

MINUTES OF THE TE KURA O TE PĀROA BOARD OF TRUSTEES MEETING
Monday, 22nd May 2023
Te Kura o Te Pāroa, 34 Pāroa Road, RD1, Whakātane

MIHI / KARAKIA: Haruru Douglas

MEETING COMMENCED: 5:00pm

Present: zoom hui Erin Te Pou (Principal), Kylie Kinghazel (Trustee), Aroha Black (Staff Rep), Haruru Douglas (Trustee), Dwayne Hudson (Interim Chairperson), Marama Studer (Trustee).

In Attendance: Tangiwai Timoti (Minute Secretary)

Apologies: Kelly Hohapata (Chairperson)

1. ADMINISTRATION MATTERS
MINUTES OF THE LAST MEETING – 24 April 2023

RESOLVED:

That the Minutes of the Te Kura o Te Pāroa Board of Trustees Meetings held on 24th April 2023 be confirmed as a true and correct record.

A Black / M Studer
CARRIED

2. CORRESPONDENCE – AS PER THE REGISTER ATTACHED

RESOLVED:

That the Correspondence as per the Register for 22nd May 2023 be received and recommendations made be approved.

K Hohapata / D Hudson
CARRIED

1. Previous minutes - April.
2. Principals report.

April Financials:

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

Charter Teams strategic plans:

1. Matauranga plan.
2. Taiao strategic plan.

COL PLD:

1. Anne Milne 2023.

Correspondence:

1. Study leave.
2. Board assurance.

EV Charging:

Update - EV charging station installation.

Data:

1. Auraki numicon tracking progress Y1-3.

2. Raraunga Rumaki T1, 2023.
3. Raraunga Auraki T1, 2023.

Policies:

1. Education outside the classroom.
2. EOTC communicating with parents.
3. EOTC co-ordinator.
4. EOTC event categories.
5. EOTC external providers.
6. EOTC planning and review.
7. EOTC risk management.
8. EOTC staff competence.
9. Minimising physical restraint.
10. Outside the classroom.

Property:

1. Backflow device upgrade.
2. WDC - property map.
3. WSP - minutes.
4. Additions and alterations A Block.
5. Interlink Te Paroa visuals.
6. Building consent application.

Staff Reports:

1. Attendance report.
2. Sports report.

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

3.1 Balance Sheet

3.2 Graphs

RESOLVED:

That the Financial Reports for April be accepted.

*M Studer / H Douglas
CARRIED*

3.3 Payable Invoice Detail (period from 1st March to 19th May 2023)

RESOLVED:

That the Accounts for Payment for \$20,890.88 for May 2023 be accepted.

*M Studer / H Douglas
CARRIED*

3.4 Visa Payments

RESOLVED:

That the VISA payments Schedule for \$771.66 for April 2023 be accepted.

*M Studer / H Douglas
CARRIED*

3.5 Direct Credit Payment Schedule

RESOLVED:

That the Direct Credit Payment Schedule for \$2,186.22 for 1st April to 30th April 2023 be accepted.

*M Studer / H Douglas
CARRIED*

3.6 Z FUEL CARD Payments

RESOLVED:

That the Z FUEL CARD payments for \$73.41 for the month of April 2023 be accepted.

*M Studer / H Douglas
CARRIED*

3.7 OMNI CARD Payments

RESOLVED:

That the OMNI CARD Payments for \$140.50 for April 2023 be accepted.

*M Studer / H Douglas
CARRIED*

3.8 EFTPOS Receipt Schedule

RESOLVED:

That the EFTPOS Receipts Schedule for \$41.90 for April 2023 be accepted

*M Studer / H Douglas
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.

Haratua, 22, 2023		
<p>Day: Hoata</p> <p>Good time to plant out seedlings Be active and keep learning</p>	<p>Roll as at 17/05/23: 297</p> <p>New Enrolments from 31/01/23 to 17/05/23: 41</p> <p>Predicted end of year roll Dec 2022: 335</p> <p>New Entrants from term 1 2023 to 17/05/23: 25</p> <p>Leavers from 17/03/23 to 08/05/23: 4</p> <p style="padding-left: 20px;">Out of district: 2</p> <p style="padding-left: 20px;">Whk district: 2</p> <p style="padding-left: 20px;">Overseas: 0</p>	
<p>Recent Events:</p> <p>24th April - 2nd June - Dental caravan.</p> <p>25th April - Anzac Day.</p> <p>28th April - Ngai Awa & Avis Magics Netball.</p> <p>1st May - CoL TOD.</p> <p>3rd May Hautu - Bot season 2, Trident High.</p> <p>9th May - Mufti Day - Salvation Army.</p> <p>12th May - School reports sent home.</p> <p>16th May - Whanau Engaement evening.</p> <p>22nd May - BoT hui.</p>	<p>Coming events:</p> <p>24th May - Parent Interviews.</p> <p>25th May - EBOP Rip festival.</p> <p style="padding-left: 40px;">TPOOM - flu vaccinations.</p> <p>26th May Wai Science.</p> <p>1st June - EBOPPA Principal meeting.</p> <p>6th June - WHS Musical.</p> <p>11-13th June - CoL Principals trip.</p> <p>15th June - EBOP Ki o Rahi.</p> <p>20th June - Akatea - Regional hui.</p>	
<p>This meetings RECOMMENDATIONS:</p> <ol style="list-style-type: none"> 1. Agree to support Erin Te Pou and Rose Herewini application for study leave in 2023. **No Rose** 2. Accept recommendation for removal of whare - asbestos safety and meeting requirements. ** 3. Tipuna Design project - decide on next steps. 4. Teacher registration assurance minuted. 5. Sport leaders report tabled and accepted. 		
		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 - 23
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.

* **Attendance:** Work continues on supporting students / whānau to remove barriers and get children back to school. We have a new attendance service worker based at Whakatane High school. Possible new approaches - COL wide social media approach use to create a TKoTP approach (videos).

* **Iwi Connections:** [Anne Milne COL TOD](#). Further work to design a culturally responsive graduate profile.

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

COL leading by learning workshops that our Kaihutu are attending. Provision of professional development of Leading by Learning with Evaluation Associates for 4 of our senior management. All staff have found this valuable. Great for having difficult conversations.

* **Sports/Hākinakina** report from lead Kaiako

* **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 in the folder. One applicant has expressed a desire to talk to the BOT and to discuss further his ideas for completing the project. There is a 6 month timeframe before classes are on site - further 12 months to have classes completed. Next steps?

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 3 - Written reports sent home – Friday 4th August. *Change to Wednesday 20th September*

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

For period 2023-03-13 to 2023-04-17

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

Y1 student - playing with 2 other girls, they pulled on her arm, thinking she fell on her right arm. Mum has confirmed fracture to her right wrist, in plaster. ice;caregivers collected;TLC;observation broken bone(s)

Category: Minor Illness

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.

*Hangahanga i te reo - Structured Literacy (SL). PLD provider working with Rūmaki junior and Year 4-6 kaiako T2, T3 and T4 Lessons are structured using Kaiawhina support. Middle school classes are introducing this programme.

*Numicon. Junior and middle school Kaiako working to implement this programme alongside existing numeracy programmes. PLD provider working with Auraki junior and Year 4-6 kaiako T2, T3 and T4

*NASH nurse service for basic health checks and referrals.

*TPOOM Meeting to discuss integrated health services. 8 August health promotion day for service collaboration.

*Schoolwide targets - identified in SM management meetings. Teachers write critical questions and plan steps to meet targets.

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.

*Charter Teams - Annual plans reviewed in folder

transitioning and communication school reporting schedules.

*Leading by learning workshops: 4 SM staff attended workshop 4 on 10/ 11 May. D.P will complete the course on the 12th May.

COL Teacher only day. Anne Milne. May 1st.
Hangahanga i te reo PLD. Mahina Selby Law. Rūmaki staff and kaiawhina. May 1st.
COL working on COL graduate profile

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.

Year 8 highschool information.
Year 9 workshops for literacy and numeracy. Collaboration with High Schools.
ERO report has been confirmed.

FINANCE:

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

LEGISLATIVE:

School Documents policy website:

[review schedule 2022](#)

EDUCATION OUTSIDE THE CLASSROOM (board)

EOTC Planning and Review

EOTC Risk Management

EOTC Coordinator

EOTC External Providers

EOTC Staff Competence

EOTC Event Categories

EOTC Communicating with Parents

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

EV stations.

Fully funded project to provide an EV station in the school parking area. Work to install 9/05/23

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.

***M Studer/K Kinghazel
CARRIED***

5. GENERAL BUSINESS:

5.1 BOT Roles and Portfolio

- A. Dwayne:** Has a good handle on his role and is asking "What more can he do"?
- B. Haruru:** Doing the Te Reo policy, seems to be going really well. It is moving forward looking at different levels of entry. Next step is to put it into a policy and re-check everything. Doing a

side-mahi which is “Solar Panelling” which was not worth it due to the Government funding the kura’s electricity, spoke with Erin who had encouraged her to carry on and look at the educational side of it. Doing a lot of research that can be implemented. At the moment in the process of sourcing quotes.

- C. **Marama:** Finances - Erin, Janet and I have caught up Ake Accounting. Tidying up the dates that were brought to the hui last time. We had training with Janet and learnt how to use Xero and do some reports. I met with Tania-Rose last week with the reports developed. May have to look at savings that have accumulated due no spending. Will go over the accounts with Erin after the building projects are done, and to do a budget with the extra accumulated funds.
- D. **Kylie:** Working with Erin on finding an APP around Health and Safety procedures in Schools, due to them being in multiple areas. Waiting on a confirmation for a hui with someone who specialises in Health and Safety in Schools.
- E. **Aroha:** Pushing the Taiohi t-shirt, organising korero, designs etc and bringing it all together. Working with whaeas Ramia, Ripeka and Kelly. Also encouraging kaiako to spend their budgets. Gathering more feedback, korero from kaiako that they want to share with the board.
- F. **Erin:** It is good to have involvement from the board with all the different portfolios, and to be mindful of everyone's time management due to your jobs and other places you have to be. Always on the top, is Governance vs Management. How do we negotiate that and how do we find out information ? NZ Staff Services, it is a paid site for staff to use. It is a good way to get those questions answered, they may be slow but it does help.

5.2 Policy Reviews

Te Kura o Te Paroa Board of trustees have agreed to have read and have any recommendations/additions to the Policies be ready by Monday 19th June.

Suggestion made that the policies may need to be added to Kelly's portfolio, as whanau need to also give feedback.

5.3 Principles Recommendations

MOTION:

That Te Kura o Te Paroa Board of Trustees have approved to support Erins study leave.

*M Studer / K Kinghazel
CARRIED*

MOTION:

That Te Kura o Te Paroa Board of Trustees have accepted the Teachers Registration and Insurance.

*M Studer / K Kinghazel
CARRIED*

5.4 Charter Team Strategic Plan.

Patai: How well are the attendance challenges working?

Depending on the teacher promoting the incentive. It is good for parents to ring the school so the child/children are not truant. Points are given to students who attend school as well as parents who call in.

5.5 Portfolios

- a. **Property:** Waiting on consent from council for the A Block rebuild
- b. **Plumbing:** Works needed for the backflow for the whole school.
- c. **Kitchen:** Architect consent stage, got quotes last year of \$13,000.00. Didn't agree with the initial quote, so sourced more quotes.
- d. **Health and Safety:** Sourced quotes for the Health and Safety app, price ranges are \$0.00 - \$4,500.00 yearly, or \$0.00 - \$450.00 per month. Waiting for a hui with tech.

- e. **Financial Report:** Capital in the teachers accounts. May have to go through what needs replacing.
Suggestions of purchases:
- Investigating on purchasing another van or
 - Fix existing vans
 - Build a garage to house the vans.
 - Purchase a covered trailer.
- Make a plan for the capital budget at the next hui.

INCOME ACCOUNT PATAI

Transport funding -Buses

Learning Need support - May go towards the teacher aid or the programmes for the child.

Banking Staffing - Purpose is for reliever teachers.

Cookson Forbes - Auditor for the school finances. Ake is the accountants

- f. **Te ReoMaori Policy:** Getting the policy written up and will go through it with Edna, Helen, Erin and Haruru. Policy is for the Rumaki sector not the whole school due to the levels.
Solar, getting quotes. Going to visit Apanui School to see their set up.

5.6 Board Template

Modelled the template off NZ Star and made some amendments to the Boards template. Does the board need it?
The agenda for the board needs to be done by the presiding boarding and to be in by the Wednesday before the hui. Just to be able to be printed out in time.
When the presiding chair can not make it to hui, can there be a folder with all information for the board hui to be made accessible to the interim chair to go through and edit.

5.7 Pou Designs

The Board has received all quotes from the artists. By the next hui a table will be done up with the designs, cost and whakaaro of the designs and hopefully it will make the choosing of the designs/designer easier.

5.8 Board Packs

Clarity of what comes in the hard copy Board pack. Can the important things be printed and added to the packs eg. the designs of the Pou.
Need to talk with William about Boards shared folders to make it more convenient to view.
Boardable is an App, it puts all Board papers in the one place which is good for auditors and accounting.

Meeting closed at 7.00pm

6. **IN-COMMITTEE: On file**
Signed: (Principal)