

MINUTES OF THE TE KURA O TE PĀROA BOARD OF TRUSTEES MEETING
Monday, 12th December 2022
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)

In Attendance: Karen Nathan (Minute Secretary)

Apologies: Marama Studer (Trustee),

1. ADMINISTRATION MATTERS
MINUTES OF THE LAST MEETING – 21st November 2022

RESOLVED:

That the Minutes of the Te Kura o Te Pāroa Board of Trustees Meetings held on 21st November 2022 be confirmed as a true and correct record.

K Hohapata / D Hudson
CARRIED

2. CORRESPONDENCE – AS PER THE REGISTER ATTACHED

RESOLVED:

That the Correspondence as per the Register for 12th December 2022 be received and recommendations made be approved.

K Hohapata / D Hudson
CARRIED

1. Staff resignation letter.
2. School Docs reviews.

Correspondence folder:

1. EPIC Late Night Christmas Shopping event thank you email.
2. School Trustees - Nov letter 2022.

Financials & Quotes:

1. November Monthly Financial Report and accounts.
2. Quote - Solar proposal.

Property folder:

1. New Classroom Plans.
2. BOT Property Committee meeting minutes.
3. MOE Project estimated budget.
4. A Block Tender - Rebekah Wong.
5. Pool - Rebekah Wong.
6. Hazards Identification.

Stand downs folder:

1. Stand-down, Suspension, and Exclusion
2. Ara Tika agreement.
3. Return to school letter.
4. Stand downs (gender, age, total of days)
- 3.

3. FINANCIAL REPORTS – NOVEMBER 2022

3.1 Balance Sheet

3.2 Graphs

RESOLVED:

That the Financial Reports for November 2022 be accepted.

*K Hohapata / D Hudson
CARRIED*

Financial reports will be passed via email once trustees have received these from Tania Rose.

3.3 Payable Invoice Detail (period from 1st Nov 2022 to 31st Nov 2022)

RESOLVED:

That the Accounts for Payment for \$47,163.29 for November 2022 be accepted.

*K Hohapata / D Hudson
CARRIED*

3.4 Visa Payments

RESOLVED:

That the VISA payments Schedule for \$5,486.03 for November 2022 be accepted.

*K Hohapata / D Hudson
CARRIED*

3.5 Direct Credit Payment Schedule (for the period 1st November to 31st November)

RESOLVED:

That the Direct Credit Payment Schedule for \$47,163.29 for November 2022 be accepted.

*K Hohapata / D Hudson
CARRIED*

3.6 Z FUEL CARD Payments

RESOLVED:

That the Z FUEL CARD payments for \$0.00 for November 2022 be accepted.

*K Hohapata / D Hudson
CARRIED*

3.7 OMNI CARD Payments

RESOLVED:

That the OMNI CARD Payments for -\$660.11 for November 2022 be accepted.

*K Hohapata / D Hudson
CARRIED*

3.8 EFTPOS Receipt Schedule

RESOLVED:

That the EFTPOS Receipts Schedule for \$373.00 for November 2022 be accepted.

*K Hohapata / D Hudson
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.

December 2022		
<p>Day: Oike</p> <p>Not a good day for planting Energy: Medium</p>	<p>Roll as at 14/11/2022: 312</p> <p>New Enrolments from 14/11/2022: 1</p> <p>Predicted end of year roll Dec 2022: 320</p> <p>New Entrants from term 4 start to 6/12/22: 18</p> <p>Leavers from 1/11/22: 0</p> <p>Out of district: 0</p> <p>Whk district: 0</p> <p>Overseas: 0</p>	
<p>Recent Events:</p> <p>14th & 15th Nov – Minecraft Esports – yr 5-6, Trident.</p> <p>16th Nov – Open Day.</p> <p>17th Nov - Inter School Athletics.</p> <p>18th Nov – Wai Science group.</p> <p>24th Nov – Teachers Union Meeting.</p> <p>29th Nov – EBOP School Athletics.</p> <p>1st Dec – Senior trip, Lake Rotoma.</p> <p>2nd Dec – Yr7 student Leadership.</p> <p>6th Dec – Y8 Celebration Dinner.</p> <p>8th Dec - Rumaki & Auraki Seniors Prizegiving @10am. Middle school Rumaki & Auraki prizegiving @12.30pm.</p> <p>9th Dec – Auraki Juniors @ 10am. Rumaki Juniors @ 12.30pm.</p>	<p>Coming events:</p> <p>6th Dec – Y8 Celebration Dinner.</p> <p>8th Dec - Rumaki & Auraki Seniors Prizegiving @10am. Middle school Rumaki & Auraki prizegiving @12.30pm.</p> <p>9th Dec – Auraki Juniors @ 10am. Rumaki Juniors @ 12.30pm.</p> <p>15th Dec – Special assembly @ 1pm.</p> <p>16th Dec – Last day of term 4.</p>	
<p>This meetings RECOMMENDATIONS:</p> <ol style="list-style-type: none"> 1. Property committee. Approve the decision made by the Property committee to approve the action to support the transfer of the TKoTP school whare to BOT for the BOT to dispose of. 2. Approve BOT contribution of \$100K to A block project. 3. Health as safety 2023 - engage safety matters (safety seek) for \$100 - \$150 per month. 4. Approve solar proposal. Solar quotes 		
		Registration expiry
Erin Te Pou	Principal	19-Sep-25
Rumaki Teacher and level	Rumaki Classroom	Registration expiry
Y1-3 Teia Herewini	(C2/Rakaurahe)	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 Mark Pouwhare	(B3/Kawarehe)	12-May-23
Y4-6 Helen Kingi	(B2/Ōwhataiti)	14-Sept- 24
Auraki Teacher and level	Auraki Classroom	Registration expiry
NE Judith Katipa	(Te Pekapekatahi)	27-08-24
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-23
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	provisional 03/ 24
Delia Melbourne	CRT teacher release	25 - Jun- 24
Sarah Copeland	LSC / Attendance/ kōtuitui	19 - Nov - 23

LEARNING AND TEACHING

Data analysis Strategic GOAL 3. Nā tatou katoa te waka matauranga e hoe

Mau rakau resource creation-Teia Herewini. No progress to report.

Charter Teams -

- The Reo Māori charter team - Testing of selected students to gather data about student competency. Results in 2023
- Kia Ngati Awa te ahuatanga o te Kura - FB Post.

Watch this space whanau!!

He mihi tenei ki a Mrs Brown, Maitaiao, Kohamairangi, Tessa Tiwha-Smith, Andre Smith, Taane Tiwha-Smith and Amorangi Tiwha-Smith.

Thank you for coming in yesterday to help us make a start on our Whakaari and Putauaki structures.

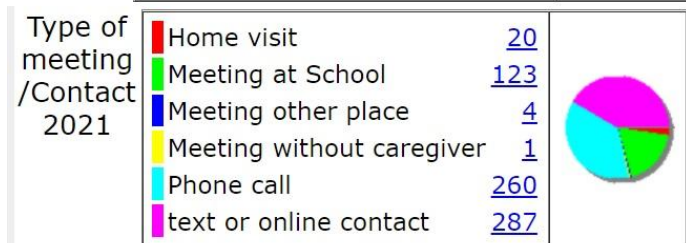
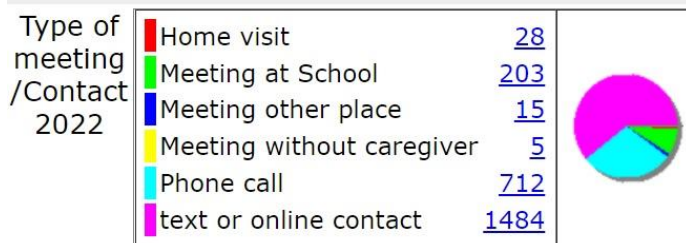
Phase One: Move the soil we already have in this space to start constructing the overall shape.

Phase Two: Level out the soil in the unused spaces.

Brazilian Jujitsu. Years 4-8 BJJ. Funding application to Tū Manawa fund was unsuccessful. We will need to reapply in 2023. Cost of mats \$10K

Whanau contact - improving this throughout the school.

Recording in etap



Sports: 6 Touch and 11 Ripa teams participating in Whakatane competition in term 4 .

Roll prediction 2023: Class lists are completed and will be shared with whanau in week 9. We have 12 N.E ready to start in Te Pekapekatahi and Rūmaki in 2023

HUMAN RESOURCES AND PERFORMANCE MANAGEMENT:

Staffing in 2023. BOT assurance statement.

We are fully staffed for 2023.

Rūmaki Kaiako - 6

Auraki Kaiako - 7

Additional teachers - 4 (CRT)

Ancillary staff -3

Auraki Kaiawhina -6

Rūmaki Kaiawhina - 6

Transition to Kura staff - 2(shared position)

Resignation of Rūmaki kaiako - year 4-6. Advertised in Beacon and Education Gazette.

[Instructions and timeline](#) included. Interviews Wednesday 14th December. Permanent position + Leadership role.

Panel will consist of a BOT member and 1 SM and Principal.

PROPERTY:

School Whare: Site visit completed. Email from Gareth.

WDC road safety work. School Input into Ferguson, Huna and Keepa Rd speed review. Te Kura o Te Paroa do support a reduction in speed for the safety of our tamariki.

School rebuild project: capital works

Colour palette - met with Lanae Cable who will design this for our Kura. She has requested a meeting to discuss colour possibilities for new classes with Fred Swanepoel@interlinkmodular.co.nz

A Blk project

- Tender meeting - Principal and Project manager have decided on the successful tenderer (Nov 4th). Need to seek a total Board contribution of \$100k. Link in agenda.

Pool project

Week 5 - Monday and Tuesday look good for spraying lining in the pool, so should be pretty close to filling the pool by the end of next week.

Once spraying is complete we can give a more accurate timeframe.

Mon 14th Nov - pool update. Gary has assessed the pool. The rain has partially filled the pool and the weather forecast is not looking good to complete the spraying, with rain forecast tomorrow. So, Gary has taken technical advice from the fiberglass manufacturer who has recommended that we need to delay the completion of spraying until we have a period of settled weather – ideally we need a window of 4 fine days. Current forecasts show unsettled weather for the next 7 days at least.

The resin coats have been sprayed, so when the weather is good, we will re sand and do a partial respray of resin, before spraying the final flowcoat.

The small pool will be completed and commissioned. Electrician should be sorting the connections this week.

We will keep you updated on our timeframes. The weather has been very frustrating the past month, but beyond our control.

Pou Haki project:

Haki relocation has Kaumatua approval

Next steps [Te flag pole](#) , will follow up with [Tracks](#) to install as [Darren Anderson](#) has dropped the ball on us ,when back from leave in December 12

[Have approached John Stringer](#) and he build plinth base can plaster up and mount plaques etc for us.

FINANCE:

Ake accounting. Budget hui - Marama, Janet and Erin Nov 10th

Nov 14th 2022, BOT 2 hour hui for school budget.

Staff proposals - BOT funds.- Big books for Auraki

Pass financial records in consent agenda.

Ratify 2023 draft budget.

HEALTH & SAFETY:

- NASH nurse service every Tuesday.
- Hazard identification - in the [Property](#) folder for BOT assurance.
- investigation into School Health and Safety Management System - Simple, Comprehensive and Cost Effective.
- NASH and TPOOM for Covid 19 vaccination

For period 2022-10-17 to 2022-11-10

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

Staff member snapped her achilles tendon.

Student twisted his knee during running races - Confirmed by doctor sprained injury.

Student fell off junior playground - confirmed by doctor fracture in elbow (in a cast).

School Doc's: We recently updated the **Recording and Reporting Accidents, Injuries, and Illness** topic following the term 2 scheduled review of the **Healthcare** section. References to the first aid log and the accident register have been combined into one statement about the injury and illness register.

We recommend that you check your wording in the final paragraph of the "Recording accidents, injuries, and illness" section of the **Recording and Reporting Accidents, Injuries, and Illness** topic on your SchoolDocs site, and let us know if you would like to change the wording. You can see suggested sample wording in the [Model topic](#).

Whakatane District Council New speed limit consultation **For Rural Schools.**

- Undertake public consultation for rural schools –25th October to 7th November, 2022.
- Consultation reviewed and speed changes confirmed (November 2022).
- Waka Kotahi approves speed changes (December 2022).
- Council implements new signage (2023).

PARTNERSHIP WITH THE COMMUNITY AND CONSULTATION:

Haka performances Term 4: Combined haka roopu - senior and middle Rūmaki roopu performances at Puawairua (100 years celebration), TWWoAwanuiarangi, TWWoAotearoa, [Epic late night](#).

Health providers - NASH, TPOOM, DHB.

School Doc's Term 4 review topics

Safety On and Off School Grounds

- **Health, Safety, and Welfare Policy** Board review
- **Alcohol/Drugs and Other Harmful Substances** Board review
- **Digital Technology and Cybersafety**
- **School Bus Transport***
- **School Swimming Pool / Swimming Off Site*** Board review

WDC & Waka kotahi Project Timelines

While the below is subject to funding agreement with both Waka Kotahi, and Council the below provides an indicative timeframe for improvements in each section of Keepa Rd

Detailed Design Construction

Southern Section
State highway 30 to Kope
Canal Bridge

Jan2023-July2023 Summer 2023/24

Mid-Section
Section running adjacent to
Kope Canal

2024/25 TBC but likely between 2025

and 2028

Northern Section
From Bunyan Road to Kope
Canal

2027/28 TBC but likely between 2028

LEGISLATIVE:

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

Appraisal of the Principal: Process completed and reported on to the board by end of year.
Process completed

School Swimming Pool Ensure that a full risk management and safety assessment of the pool compound is completed as part of the annual health and safety review. See the Ministry of Education's Swimming pools at schools information.

Report to the board. Safety Management System Report to the board on the internal audit conducted by the health and safety committee/ delegated person of the school's health and safety compliance and practices. [Report](#) made in September.

Stand downs, suspensions, exclusions in this month: 15
Oranga Tamariki FGC this month: 1
Oranga Tamariki Lawyer visits this month: 0
Group Whanau behaviour meetings at marae: 0

RESOLVED:

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

***E Te Pou/ H Douglas
CARRIED***

5. GENERAL BUSINESS:

5.1 A Block needs new piles on veranda.

MOTION:

That Te Kura o Te Paroa Board of Trustees have agreed to approve the boards contribution of \$100,000.00 to this project.

***K Hohapata / E Te Pou
CARRIED***

5.2 Smoke free policy. Erin has spoken to staff who smoke - they had no suggestions/recommendations. Find a solution for these staff members but ensure to follow the policy.

MOTION:

Te Kura o Te Paroa Board of Trustees put together a communication pitch on supporting and what message will be delivered to those staff.

***K Hohapata / D Hudson
CARRIED***

5.3 Students vaping in school. Erin has spoken to other agencies around this. The health nurse from NASH has been in to talk to these students.

Search bags - Erin gets students to empty their bags and pockets.

Erin posted a video for our whanau around the vaping issues in the kura.

5.4 Staff survey.

- Not enough or correct resources.
- Kaiako needs to do PLD.
- Time/resources.
- Whananga to work - need to have an arching team.
- Kaupapa - can you work collaboratively?
- Hapu and individual goals.

5.5 School Whare. If we need more classrooms we won't get it as the whare is still on site.

MOTION:

That the Board of Trustees of Te Kura o Te Paroa have viewed and accepted the recommendation supporting the transfer of the whare back to BOT for the kura to dispose of.

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

5.6 Health and Safety. Safety Matters Ltd \$15 per month - \$50 covers EOTC forms.

MOTION:

That the Board of Trustees of Te Kura o Te Paroa have viewed and agreed to move the tabled report and engage with Safety Matters Ltd.

***K Kinghazel / A Black
CARRIED***

5.7 Solar Options NZ Ltd. Pay for panels then you own them. Haruru will follow up on solar options.

Meeting closed at 7.30pm

6. IN-COMMITTEE - Nil

Signed: (Principal)