review topics

Legislation and Administration Policy	
<ul style="list-style-type: none"> Legislation and Administration Policy 	Board review
<ul style="list-style-type: none"> Student Attendance 	
<ul style="list-style-type: none"> Enrolment 	
<ul style="list-style-type: none"> Privacy 	Board review
<ul style="list-style-type: none"> Official Information Requests 	Board review
<ul style="list-style-type: none"> Uniform / Dress Code 	

Te Kura o Te Pāroa 2023 Targets. Set in collaboration with SM using ERO feedback.

Rumaki whanau - #1 Target	Baseline data

Rumaki Target #2	Baseline data												
<p>Tuhituhi</p> <p>In this small group of Year 4 and 5 students there are 4 tamariki who were below the expected curriculum level at the end of 2022. The goal is for these pupils to have made enough progress to be working at the expected curriculum level in writing by the end of 2023.</p>	<table border="1"> <thead> <tr> <th>Term 4 2022</th> <th>Total Well Below</th> <th>Total Below</th> <th>Total At</th> <th>Total Above</th> <th>Total Pupils</th> </tr> </thead> <tbody> <tr> <td>Yr 4 & 5</td> <td></td> <td>4</td> <td></td> <td></td> <td>4</td> </tr> </tbody> </table>	Term 4 2022	Total Well Below	Total Below	Total At	Total Above	Total Pupils	Yr 4 & 5		4			4
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	Yr 4 & 5												

Auraki #1 Target	Baseline data												
<p>Reading</p> <p>The group of 2022 Year 6 students (10) 2 are well below the expected level at the end of 2022, and 8 are below. The goal is for this group of students to have made progress and to be working at or above the expected NZC level at the end of 2023.</p>	<table border="1"> <thead> <tr> <th>Term 4 2022</th> <th>Total Well Below</th> <th>Total Below</th> <th>Total At</th> <th>Total Above</th> <th>Total Pupils</th> </tr> </thead> <tbody> <tr> <td>Year 5</td> <td>2</td> <td>8</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Term 4 2022	Total Well Below	Total Below	Total At	Total Above	Total Pupils	Year 5	2	8			
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	Term 4 2023	Total Well Below	Total Below	Total At	Total Above	Total Pupils							
	Year 6												

Auraki #2 Target	Baseline data					
<p>Mathematics The group of 2022 Year 7 students, 10 are below or well below the expected NZC level at the end of 2022. In total there are 6 boys and 4 girls. The goal is for them to have made accelerated progress and to be working at or above the expected NZC level at the end of 2023</p>	Term 4 2022	Total Well Below	Total Below	Total At	Total Above	Total Pupils
	Yr 7	1	9			
	Term 4 2023	Total Well Below	Total Below	Total At	Total Above	Total Pupils
	Y8					

RESOLVED:

That the Principals Report is received, and the recommendations made be approved.

*K Kinghazel/ M Studer
CARRIED*

5. GENERAL BUSINESS:

5.1 Taiohi T-shirt Initiative. The board supports the Yr 7-8 Taiohi T-Shirt Initiative but is requiring that more information is required

- Style and design options
- Financial options

5.2 Sports T-Shirts. Erin has tabled that the kura is needing new sports team t-shirts and has requested that the board pays for them. To be discussed at next hui.

5.3 ERO Response. Board is happy with the report and feel that it is challenging.

5.4 EV Charging Stations. Charging Stations docks to be installed at the kura tabled. Board is to revisit at next hui.

5.5 Pou Haki. Has been erected. Plaque is still to be installed, suggestions of doing it on the school's birthday. Aroha has organised a school wide ceremony on Wednesday 26th April around 9.30am. There will also be a powhiri for new staff and students.

The raising of the flag for important events will be left up to the kaumatua to decide.

5.6 Property Renovation. Board contributions have just been approved for A Block renovations. Renovations are to start on the 1st of May. Whaea Aroha and Whaea Ramia classes will need to start their move to the hall.

5.7 Enrollment in Rumaki. Due to the enrollment process it may lower the enrollments into rumaki and open up better expectations for whanau. Board to review an enrollment policy for rumaki at the next hui.

5.8 I.T Report and Recommendations. There are a few outdated I.T items that are not being used, suggestions of selling items to whanau or online. Board has agreed to gauge who is interested in the items and will decide at next hui what to do with them.

5.9 Pou Designs.

- **Kaumatua Hui.** The hui was for the names of the school's class names and tipuna, suggestions for class names to maybe changed to tipuna and discussions on how to teach tamariki of their tipuna. 16 names of tipuna have been given. Next hui is to be held in week 4 for more detailed information and decisions.
- **Quotes** for designs from King Customs, Caleb Ihe, Keating with K, Toi_tenei. Quote from Law Creative to print the designs.

The Board is still undecided and is needing a portfolio from designers.

5.10 B.J.J. Continue to put Jerry on hold due to renovations.

MOTION:

That Te Kura o Te Paroa Board of Trustees have approved the payment of \$8,768.75 for the B.J.J mats

*K Hohapata / H Douglas
CARRIED*

5.11 Ake Accounting. Due to the finances being late it was requested that the B.O.T hui dates be changed.

MOTION:

That Te Kura o Te Paroa Board of Trustees have approved for BOT meetings to be changed to every 3rd week of the month.

*M Studer / K Kinghazel
CARRIED*

5.12 BOT Finance. B.O.T are under budget

5.13 School docs review.

MOTION:

Te Kura o Te Paroa Board of Trustees have approved the School document review

*K Hohapata / K Kinghazel
CARRIED*

5.14 Septic System. Leave until May hui.

5.15 B.O.T Request.

MOTION:

That Te Kura o Te Paroa Board of Trustees have a hard copy of the Board packs.

*H Douglas / D Hudson
CARRIED*

Meeting closed at 7.00pm

6. IN-COMMITTEE - Nil

Signed: (Principal)