

MINUTES OF THE TE KURA O TE PĀROA BOARD OF TRUSTEES MEETING
Wednesday, 25th October 2023
Te Kura o Te Pāroa, 34 Pāroa Road, RD1, Whakātane

MIHI / KARAKIA:

MEETING COMMENCED: 5:30pm

Takiwā

Present: Erin Te Pou (Principal), Aroha Black (Staff Rep), Marama Studer (Interim Presiding Member),
Ngā tangata kei konei Kylie Kinghazel (Trustee), Haruru Douglas (Trustee)

In Attendance: Tangiwai Timoti (Minute Secretary), Supreme Group Team - Taylor Wong, Shannon Dewes,
Jordan Double (Architectural Designer)

Apologies: Dwayne Hudson (Presiding Chair)
Hōnea

1. ADMINISTRATION MATTERS

MINUTES OF THE LAST MEETING – 18th September 2023

RESOLVED:

That the Minutes of the Te Kura o Te Pāroa Board of Trustees Meetings held on 18th September 2023 be confirmed as a true and correct record.

K Kinghazel/ E Te Pou
CARRIED

2. CORRESPONDENCE – AS PER THE REGISTER ATTACHED

RESOLVED:

That the Correspondence as per the Register for 25th October 2023 be received and recommendations made be approved.

M Studer/ K Kinghazel
CARRIED

1. Previous minutes - Sept.
2. Principals report.
3. BOT Code of Conduct.
4. BOT Assurance.
5. Te Ōati ki te Pōari (Kaiako, kaimahi 2024)

August Financials:

1. Monthly Financial report - Sept.
2. Accounts for payment - Sept.
3. Secta NZ Ltd - Security and Data quote.

Correspondence:

1. TKOTP bus procedures.
2. TKOTP 130yrs organisation.
3. Jamie Pere - Whk Across Teacher Role.
4. Teacher across community-between schools file letters.
5. TKOTP school program revised.
6. Updated TKOTP perimeter map.
7. Ripeka Koia - resignation letter.

A Block:

1. Building plan.
2. Gary Fowler - extra roofing.
3. Building program.
4. Roof plan.
5. Variations spreadsheet.

Playground quotes:

1. Proposed site plan.
2. Playground creations.

Board Docs:

1. 2023 Term 4 policies up for review.
2. Term 3 policies review closes 22 Sept.

Health & Safety:

1. Updated tsunami map.
2. Emergency management - being prepared for a tsunami.
3. Health & Safety policy.
4. TKOTP - Harrison Tew Proposal.
5. TKOTP health & safety management systems.
6. Trustee's health & safety induction form.

3. FINANCIAL REPORTS – SEPTEMBER 2023

3.1 Balance Sheet

3.2 Graphs

RESOLVED:

That the Financial Reports for September be accepted.

*M Studer / K Kinghazel
CARRIED*

3.3 Payable Invoice Detail (period from 1st August to 27th October 2023)

RESOLVED:

That the Accounts for Payment for \$101,862.08 for September 2023 be accepted.

*M Studer / K Kinghazel
CARRIED*

3.4 Visa Payments

RESOLVED:

That the VISA payments Schedule for \$2,175.15 for September 2023 be accepted.

*M Studer / K Kinghazel
CARRIED*

3.5 Direct Credit Payment Schedule

RESOLVED:

That the Direct Credit Payment Schedule for \$134,984.67 for 1st September to 30th September 2023 be accepted.

*M Studer / K Kinghazel
CARRIED*

3.6 Z FUEL CARD Payments

RESOLVED:

That the Z FUEL CARD payments for \$456.45 for the month of September 2023 be accepted.

*M Studer / K Kinghazel
CARRIED*

3.7 OMNI CARD Payments

RESOLVED:

That the OMNI CARD Payments for \$340.00 for the month of September 2023 be accepted.

M Studer / K Kinghazel

CARRIED

3.8 EFTPOS Receipt Schedule

RESOLVED:

That the EFTPOS Receipts Schedule for \$585.50 for September 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 16/10/23: 312</p> <p>New Enrolments from 31/01/23 to 12/10/23: 67</p> <p>Predicted end of year roll Dec 2022: 330</p> <p>New Entrants from term 1 2023 to 16/10/23: 44</p> <p>Leavers from 12/09/23 to 16/10/23: 3</p> <p style="padding-left: 20px;">Out of district: 2</p> <p style="padding-left: 20px;">Whk district: 1</p> <p style="padding-left: 20px;">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>17th & 24th Oct - Y7 & 8 Holistic Health Education session.</p> <p>23rd Oct - Labour Day - school closed.</p> <p>25th Oct - BoT Hui.</p> <p>27th - Oct 3 Nov - Te Mana kuratahi kapa haka nationals, Nelson.</p> <p>8th Nov - Y8 HPV 2nd vaccination.</p> <p>10th Nov - E Sports.</p> <p>13th Nov - 15th Dec - Mobile dental clinic.</p> <p>20th Nov - Teacher only day. (school closed). - BoT Hui.</p> <p>26th Nov - Aquabots Christchurch</p> <p>29th Nov - Taiohi prizegiving</p> <p>1 Dec - Junior auraki prizegiving Middle school prizegiving</p> <p>11th Dec - BoT Hui.</p> <p>15th Dec - Last day of term 4 (early finish).</p> <p>Jan 2024 Waka Ama Nationals</p>
<p>This meetings RECOMMENDATIONS:</p> <ol style="list-style-type: none"> 1. Engage Harrison Tew - EMERGENCY MANAGEMENT PLAN PROPOSAL FOR TE KURA O TE PAROA inclusive of all training and exercise is \$2975 + GST. (info bottom of report) 2. Approve purchase of staffroom furniture quote - wishlist. \$15,492.80 3. Approve estimated spending outside budget - Sculpture dedication & birthday celebration - Nov 22nd. Estimate \$15K for commemoration carving. 4. End of year staff celebration and farewells- approve amount and use of PLD budget. 5. Aquabots teams travel to Chch. BOT approval to assist financially with shortfall from funding sources. Budget 6. Approve payment of invoice for Pou Haki work (April 2023) 7. Complete Mataatua kapa haka hall hire fee discussion. 8. Acknowledgement of approval of variations 11.1, 19, 20 	

		Registration expiry
Erin Te Pou	Principal	19-Sep-25
Rumaki Teacher and level	Rumaki Classroom	Registration expiry
Y1-3 Atareti Hape	(C2/Rakauraha)	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-26
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 - 26

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.

Collation of Whanau survey - work for SM and staff - looking at the current school organisation, the gains made for learning and teaching and the next steps for the Kura in 2024. This will be reported on to the BOT at the November BOT hui. Attendance: see below. Shared with BOT and all staff. *Lifewalk chaplain beginning to work in Kura - week 2 term 2. Wednesday's 10 -2pm.

* Iwi Connections: COL wide graduate profile is a current workstream.

* Health and safety app

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

*Tupuna design project. Engagement with Caleb Ihe for 16 designs. Contract signed and deposit paid in October.

*Principals wellbeing fund use.

Questions to be considered when making decisions about use of the fund (nzsta)

1. Does the expenditure support the principal in their professional leadership role and/or further the aims of the school or kura?
2. Could there be a perception of personal gain for the principal from this expenditure?
3. How would the Office of the Auditor-General view the spending?
4. Could the board justify this expenditure to a taxpayer or parent?
5. Would publicity over this spending adversely affect the school or kura?

The Office of the Auditor-General reminds us that "leaders should actively promote ethical behaviours through role modeling, reinforcement, and communication."

With the above in mind, some examples of inappropriate uses of the fund would be:

- Using the fund to supplement the operational budget of the school.
- Spending on spouses, partners, family members, friends, or colleagues.
- Purchasing plant and equipment.
- Paying for private hobbies, hospitality, or experiences.
- Where the spending would represent a conflict of interest.

Principal proposes possible uses for fund-

- Personal coaching,
- Indigenous peoples education conference,
- 7 habits of successful leaders workshop (N.Z)

Whanau contact and reporting schedule 2023

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

Board - injury report

For period 2023-09-12 to 2023-10-10

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

Comments on injuries - student 1 - Finger slammed in hall toilet door, mum took him to A&E.

- Student 2 - Hit head on ground during game. Checked and sent back to class.

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. Junior lead teacher taking part in course. Workshops for BSLA and structured literacy in November. Principal to attend "Using BSLA data" webinar.

*Call back day and Marae visit - Te Whare ō Toroa. Successful - fantastic support from hapu with sharing of knowledge and Ngati Hokopū information.

*[NZ AquaBots](#). 2 Team's qualified in Whakatane after placing 2nd and 3rd. Teams will travel to Chch for [national competition](#) on 24 Nov, 2023. Nga mihi to Whaea Sarah Copeland who prepared teams.

Funding needed for flights, accommodation, food and activities for 2 teams of 8 tamariki + 2 adults. Funding sources will be sought. [Budget](#) in correspondence.

*[Attendance/Learning support](#) report included in correspondence.

*Waka ama junior teams (2) to compete in national whakataetae in January. EOTC for BOT next hui.

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.

- *130 year birthday and 30 year rŭmaki celebrations. Kaumatua hui agreed to have a commemoration memorial to Hoani Pōurūrū - founder of our Kura. BOT Funds (Unbudgeted) requested to ensure the memorial is of a standard to honour this tīpuna. Carved pou design sought. Carver from Taiwhakaea.
- * PLD implementation of new programmes - Numicon and structured literacy continue in term 4
- *Better start literacy. 1 Kaiako on PLD course through Canterbury University. 3 auraki Kaiako attending PLD workshop Auckland Sat 29 October.
- *SM - regular leadership team hui, constant review of learnings, differentiated model of support. 1 day hui each term - mahi tahi ki te whakaea i nga kaupapa.
- * Te Tirewa (marautanga o Aotearoa) curriculum refresh workshops held T3 and T4.
- *[Staffing 2024 assurance](#).
- 1. [Resignation letter](#). 2. resignation email submitted from Matua Kirke
- *Call back - 2024 (Jan 25 and 26). TOD COL wide 20 Nov 2023.
- *Two Kura staff successful in securing across school positions in the COL organisation for 2024. These staff are eligible for 2 days release each week.
- * Principal and Auraki Kaiako successful in application for study leave. Kaiako for Auraki vacancy secured. Start dated: Tuesday 27 February Finish date: Wednesday 27 November
- * Rā whanau o te Kura and re-opening of Hinepare. [Sculpture dedication & birthday celebration](#) - Wed 22nd Nov. Estimation for approval for carved memorial and birthday celebration.
- [Staff Wellbeing - support from BOT](#)
- *Hauora week and Mirimiri a wairua(\$300) week 6 term 4.
- *End of year staff celebration and farewells- approve use of PLD coded funds.

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.

Underwater robotics programme.

[Inspiring the Future initiative](#) wananga attended by H. Kingi and S Copeland. Teachers engage directly with these providers to understand their delivery methods, navigate funding and processes, and ensure access to enriching STEAM resources for their staff, students, and families.

A select group of enthusiastic students had the chance to actively engage with these providers, gaining valuable hands-on experience and nurturing their passion for STEAM disciplines.

Ipurangi Pamamao- Digital Sports Maori Dictionary. Launch Awanuiarangi October.

FINANCE:

Meeting with Tania Rose - report from Marama.
Pass financial records in consent agenda.

LEGISLATIVE:

School Documents policy website:
[review schedule 2022](#)

2023 Term 4 policies up for review.

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

Property

A Block:

Approval of [VO](#) since last hui, by P.M and Principal.

Whare. MOE retain ownership and have the whare rationalised.

SCHOOL rebuild project. Solar Cleaning and maintenance

- What are the maintenance costs of solar panels (including any costs associated with health and safety requirements for working on roofs)? What are the replacement costs of inverters and batteries if applicable if you own them and how they will be covered? Are they part of the provider's package?
- Is there safe access to the panels for cleaning and maintenance (refer to our roof safety webpage for more information)?

[Roofing materials for school buildings](#)

- Have you considered the remaining life of the roof and any added expense and risks if solar panels need to be disconnected and re-installed if the roof requires replacement?
 - Consider having your roof evaluated to make sure it can withstand solar panel installation.
 - Consider your roof's remaining life, including whether your roof is currently included in the project list on your school's 10YPP for maintenance works. (Painting)
 - Undertake the required repair/maintenance/replacement before installing the solar panel. This will avoid the costs in the long run associated with removing and reinstalling the solar panels on the roof.

From the Board work plan. Teachers and Principal have a PGC report format.

All teachers have a PGC plan format monitored by lead teachers and deputy Principal

Time in Hapu hui is allocated for regular updating of PGC.

Principal PGC - working in PGC group with 7 other Principals. Endorsement is by peer Principal & shared with P.M

Wade Harrison

Mobile - 0274290018

Free Phone - 0800 111 277

Web - www.harrisonew.co.nz



**EMERGENCY PLANNING
SPECIALISTS**

Proposal

The Emergency Management Plan for Te Kura o Te Paroa is developed in stages as per the following:

ASSESSMENT

PLAN DEVELOPMENT

SENIOR TRAINING PRESENTATION

A report is provided to the board following this to provide assurances on the school's ability to respond to emergency events.

ACCESS TO YOUR EMERGENCY MANAGEMENT PLAN@

Your Emergency Management Plan is made available online through a secure login.

[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](#)

Admin username

1888

Admin password

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.

**M Studer / K Kinghazel
CARRIED**

5. GENERAL BUSINESS

5.1 Supreme Group: The group had come into the hui to introduce themselves and to show and talk about the plans they had drawn up for the reconstructing of the Administration block. The Supreme Group had taken all ideas given to them and had implemented them into three different plans. All quotes and pricing will be given at the next hui with the Board in December.

5.2 Principals Recommendations

5.2a Emergency Management Plan: Erin would like to work with Harrison Hew Specialists on updating and improving the school's Emergency Management Plan for all Emergencies, e.g. Fire, Tsunami, Flood etc. Harrison Hew specialises in all emergency plans, they will get all consents and talk with all necessary departments.

5.2b End of Year Staff Celebration and Staff Farewell: Haruru has agreed to ask other schools if they have a policy around short and long term staff. A policy needs to be made so the gifts are constant. Erin has realised why the Teaching resources look bad is because at the beginning of the year Erin had nominated a certain amount of funds to be set aside for PLD unknowingly MOE was paying it. Also funds were set aside for any teaching staff who wanted to attend any Literacy workshops. Erin would like to know if that budget can be used for the End of the Year celebrations and the Staff Farewells.

5.2c Aquabots: With the Aquabots roopu qualifying in their recent tournament, they have qualified to participate in the Christchurch tournament. With just over a month to fundraise, the board has agreed to financially support the roopu.

5.2d Pou Haki: Board has agreed to pay the invoice.

5.2e Hall Hire: The price hireage of the hall and toilets only will be \$100.00 a full day, \$50.00 half a day. Staff will be charged \$50.00 per day.

5.2f Commemoration Plaque: The kaumatua roopu have agreed to have a commemoration memorial for Hoani Pōurūrū, who was the founder of Te Kura o Te Pāroa. Erin met with the carver who is from Taiwhakaea and has estimated the carving at \$4-5k. From previous memorials Erin has budgeted this mahi at \$15,000.

5.2g Casual BOT Vacancy: The Board has asked if the nominations can send in a Bio and list of attributes that they can bring to the Board. The nominees will be invited to the next BOT hui in November.

5.2h Principal Welfare Fund: The budget is monitored, other principles are also unsure on how to use it.

5.3 Correspondence

5.3a Resignations: On behalf of the Board Erin has accepted the resignation of Kirk Sawrey and Ripeka Koia. Both have been accepted positions at other schools.

5.3b Land Purchase: The neighbor Aidan has offered a ¼ acre block of land for the school to purchase. Erin has notified MOE, in response they said it is possible the school spends their money on it. The land will be good for extra car parks. Erin to get everything in order to bring to the next hui.

5.3c Assurances: Erin to follow up with Karen around the Bus procedures.

5.4 Portfolios

5.4a Property

Playground: Playground quote is \$300,000.00, one will be a cultural narrative inspired, one musical themed and the third one will be Kids choice. It is unknown if MOE will accept it but it is worth trying. The back playground will be staying, it may need a touch up in places like the bark needs refilling in places.

5.4b School Policies: Staff needs encouragement to view and have their say about the policies. The reviews from the Student Achievement had few good points. Like the situation of whanau and staff not viewing the policies, suggestions of making a video.

Some policies need to be updated and maybe removed as they are not required now.

Kylie reviewed and corrected that the Health and Safety Management Policy Act 2015 is the legal policy.

5.4c Kitchen: MOE visited and suggested the quote could be cheaper, A gas Installer also visited to talk about fitting the kitchen. Part of the quotes given did not state installation costs.

5.4d Solar: MOE is making it difficult to proceed. Erin has suggested waiting for the 10 Year plan.

5.4e Health & Safety APP: Kylie is waiting for the app creator to update it to the school's specific needs. While she is waiting she will teach staff on how to use and what to expect with the APP.

Due to the amount of staff, a Health and Safety Committee needs to be elected.

5.5 EOTC Event Proposal:

MOTION:

That Te Kura o Te Paroa Board of Trustees have accepted the EOTC Event Proposal for Mana Kuratahi .

M Studer/ E Te Pou

CARRIED

5.6 Taiohi T-shirts:

MOTION:

That Te Kura o Te Paroa Board of Trustees have accepted that only the Year 8 will receive the Taiohi T-shirts this year and years to come.

M Studer/K Kinghazel

CARRIED

5.7 School Website: William to hire someone to update the school's website.

5.8 Strategic Plan (Charter): Haruru suggested that at the next hui can the Strategic Planning be added to the agenda. Erin confirmed it will be added on the December agenda as it is Teacher only day on 20th November when the next BOT hui.

Meeting closed at 7.30pm

Karakia whakamutunga: Marama Studer

6. IN-COMMITTEE

Signed: (Chairperson)