

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

MIHI / KARAKIA:

MEETING COMMENCED: 5:30pm

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

In Attendance: Tangiwai Timoti (Minute Secretary)

Apologies: Dwayne Hudson (Trustee), Kylie Kinghazel (Trustee)

1. ADMINISTRATION MATTERS

MINUTES OF THE LAST MEETING – 19 June 2023

RESOLVED:

That the Minutes of the Te Kura o Te Pāroa Board of Trustees Meetings held on 19th June 2023 be confirmed as a true and correct record.

E Te Pou / H Douglas
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.

E Te Pou / H Douglas
CARRIED

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

June Financials:

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

Correspondence:

1. ANZAAE Conference report.
2. Staff Wellbeing _ Whaea Aroha
3. Ngati Awa Kapa Haka2023.
4. TPOOM Memorandum of understanding.
5. Southern Hospitality updated quotes & kitchen plan.

Policy Reviews:

1. Term 3 policy reviews.
2. Term 2 policy review feedback.

Property:

1. TKOTP buildings Map.
2. Asbestos management plan.

NZSTA

1. Board of trustees checklist
2. Casual vacancies for elected board members

NZSTA conference notes:

1. Seminar 2 - Determination and termination.
2. Seminar 15 - Reshaping complaints: A starting point for community feedback.
3. Masterclass 2 cont: Preparing the seedbed - Tino rangatiratanga and Education in Aotearoa.
4. NZSTA conference guest speakers.

DATA:

1. Raraunga Rūmaki 2023.
2. Y1-3 Auraki data.
3. Y4-6 Auraki data.

Pou Designs:

1. Pou designing doc.
2. Caleb Ihe - quote.
3. Kahli Keating - quote.
4. Kanuehi Creative - quote.

3. FINANCIAL REPORTS – JUNE 2023

3.1 Balance Sheet

3.2 Graphs

RESOLVED:

That the Financial Reports for June be accepted.

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

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

RESOLVED:

That the Accounts for Payment for \$40,062.45 for June 2023 be accepted.

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

3.4 Visa Payments

RESOLVED:

That the VISA payments Schedule for \$2,083.57 for May 2023 be accepted.

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

3.5 Direct Credit Payment Schedule

RESOLVED:

That the Direct Credit Payment Schedule for \$29,184.46 for 1st June to 30th June 2023 be accepted.

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

3.6 Z FUEL CARD Payments

RESOLVED:

That the Z FUEL CARD payments for \$191.91 for the month of July 2023 be accepted.

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

3.7 OMNI CARD Payments

RESOLVED:

That the OMNI CARD Payments for \$162.98 for June 2023 be accepted.

*H Douglas /E Te Pou
CARRIED*

3.8 EFTPOS Receipt Schedule

RESOLVED:

That the EFTPOS Receipts Schedule for \$355.04 for June 2023 be accepted

*H Douglas /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.

Pipiri 24, 2023	
<p>Day: Whiro, new moon</p> <p>Good time to stay close to whanau chill out medium energy</p>	<p>Roll as at 17/07/23: 304</p> <p>New Enrolments from 31/01/23 to 17/07/23: 54</p> <p>Predicted end of year roll Dec 2022: 335</p> <p>New Entrants from term 1 2023 to 17/07/23: 35</p> <p>Leavers from 13/06/23 to 17/07/23: 4</p> <p>Out of district: 1</p> <p>Whk district: 3</p> <p>Overseas: 0</p>
<p>Recent Events:</p> <p>29th June – Minecraft.</p> <p>30th June – Last day of term 2.</p> <p>17th July – Term 3 starts.</p> <p>19-21 July Matariki celebration @ Kura</p>	<p>Coming 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>21st Aug - BoT Hui.</p> <p>22nd Aug - Heart Foundation Y5-6.</p> <p>23rd Aug – School Photos.</p> <p>24th Aug - EBOPPA Principals hui.</p> <p>4th Sept- AIMS Tournament week.</p> <p>Sept month - Breathe better Asthma & Respiratory foundation.</p>
<p>This meetings RECOMMENDATIONS:</p> <ol style="list-style-type: none"> 1. Consider hall Hire for Ngati Awa Haka 2. Decision on Whare - discussion. Pg 5 of this report 3. Property wish list. Approve orange highlighted projects continue 4. Accept and Approve asbestos management plan 2023 5. Approve Principals PGC plan 	

		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-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.

* 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	1	0	1
Number of serious harm injuries (reported to Work Safe)	0	0	0	0

Student playing netball in incorrect footwear rolled her ankle. Confirmed badly sprained and in moon boot and on crutches for 4 weeks.

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.

*NZAAE conference - Kaiako from wananga Toi (junior) attended. [Report](#) in correspondence

*Call back day - Individual kaiako goal planning and graduate profile planning.

***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 term3.

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.

Whakanui i te reo Maori team - [matariki celebration](#) days.

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

Wellbeing - support staff day. Staff lunch 30/7

Survey feedback

NZEI completion of negotiations for Principals collective agreement. Thank you to the BOT for their support over the long journey to get to agreement.

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.

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 workshop on law relating to stand downs and suspensions

Property

Wish list updates made as comments on doc.

Meeting minutes - update on all projects

1. The pool concreting surrounds – Crombie Lockwood claims form be completed by the school, WSP managing.
2. A block and staff room renovation progress – A blk building work underway
3. Fencing quotes and progress report. MOE property advisor following, still not MOE approved

Whare.

Currently the whare belongs to the MOE

[With the understanding that the asbestos removal would probably be 28K or more.](#)

The MOE have asked that The BOT agrees that on receiving ownership of Te Whare we will take the necessary steps to meet our obligations under the following acts, regulations, and guidelines:

- Health and Safety at Work Act 2015
- Health and Safety at Work (Asbestos) Regulations 2016
- WorkSafe New Zealand, Approved Code of Practice: Management and Removal of Asbestos 2016
- WorkSafe New Zealand, Good Practice Guidelines: Conducting Asbestos Surveys 2016

-MOE regulations and guidelines

[Would the BOT agree to the following?](#)

Following this the BOT can

1. Ask MOE to transfer ownership to the BOT to
 - 1(a) sell whare privately for removal amount unknown. Asbestos removal required: estimate \$28K.
 - 1(b) Sell the whare to a removal firm - 1 quoted = \$5k and Asbestos removal required: estimate \$28K.
2. MOE retain ownership & BOT Repair the whare. Roof, wiring, insulation, flooring + Remove some of asbestos. Estimated cost \$130K.
3. MOE retain ownership and have the whare rationalised and removed? Asbestos removal paid by MOE.

From the Board work plan April 2023.

Charter document lodged with MOE

Principal's teacher registration assurance document signed

Sports leader report

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.

E Te Pou/H Douglas
CARRIED

5. GENERAL BUSINESS:

5.1 : No one chose to chair the hui tonight.

Erin suggested passing, Consented Agenda, Principals Report and Finance. Then reschedule another meeting.

MOTION:
That Te Kura o Te Paroa Board of Trustees have accepted to pass the Consented Agenda, Principal's report and finance for the month of June. The Te Kura o Te Paroa have agreed to reschedule the monthly hui at a later date for all presiding members to attend.

H Douglas / E Te Pou
CARRIED

5.1a: Erin presented a Letter of Resignation from Kelly Hohapata (TKoTP Presiding Chair)

MOTION:
That Te Kura o Te Paroa Board of Trustees have accepted Kelly Hohapata's resignation letter and will send a reply email of the acceptance of her resignation.

E Te Pou / H Douglas
CARRIED

Meeting closed at 6.00pm

6. IN-COMMITTEE

Signed: (Chairperson)

MINUTES OF THE TE KURA O TE PĀROA BOARD OF TRUSTEES MEETING
Monday, 31st July 2023
Te Kura o Te Pāroa, 34 Pāroa Road, RD1, Whakātane

MIHI / KARAKIA: Dwayne Hudson

MEETING COMMENCED: 5:30pm

Present: Erin Te Pou (Principal), Aroha Black (Staff Rep), Dwayne Hudson (Presiding Chair)
Haruru Douglas (Trustee), Kylie Kinghazel (Trustee)

Zoom: Marama Studer (Trustee).

In Attendance: Tangiwai Timoti (Minute Secretary)

Apologies:

GENERAL BUSINESS:

1.1

MOTION:

That Te Kura o Te Paroa Board of Trustees have accepted Dwayne Hudson to be the Presiding Chair.

I whakaea katoa
PASSED/CARRIED

1.2 Portfolio's:

Marama (Kitchen): Been to Bunnings and Mitre 10 they only have flat pack kitchens. There is a company in Awakeri that specialises in kitchen and will go and view what they have. Going to ask Garaway Builders for a quote as they are doing other work around the school. May get the building consents before November. Full build on kitchen, water, proposed plan \$16,000.00, Quote given for kitchen and equipment \$95,000.00. Architect has advised this is the going rate at this time. Marama will set links to the quotes for the Board to review and make a decision..

Work on the kitchen is estimated to start at the end of November, suggestions of Karen to work out of Toroa's kitchen.

(Ake Finances): Shows Contracting Services are over by \$359.00 . Learning resources are still under spent, and may need to check with Janet to see if the right codes are being used.

(Vacant Board Position) Marama has conducted research on the process of replacing the vacant Board position. There were 2 options, 1) Bi - election to do the voting process again to fill the position or, 2) Selection, The board can select a member to fill the position but if there is a certain amount of disagreements by anyone it will have to go through the bi- election process.

Kylie (Health & Safety): Received the Allergy and Anaphylactic update, making sure all steps are in place and will send the booklet out.

Aroha: Aroha has volunteered to take Kelly's portfolio which is Policy and Procedures.

Haruru (Solar): Just received an email, stuff has been highlighted and have a hui with the guy next week. Will bring the information back to the Board.

NZSTA (BOT) Hui: Haruru and Erin attended the hui, the hui was informative and they recommend all members to attend next year. The Board have agreed to roll over next year's budget for the Te Kura o Te Paroa board to attend.

1.3 Vacant Board of Trustees Position:

MOTION:

That Te Kura o Te Paroa Board of Trustees have agreed to the Selection option to fill the vacant Board position.

H Douglas / K Kinghazel

CARRIED

1.4 Whare:

MOTION:

That Te Kura o Te Paroa Board of Trustees have agreed to release the whare's ownership and responsibilities to the Ministry of Education.

D Hudson / E Te Pou

CARRIED

1.5 Pou Designs:

MOTION:

That Te Kura o Te Paroa Board of Trustees accepted Caleb the quote of \$6,500.00 + for Design related requirements and agreed completion reviews.

E Te Pou / K Kinghazel

CARRIED

1.6 Policy reviews: The next policy reviews to be done by 21st August. Summary of term 1 & 2 policy also to be brought to the next hui.

1.7 Principle's Professional Growth Cycle: Still waiting for someone to help Erin, so she knows if she is meeting her responsibilities. Erin is also asking to meet with the presiding chair to go over her P.G.C.

Erin has expressed to the Board that she is needing some help especially around all the property projects that are happening now and in the process to be starting. Erin has suggested to get someone in to complete the small projects on the wishlist. The Board has agreed to help out where they can.

MOTION:

That Te Kura o Te Paroa Board of Trustees accepted that Erin has every 2nd Thursday off to work from home starting on the 17th of August and that Ramia will be acting principal those days.

E Te Pou / D Hudson

CARRIED

1.8 Staff Wellbeing: The staff have filled out their surveys. Staff have requested decent (Sachet) coffee and they are really appreciative for their lunch last term.

The Board has agreed to get the staff their own coffee, and provide each class a kettle, sugar and tea as the pod doesn't have water.

1.9 A Block: The Board has agreed to sign off on endorsing the A Block variations.

1.10 Enrolment Policy:

MOTION:

That Te Kura o Te Paroa Board of Trustees accept Te Kura o Te Paroa Enrolment Policy.

***H Douglas / D Hudson
CARRIED***

Meeting closed at 7.00pm

2. IN-COMMITTEE

Signed: (Chairperson)