

MINUTES OF THE TE KURA O TE PĀROA BOARD OF TRUSTEES MEETING
Monday, 19th June 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), Aroha Black (Staff Rep), Haruru Douglas (Trustee), Kelly Hohapata (Chairperson).

In Attendance: Tangiwai Timoti (Minute Secretary)

Apologies: Dwayne Hudson (Trustee), Marama Studer (Trustee).

1. ADMINISTRATION MATTERS

MINUTES OF THE LAST MEETING – 22 May 2023

RESOLVED:

That the Minutes of the Te Kura o Te Pāroa Board of Trustees Meetings held on 22nd May 2023 be confirmed as a true and correct record.

E Te Pou / K Kinghazel
CARRIED

2. CORRESPONDENCE – AS PER THE REGISTER ATTACHED

RESOLVED:

That the Correspondence as per the Register for 19th June 2023 be received and recommendations made be approved.

E Te Pou / K Kinghazel
CARRIED

1. Previous minutes - May.
2. Principals report.
3. Erin Professional Growth Cycle/Appraisal 2023.

May Financials:

1. Monthly Financial report.
2. Accounts for payment

Pou Designs:

1. Pou designing proposals.

Correspondence:

1. Wish list.
2. Atareti request for Leave letter and Leave Application form.
3. Roll projections 2023 -T3 to 2024 - T1
4. Code of conduct.
5. Election campaign communication.
6. Monthly report - Learning support coordinator.

Policies:

1. [2023 enrollment policy](#)

Property:

1. Asbestos materials survey report.

2. Zero Fibres Asbestos Consultants - quote.
3. Asbestos Management Plan.
4. Asbestos Register - Whare & B Block.
5. B Block Asbestos report.

3. FINANCIAL REPORTS – 1st March - 30th March 2023

3.1 Balance Sheet

3.2 Graphs

RESOLVED:

That the Financial Reports for May be accepted.

*H Douglas / K Kinghazel
CARRIED*

3.3 Payable Invoice Detail (period from 1st April to 23rd June 2023)

RESOLVED:

That the Accounts for Payment for \$45,773.22 for May 2023 be accepted.

*H Douglas / K Kinghazel
CARRIED*

3.4 Visa Payments

RESOLVED:

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

*H Douglas / K Kinghazel
CARRIED*

3.5 Direct Credit Payment Schedule

RESOLVED:

That the Direct Credit Payment Schedule for \$18,412.59 for 1st May to 31st May 2023 be accepted.

*H Douglas / K Kinghazel
CARRIED*

3.6 Z FUEL CARD Payments

RESOLVED:

That the Z FUEL CARD payments for \$139.21 for the month of June 2023 be accepted.

*H Douglas / K Kinghazel
CARRIED*

3.7 OMNI CARD Payments

RESOLVED:

That the OMNI CARD Payments for \$00.00 for May 2023 be accepted.

*H Douglas / K Kinghazel
CARRIED*

3.8 EFTPOS Receipt Schedule

RESOLVED:

That the EFTPOS Receipts Schedule for \$55.00 for May 2023 be accepted

*H Douglas / 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.

Pipiri 19, 2023		
<p>Day: Whiro, new moon</p> <p>Good time to stay close to whanau chill out medium energy</p>	<p>Roll as at 12/06/23: 304</p> <p>New Enrolments from 31/01/23 to 12/06/23: 50</p> <p>Predicted end of year roll Dec 2022: 335</p> <p>New Entrants from term 1 2023 to 12/06/23: 32</p> <p>Leavers from 09/06/23 to 12/07/23: 1</p> <p>Out of district: 0</p> <p>Whk district: 1</p> <p>Overseas: 0</p>	
<p>Recent Events:</p> <p>24th May - Parent Interviews. 25th May - EBOP Rip festival. TPOOM - flu vaccinations. 26th May Wai Science. 1st June - EBOPPA Principal meeting. 6th June - WHS Musical. 11-13th June - CoL Principals trip. 15th June - EBOP Ki o Rahi. 20th June - Akatea - Regional hui.</p>	<p>Coming events:</p> <p>20th June - Akatea - Regional hui. 29th June – Minecraft. 30th June – Last day of term 2. 17th July – Term 3 starts. 18th Aug – Jump Jam. 23rd Aug – School Photos.</p>	
<p>This meetings RECOMMENDATIONS:</p> <ol style="list-style-type: none"> 1. Principals professional growth cycle approved. 2. Assurance that physical restraint policy in place by 7 May 2023. 3. 2022 / 2023 wish list prioritised. 4. Te Kura o Te Paroa agrees to opt into the donations scheme. 5. Agree to seek Support or facilitate wananga for board members on the code of conduct. 6. BOT information and agreement. Principal can appoint suitable support staff to be in charge of sports teams going to outside events. 7. BOT Agree to Public notification of Roll capped at 330. 8. Support Rose Herewini Application for study leave in 2024. 9. New code of conduct discussion - policy portfolio holder to facilitate discussion at next hui. 10. Agree to use of school site for Pāti Maori Election Campaign Communications 		
		Registration expiry
Erin Te Pou	Principal	19-Sep-25
Rumaki Teacher and level	Rumaki Classroom	Registration expiry
Y1-3 Atareti Hape	(C2/Rakaurahe)	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

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.

*To reduce the sport coordinators time out of class (consistency for the class) and to ensure tamariki are safe and able to attend sports events. At times, we would like to have suitable Teacher aides take tamariki to some sports events. Only Kaiawhina who have sufficient management skills, with small groups and who are confident would be utilised.

*New legislation. Physical restraint. School policies (1) By 7 May 2023, every employer must have a policy on reducing student distress and the use of physical restraint that has regard to the guidelines issued by the Secretary for Education under section 101 of the Act, including a process for managing complaints. Completed in school docs.

(2) Every employer must take reasonable steps to ensure that parents and caregivers, students, school staff and the school community know about the school's policies on reducing student distress and the use of physical restraint. Notification in newsletter - week 8.

New legislation. [Code of conduct for BOT](#). The new Code comes into force on 21 June 2023.

To get prepared for the Code of Conduct for School Board Members to take effect on 21 June, boards should:

Ensure that all board members are fully aware of the minimum standards expected of them. Some boards may still like to get their members to sign the Code to acknowledge they are aware of the Code and its implications for them as individuals in the community.

Set some time aside to discuss and understand how this would be reflected in their own school community context.

Review their current Code (if they have one) and decide whether they wish to augment the mandatory Code to protect any areas of special/different character/principles of Te Aho Matua and special characteristics of the school or its community. Make sure that any augmentations to the code do not contradict or alter the intent of any of the mandatory standards.

Ratify any additional standards at the next board meeting

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

* Iwi Connections: Further work to design a culturally responsive graduate profile for the COL. Principal Meeting with curriculum leaders (MOE) to discuss the TKoTP local curriculum.

* Additional Learning Needs: Sarah continues her work as Learning support coordinator.

*Safety matters health and safety review undertaken.

Asbestos testing and management plan - engaged contractor.

Asbestos removal quote for Whare - engaged contractor.

*H&S BOT Rep to investigate costs of Health and safety apps.

* TPOOM and NASH - meeting for medical services collaboration.

*Tupuna design project. [samples](#) for individual BOT members review.

Whanau contact and reporting schedule 2023

~~Term 1 – Phone contact – learning korero – progress + next steps.~~

~~Term 2~~

~~week 3 – Friday 12th May written reports sent home. Parents goals set – return report/goal to school – posted on class DoJo.~~

~~Week 4 – Whanāu engagement learning day. 55 whanau attended~~

~~Week 5/7 – Interviews Tuesday 23rd May / Tuesday 6th June.~~

~~Term 3 – week 10- 20th Sept - Written reports sent home –~~

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

Following interviews - I have been notified of 2 Tamariki leaving Rūmaki due to rotations, possibly 2 more. Some of the rūmaki tamariki have not coped well with changing classes. Anxiety and resilience are concerns in the Rūmaki junior whanau. Active research, data examination, teacher and whanau feedback will inform us further in term 3.

Interview Numbers:
Junior Auraki - 39/64
Middle & Senior Auraki - 27/101
Junior Rumaki - 17/60
Middle & Senior Rumaki - 40/75

For period 2023-06-07 to 2023-06-14

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

1. No incidents.

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

***Donations scheme**

As with previous years, the donations scheme opt-in process remains aligned with your July roll return submission.

Schools | kura with an Equity Index (EQI) number of 432 or higher can opt-in to the scheme. Our EQI is 455.

If you have any further questions, see our website or contact.

school.donations@education.govt.nz

[Fees, charges and donations – Ministry of Education](#)

[Donations scheme FAQs – Ministry of Education](#)

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.

*Study leave request - 40 week full time Te Reo course level 3 & 4, with 120 credits

Leave request - Holiday. Arranged and paid for before employment. Principal informed at appointment time. Long term reliever. Position was difficult to staff. Letter and leave form in folder.

Wellbeing - support staff day. The BOT will thank Kaiawhina by taking them to morning T on 29th June @ 10.30am.

NZEI completion of negotiations for teachers 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: 0

Group Whanau behaviour meetings at marae: 0

Property

Meeting minutes - update on all projects

1. The pool concreting surrounds – [MoE insurers are declining the claim.](#) Checked back to the school insurance policy, there are two areas that this may fall under, however, it needs to be investigated with the school insurer Crombie Lockwood (Thomas Bowater). WSP will make contact with Thomas, send him all the info we sent to MoE insurer and see how this policy might cover the pool.

2. A block progress – Still waiting for WDC to issue building consent. WSP to follow up WDC and architect up to see what's taking so long. GF builders have the contract, will sign and return to WSP asap.

SMS advised the asbestos removal quote was accepted by the Board and to lock in a date for removal asap (prior to GF builders starting). No date given but it will be after hours or during the weekend. No staff need to be around to give them access as all work is external.

3. Fencing quotes and progress report. *Budget approved. WSP can begin to arrange the paper-work for this project. MOE will send you formal notification of the budget once it has been approved. I haven't heard anything since but once we do get the approval, we'll be able to tender the job for pricing/contractors.*

EV stations.

EV Administrator Tasks:

- add / delete users.

- issue key fob tags to regular users to put on their own key ring.

- run a quick monthly report of usage by user (& due to IRD Fringe Benefit Tax laws we have to bill the users eg. monthly, deduct from wages (will be much cheaper than charging at home).

- receives training on accessing the dashboard website.

Whare.

[With the understanding that the asbestos removal would probably be 30K or more. Would the BOT agree to the following?](#)

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

From the Board work plan April 2023.
Charter document lodged with MOE
Principal's teacher registration assurance document signed
Sports leader report

RESOLVED:

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

*E Te Pou/A Black
CARRIED*

5. GENERAL BUSINESS:

5.1 Annual Leave:

MOTION:

That Te Kura o Te Paroa Board of Trustees have received and have accepted Atareti Hape letter for Annual Leave for 24th August to 30th August.

*H Douglas / K Kinghazel
CARRIED*

- a VJ will relieve Atareti's class

5.2 PROPERTIES

a PLAYGROUND

The MOE will pay for a playground the same size as the old one. Alternative surface to be looked into as bark is not suitable.

Senior playground to be looked at to be revamped.

Bike track is really liked by the students, preferably a concrete one.

Fitness trail is another interest of the tamariki

Shading over the courts

Need to ask Dwayne to prioritise the wishlist

b VAN

Start looking into getting a new van for maybe next year. Not enough staff with full licence to drive the vans. May need to support staff. Registration on both vans are due, Janet to be notified to register the vans.

c ADMINISTRATION

TKoTP board has agreed that purchases of small items do not need to be approved by the Board. Janet is purchasing a larger shredder as the old one is too small. An electronic notice board to be held off for a later date as a need for it now, is not necessary right now.

d WAHAROA SHELTER

A shelter is needed for manuhiri, suggestions of putting it on the side so it will not block the driveway.

5.3. ROLL PROJECTIONS

The TKoTP board has agreed to publicly notify that kura is capped at 330.

5.4. CODE of CONDUCT

TKoTP board agrees with the new code of conduct.

5.5. TE PAATI MAORI

Maori paati would like to use the Kura premises and matua Kirke to be filmed in their ad campaign. The board has stated that the hui is to be taken away from the kura premises.

5.6. POU TAMA DESIGNS

David Kinghazel has withdrawn his designs. The board has narrowed the designers down to two, Law Designs and Caleb Ihe. Board has asked for examples from Law Designs and confirmation of Pete Harawira doing the mahi A hui with the iwi kaumatua will happen next term, Erin will get more information on the names that were given.

5.7. POLICY REVIEWS

The board has until the end of term to go through and review all the policies. Erin will summarize the policies from term 1 and 2. Summaries will be emailed out.

5.8. LETTER OF SUPPORT

Rose Herewini is asking the Board letter of support for her to complete her studies. Board has agreed to send her a letter.

5.9. DONATION SCHEME

MOTION:

That Te Kura o Te Paroa Board of Trustees have accepted to opt into the 2024 Donation Scheme.

K Kinghazel / H Douglas

CARRIED

5.10. SUPPORT STAFF ON OUTINGS

The board has agreed that supervision of kura outings is at the discretion of the tumuaki and co-ordinator of the event.

5.11. ASBESTOS

Board needs to have a think about what to do with the whare by the next hui.

5.12. HEALTH AND SAFETY

Kylie is still waiting to have a hui about the APP.

5.13. PEST CONTROL

Erin has asked the board if she could get someone in to check if the kura has a rat problem. If there is no rat problem, the amount of cats may be lessened.

5.14. PARENT INTERVIEWS

May need to look at new ways for parents to attend interviews as the last interviews had low attendance.

5.15 SOLAR

Haruru has quotes but would like to have a sit down with Erin.

5.16 ENROLMENT PROCESS INTO RUMAKI CLASSES

MOTION:

That Te Kura o Te Paroa Board of Trustees have agreed that once the Enrolment Policy is updated, it is to be sent by email to the board for ratification.

H Douglas / K Kinghazel

CARRIED

5.17 END OF TERM

The board will be shouting staff dinner for the end of term 2. Whaea Helen is still to confirm venue, time and date.

5.18 SUPPORT STAFF

National Support staff week is from the 26th - 30th June. The Board will be doing check ups with the support staff, making sure they are well.

Meeting closed at 8.00pm

6. IN-COMMITTEE - Have had a stand down for vaping, the student has returned back to school and the kura is working with nanny to support the tamaiti.

Signed: (Chairperson)