

MINUTES OF THE TE KURA O TE PĀROA BOARD OF TRUSTEES MEETING
Monday, 13th March 2023
Te Kura o Te Pāroa, 34 Pāroa Road, RD1, Whakātane

MIHI / KARAKIA: Kelly Hohapata

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).

In Attendance: Karen Nathan (Minute Secretary) Tangiwai Timoti (Minute Secretary)

Apologies: Marama Studer (Trustee)

1. ADMINISTRATION MATTERS
MINUTES OF THE LAST MEETING – 13 February 2023

RESOLVED:

That the Minutes of the Te Kura o Te Pāroa Board of Trustees Meetings held on 13 February 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 13th March 2023 be received and recommendations made be approved.

K Hohapata / D Hudson
CARRIED

2023 Staffing

1. Asbestos - Management Plan.
2. BoT Annual plan of work.
3. Health & Safety.
4. School Docs Yearly Board Assurances.
5. Te Kura o Te Paroa, 225666 / Wahi 3 - Condition
6. BOT Property committee meeting.

Correspondence folder:

1. Emergency Closure
2. IT Board report.
3. NZSTA 2023.
4. [2023 Daily Hazard Identification Board](#)

Financials & Quotes:

1. February Accounts/reports.

School Rebuild folder:

1. N.A Colour palette.
2. Tipuna designs quotes, designs samples & proposals.

Septic Compliance Folder:

13 March

1. Database image.
2. Photos.
3. LAA overview.
4. Enviro Officers Report.
5. Regional Council compliance audit.

Hautu tool and resources:

1. Awheawhe ma Hutu.
2. Hautu toolkit.

Possible Teachers Strike:

1. MOE Guidance for schools.

Attendance:

1. Learning support report.

Charter Teams reports:

1. Ako Mā Takaro Review 2022 - Cilla.
2. 2023 Strategic plan for Te Waka Matauranga - Helen, Jamie, Rose, Sarah.
3. Strategic plan - Reremoana, Ramia, Huia.
4. Kaiako.
5. Taiao charter team - Reremoana, Ramia, Huia.

3. FINANCIAL REPORTS – February 2023

3.1 Balance Sheet

3.2 Graphs

RESOLVED:

That the Financial Reports for February be accepted.

*K Kinghazel / A Black
CARRIED*

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

RESOLVED:

That the Accounts for Payment for \$43,960.45 for February 2023 be accepted.

*K Kinghazel / A Black
CARRIED*

3.4 Visa Payments

RESOLVED:

That the VISA payments Schedule for \$1,323.61 for February 2023 be accepted.

*K Kinghazel / A Black
CARRIED*

3.5 Direct Credit Payment Schedule

RESOLVED:

That the Direct Credit Payment Schedule for \$41,150.57 for February 2023 be accepted.

*K Kinghazel / A Black
CARRIED*

3.6 Z FUEL CARD Payments

RESOLVED:

That the Z FUEL CARD payments for \$101.15 for February 2023 be accepted.

*K Kinghazel / A Black
CARRIED*

3.7 OMNI CARD Payments

RESOLVED:

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

*K Kinghazel / A Black
CARRIED*

3.8 EFTPOS Receipt Schedule

RESOLVED:

That the EFTPOS Receipts Schedule for \$281.91 for February 2023 be accepted.

*K Kinghazel / A Black
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/Rakauraha)	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 Kaipapa. 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

- | | |
|---|--------------|
| ● Legislation and Administration Policy | Board review |
| ● Student Attendance | |
| ● Enrolment | |
| ● Privacy | Board review |
| ● Official Information Requests | Board review |
| ● 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><u>Tuhituhi</u></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.</p> <p>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>	Term 4 2022	Total Well Below	Total Below	Total At	Total Above	Total Pupils
	Yr 4 & 5		4			4
	Term 4 2023	Total Well Below	Total Below	Total At	Total Above	Total Pupils
	Yr 4 & 5					

Auraki #1 Target	Baseline data					
<p><u>Reading</u></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.</p> <p>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>	Term 4 2022	Total Well Below	Total Below	Total At	Total Above	Total Pupils
	Year 5	2	8			
	Term 4 2023	Total Well Below	Total Below	Total At	Total Above	Total Pupils
	Year 6					

Auraki #2 Target	Baseline data					
<p><u>Mathematics</u></p> <p>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.</p> <p>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.

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

5. GENERAL BUSINESS:

- 5.1 Pou Haki project.** Date and time to be confirmed as this will be a big event and community based. All teachers are to attend.
- 5.2 Brazilian Jiu Jitsu.** Tu Manawa funding forms denied twice, re applied a third time. Jerry to continue with his work and to produce an invoice. Board has agreed to pay Jerry if funding gets denied. BJJ LMS fundraiser to be held at the kura 25th March 2023 depending on if a staff member is available to assist.
- 5.3 Teia - powhiri , Te Kaha on the 6th April.** Board to pay for a bus, suggestions of keeping farewells consistent with others. Board will leave this decision for the school.
- 5.4 Attendance Report.** There is a lack of attendance especially on Mondays, majority are boys. Erin has suggested an Initiative day like "Bombing day or Monday munchies". Suggestion of Board to pay.
- 5.5 Whanau Engagement/Gala.** Suggestions of asking NASH/TPOOM to organise an event night during whanau engagement. Seniors can assist, so teachers can engage with parents. Kelly will put a proposal together.
- 5.6 Pou Designs.** Quote has been received from King's Custom Moko of \$5,200.00. Need a breakdown of unit price and justify the quote. 10 designs have already been done. A suggested price was denied by designer, correspondence between Erin and designer to be forwarded to BOT members. Budget for Pou is \$5,000.00 Kelly recommended competitive quotes.
- Two questions were tabled: Is there an alteration fee? Is the Board responsible for approval of designs?

RESOLVED:

That Te Kura o Te Paroa Board of Trustees have agreed to accept the quote of \$5,200 from Kings Custom Moko providing that it includes any changes to the designs.

***H Douglas / K Hohapata
CARRIED***

5.7 Team Charter Reports.

RESOLVED:

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

***H Douglas / K Kinghazel
CARRIED***

- 5.8 Health and Safety Report.** Waiting to hear back about the app, then can download information onto this app. Karen has sent updated Health and Safety procedures.

Hazards. BOT have viewed and to be noted on app.

- 5.9 Hall kitchen project.** Marama was absent. Marama to give an update at next hui.
- 5.10 Students reports.** Do a sample folder with report samples and share with trustees. Teachers to make contact with their parents every term. Teachers need to share students data with other teachers during class rotations. need to be clear on reporting to whanau.
- 5.11 ERO visits.**
- Not highly performing is data. Data needs to be relevant when reporting to BoT.
 - Had fantastic hui with whanau.
 - Assessment tools - whats working / whats not working?
 - Inconsistency across classrooms - data on some classroom walls.
- 5.12 Smoking - staff.** Add to April agenda.
- 5.13 Property update - school rebuild.**
- MoE/contractor met with Erin last week.
 - Staged plan - waiting on a new version.
 - Library - move onto the back court.
 - 6 classes into 5 ½ spaces for temporary learning.
 - Inadequate water, not enough electricity, poor sewerage, no field.
- 5.14 Teachers PLD - 24th April.** Approve plan for workshop and open school on the 24th April.

MOTION:

That Te Kura o Te Paroa Board of Trustees have approved for teachers to attend the PLD workshop on Monday 24th April and the school will only open for students whose parents are essential workers.

*K Hohapata / K Kinghazel
CARRIED*

5.15 Schoolwide Targets.

MOTION:

That Te Kura o Te Paroa Board of Trustees have reviewed and approved the schoolwide targets for MOE reporting.

*E Te Pou / K Hohapata
CARRIED*

5.16 Emergency closure - Cyclone Gabrielle.

MOTION:

Te Kura o te Paroa Board of Trustees agreed to close the kura on 13th & 14th February 2023 due to the cyclone.

*K Hohapata / H Douglas
CARRIED*

5.17 School Docs policy reviews. Remind whanau about posting photos of our tamariki on social media sites and parents personal pages. Kelly will take on the policy profile folder.

Meeting closed at 9.00pm

6. IN-COMMITTEE - Nil

Signed: (Principal)