

MINUTES OF THE TE KURA O TE PĀROA BOARD OF TRUSTEES MEETING
Monday, 18th September 2023
Te Kura o Te Pāroa, 34 Pāroa Road, RD1, Whakātane

MIHI / KARAKIA: Dwayne Hudson

MEETING COMMENCED: 5:30pm

Takiwā

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

Ngā tangata kei konei Dwayne Hudson (Presiding Chair), Kylie Kinghazel (Trustee)

In Attendance: Tangiwai Timoti (Minute Secretary)

Apologies: Haruru Douglas (Trustee),

Hōnea

1. ADMINISTRATION MATTERS

MINUTES OF THE LAST MEETING – 21st August 2023

RESOLVED:

That the Minutes of the Te Kura o Te Pāroa Board of Trustees Meetings held on 21st August 2023 be confirmed as a true and correct record.

D Hudson / K Kinghazel
CARRIED

2. CORRESPONDENCE – AS PER THE REGISTER ATTACHED

RESOLVED:

That the Correspondence as per the Register for 18th September 2023 be received and recommendations made be approved.

D Hudson / E Te Pou
CARRIED

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

August Financials:

4. Monthly Financial report.
5. Accounts for payment - August.
6. Annual report ended 31st December 2022.
7. Cookson Forbes & Associates Ltd - Audit letter.

Correspondence:

1. Te Kura o te Pāroa Board - Casual vacancy for a parent representative letter.
2. Kanuehi Creative quote.
3. Computech Alarms & Security quote.
4. Furnware quote.
5. Te Manataini funding letter.

Health & Safety:

1. Admin Reference Guide.
2. Safe 365 App overview.

3. FINANCIAL REPORTS – AUGUST 2023

3.1 Balance Sheet

3.2 Graphs

RESOLVED:
That the Financial Reports for August be accepted.

*M Studer/D Hudson
CARRIED*

3.3 Payable Invoice Detail (period from 1st August to 30th September 2023)

RESOLVED:
That the Accounts for Payment for \$46,660.10 for August 2023 be accepted.

*M Studer/D Hudson
CARRIED*

3.4 Visa Payments

RESOLVED:
That the VISA payments Schedule for \$4,473.12 for August 2023 be accepted.

*M Studer/D Hudson
CARRIED*

3.5 Direct Credit Payment Schedule

RESOLVED:
That the Direct Credit Payment Schedule for \$124,543.73 for 1st August to 31st August 2023 be accepted.

*M Studer/D Hudson
CARRIED*

3.6 Z FUEL CARD Payments

RESOLVED:
That the Z FUEL CARD payments for \$355.95 for the month of September 2023 be accepted.

*M Studer/D Hudson
CARRIED*

3.7 OMNI CARD Payments

RESOLVED:
That the OMNI CARD Payments for \$264.08 for the month of August 2023 be accepted.

*M Studer/D Hudson
CARRIED*

3.8 EFTPOS Receipt Schedule

RESOLVED:
That the EFTPOS Receipts Schedule for \$1,748.50 for August 2023 be accepted

*M Studer/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.

Here-turi-Koka 21, 2023		
<p>Day: Tamatea- Kai - Ariki</p> <p>A day for planting food Low energy</p>	<p>Roll as at 11/09/23: 314</p> <p>New Enrolments from 31/01/23 to 11/09/23: 64</p> <p>Predicted end of year roll Dec 2022: 330</p> <p>New Entrants from term 1 2023 to 11/09/23: 45</p> <p>Leavers from 17/08/23 to 11/09/23: 1</p> <p style="padding-left: 20px;">Out of district: 1</p> <p style="padding-left: 20px;">Whk district: 0</p> <p style="padding-left: 20px;">Overseas: 0</p>	
<p>Recent Events:</p> <p>7th Aug - Y7 Bootrix Vaccination. 8th Aug- Combined health promotion day 17th Aug - Heart Foundation Y5-6. 18th Aug – Jump Jam.</p>	<p>Coming events:</p> <p>15th Sept - Y 3/4 Winter Sports. 16 Sept - staff call back day 18th Sept - Maths competition at Apanui school. <ul style="list-style-type: none"> • BoT Hui. <p>Sept month - Breathe better Asthma & Respiratory foundation. 19th Sept - Steam Day. 20th Sept -Student reports go home. <ul style="list-style-type: none"> • WHS haka performance. <p>21 sept - staff @ Wairaka marae. 3.30pm 22nd Sept - Last day of term 3 - kura finishing at 1.30pm 9th Oct - Term 4 starts.</p> </p></p>	
<p>This meetings RECOMMENDATIONS:</p> <ol style="list-style-type: none"> 1. Hall Hire for Ngati Awa Haka. Hall hire cost reduction to NgatiAwa roopu? - from \$100 per day as in hall hire agreement 2. Principals well being fund reallocated to 2024 3. Subscribe to 365 health and safety app. Annual cost = \$699.30+gst. 4. Increase the number of Pou in designs - from 13 total to 16. Approve new quote 5. Furniture quote for staffroom (Furnware) \$21,877.53 6. Alarm Quote - upgrade add hall to existing system \$6593.93 		
		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
		Registration expiry
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 October BOT hui.

* Attendance: [Report](#) in folder.

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

* Health and safety app Pricing safe 365. subscription is our Essentials plan, which is \$999+gst, but we also have a discount for schools of 30%. So the total annual subscription would be \$699.30+gst.

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

*Aims Games: logistically and budgetarily challenging. Rewarding for tamariki and Kaiako. Learnings for next time.

*Tupuna design project. Engagement with Caleb Ihe for 16 designs.

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 2023-07-21 to 2023-09-11

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 1 and another boy ran into each other while doing bouncy ball relays. Student 1 has a deep 1 1/2cm cut just above his right eyebrow. Mum has been contacted to take to A&E. wound cleaned and dressed minor cut/graze.

- 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.
- * Call back day and Marae visit - Wairaka. Call back day on Saturday 16th Sept, Marae on 21st Sept - change of dates to accommodate staff. Kaupapa for call back - Review of current school organisation and planning for 2024.
- * **NZ AquaBots** <https://ministryofinspiration.org/nz-aquabots-underwater-robotics/>
Successful building day. upcoming - regional competitions and national competitions in Chch.
- * Attendance report included in correspondence.

- 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.

- * PLD implementation of new programmes - Numicon and Structured literacy and minecraft.
- * SM - regular leadership team hui, constant review of learnings, differentiated model of support.
- * Te Tirewa (marautanga o Aotearoa) curriculum refresh workshops held weeks 2, 4 & 7.
- * Adverts for kaiako positions. Closed 6 Sept. Interviews 15th Sept.
- * Call back - planning for 2024 (Sat 16th Sept).
- * Iwi connections resource shared with all COL school - origins and history of TOW and Education in Aotearoa and within Ngati Awa rohe.

Staff Wellbeing - support from BOT

- * Hauora week and Mirimiri a wairua (\$300)

- 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.

FINANCE:

Meeting with Tania Rose - report from Marama.
Pass financial records in consent agenda.
Principals well being fund. Funding Amount \$6,000.00. Request to reallocate funds to 2024 and add to new 2024 allocation. More time needed to plan use of funds.

LEGISLATIVE:

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



Admin username
1888
Admin password
totara

2023 Stand downs, suspensions, exclusions in this month: 0
Oranga Tamariki FGC this month: 0
Oranga Tamariki Lawyer visits this month: 1
Group Whanau behaviour meetings at marae: 1 - Taiwhakaea. Year 7&8

Property
<p>A Block: Approval of VO10 & 11 approved by P.M and Principal.</p> <ul style="list-style-type: none">- VO 10 at a cost of \$457.69. It is recommended to proceed with this work as a new wall that is being installed is clashing with a window in what will be the new student and accessible toilet. The cost is to remove the window and gib/paint over and board up the exterior.- VO 11 at a cost of \$1,826.25 for the additional autex to staffroom walls that were not part of the contract. <p><u>Whare.</u> MOE retain ownership and have the whare rationalised.</p> <p><u>SCHOOL rebuild project.</u></p> <ul style="list-style-type: none">- Architect visit for B block 5/9/23 - renovation to maintain similarity with new classrooms. Plans to be presented.- Kitchen project. Progressing. The hall's power supply is the largest single contributor to power demand on site. Unless we fully understand what the detailed requirements are in this area, we are unable to accurately design a power supply for the long term.- New septic system building. Tasman Plumbing will be onsite on Saturday 5th August to install and concrete the temporary sewer chamber into position. Week of 14 August Tasman plumbing onsite to begin new OSET system building. <p><u>New 10 Year Property Plan (10YPP).</u> Our appointed 10YPP Consultant is Phil Carling from Carling. Action points from Meeting 22.08/23 as follow:-</p> <p>Erin</p> <ul style="list-style-type: none">• School Vision for Property (SEPE) to be completed by 27 October 2023. <p>Matthew</p> <ul style="list-style-type: none">• 5YA project 218064 Electricity & Heating – Matt to confirm if part of Redevelopment project. <p>Phil</p> <ul style="list-style-type: none">• Helios to be updated (Blocks L, M, N not on site).• Site Plan to be doctored sufficient for Specialist Reports.• Existing MPlan data to be reviewed during physical condition assessment.• Source drawings for AMS Works, to determine scope of roofing works.
<p>From the Board work plan April 2023. Charter document lodged with MOE Principal's teacher registration assurance document signed Sports leader report</p>

 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.

***E Te Pou/D Hudson
CARRIED***

5. GENERAL BUSINESS

5.1 Principals Recommendations

5.1a Principals Well-Being Fund : Erin has requested that the Principals Well-Being fund be rolled over to next year.

5.1b 365 Health & Safety App: Kylie and Erin got to meet with the creators of the app. They trialed a temporary account and were happy with the results. The app cost is \$1,000.00 per annum but since the app will be for the kura there will be a 30% discount bringing the cost to \$699.30 plus GST.

5.1c Kanuehi Creative: An adjustment is needed for Caleb Ihe (Kanuehi Creative) quote for the tipuna designs, from 13 designs to 16 due to the increase of classrooms.

5.1d School wide Alarms: A last minute quote from Computech Alarms has been presented for the Board to review. The quote is for the school alarms to all be joined to the 1 system instead of the current 3.

5.2 Vacant Board Position: 2 nominations were given to Erin. Erin spoke with one of them, she was requesting more information. Erin recommended that she contacts Dwayne. Dwayne will contact Haruru about the 2nd nomination and will be waiting to hear from the 1st nomination. Marama contacted NZSTA about the vacant position and if the position is not filled within the 28 days. NZSTA suggested if there is no success after the 28 days, the board can request a member of the public to fill the position. The Board will discuss at the next meeting about what skills are required to become a Board member.

5.3 Financial Report

5.3a Operating Expenses: The Operations expenses have only used 48% of the budget. Marama, Janet and Erin will meet Ake Finance to go through the budget forecast and will come back to the Board next month with the outcome.

5.3b Audits: Was not presented at the meeting, Erin said she browsed through it to see it has passed and there were no recommendations given.

5.4 Portfolio's

5.4a Property: Variation Order to the "A" block was accepted. There was no timeframe of when the work will be completed. MOE has retained ownership of the "Whare" but has not given a date of when it will be removed. MOE has assigned a consultant for the creation of the schools 10 year Property Plan. They have visited to assess the buildings that are being retained, the consultant will remain just for the creation side and not the 10 years. Erin is doing her part by going through all the paperwork.

5.4b School Policies: Aroha went through all the policies responses and reviews. A couple of questions that stood out were by a board member/parent, which was around "How or Is LGBTQ implemented in the kura?" and under the Learning Support Questions was to do with the Teacher Aide teachers, which was " what their roles are in the kura?" Aroha asked the board for their input on the best way to answer these questions? Will doing another survey form be the best way? Also needing ideas on getting more Kaiako and whanau involved, to go through the Policies and filling out the surveys. Emailing and adding the Policies to the schoolwide newsletters, Dojo and School Loop. Making it a competition and get the children involved so they can encourage their whanau..

5.4c Kitchen: Marama met with Karen, went through Southern Hospitality's original quote and did a few amendments. The hui with the builder was rescheduled for this week due to him getting sick, will go through all the amendments and get the new costs for the equipment, additions to the kitchen and architect.

5.4d Solar: Haruru was absent but Erin advised the MOE are not keen about the panels going on the hall roof as it may affect the integrity of the roof. Need to wait for MOE whether or not to proceed with the mahi. The Board part owns the hall with the MOE.

5.4e Health & Safety: ** Report is in Principals Report**

Kylie attended a NZSTA webinar about Health and Safety in schools, it was good but spent a lot of time catching people up on roles and procedures etc.

5.5 Hall hire costs: Make an exception for Ngati Awa Mataatua roopu to pay a koha of \$50.00 for the use of the hall because some of the kura staff are in the roopu. Costings for hireage of the hall will be discussed more at the next hui.

Meeting closed at 6.35pm

Karakia whakamutunga: Dwayne Hudson

6. IN-COMMITTEE

Signed: (Chairperson)