



TE KĀPEHU WHETŪ

Navigating Māori Futures

Establishment Board of Trustees (EBoT)

Meeting Minutes

09 April 2019

Meeting Start: 1pm

Present: EBoT - Raewyn Tipene (Chair), James Nair, Adrian Warren, Elisa Kawiti, Kaye Taylor
Kaylem Harris (Secretary), Hoana Te Aika (Kura Teina Pouhere), Lindsay
Dunn (Kura Tuakana Pouhere)

MOE - Richard Abel (Advisor), Matiu Sword (Governance Facilitator)

ERO - Kelli Kawhia-Conrad & Aroha Knight

Mihi/Karakia: Adrian

- Meet & Greet with Education Review Office (ERO)
- Introductions & Discussion
 - Kelli – Formative evaluation of Kura and an opportunity to meet with EBoT to discuss transition. Open floor discussion.
 - Raewyn – Striving for overachievement with especial focus on sound financial management. Expressed difficulty to work in ever changing environment, input from various government sources and shifting goal posts.
 - James – main body of work re: finance transition. Comfortable with financial transitions re: budgets, expenditure, IRD, bank accounts etc. Expresses good relationship with property team.
 - Matiu – refer to Kaylem re: project plan updates.
 - Kaylem – update on transition issues: project plan reporting, quality management systems, policy and Consent to Assess applications. Motivation - commitment to kaupapa.
 - Elisa – traumatic transition for staff, readvertising, reapplying and appointment processes in unreasonable timeframes. Various Novopay issues outstanding – errors at Novopay processing.
 - Telly – Tū he Māori! Importance of maintaining our tinorangtiratanga and ngapuhitanga. Deliberate commitment to te reo me ona tikanga. Kaupapa driven by maintaining autonomy in contemporary setting.
 - Kelli – Observations – embodiment of goals and aspirations, good understanding of teacher strengths, NEGs and NAGs, finance, staffing, health and safety. Kura Teina – strong foundations in Te Marautanga o Aotearoa (Marau), Kura Tuakana – understanding the Marau. Emphasises the importance of student agency. Next visit – end of August.
- Luncheon

2:30pm – ERO depart

AGENDA:

Apologies: Nathan Matthews

Conflicts of Interest:

Previous Minutes

Resolution 1 – That the minutes of the previous EBoT meeting held on 15 March 2019 be accepted as a true and correct record of proceedings.

Moved: Raewyn Tipene

Seconded: Elisa Kawiti

Carried

1. Finance (James)
 - CEO Secondment Agreements & Invoices from He Puna Marama Trust
 - Services Agreement between He Puna Marama Trust and both kura
2. Written Reports
 - Staffing (Elisa)
 - Property (James)
 - Kura Teina (Hoana)
 - Kura Tuakana (Lindsay)
3. General Business
 - Alternative Constitution (Elisa)
 - Suspension (Lindsay)

1. Structure – Raewyn

Raewyn presents HPMT strategic framework.

Matt and Richard unaware of new CEO requirements, correspondence & processes despite regular governance facilitation meetings. EBoT have opted for CEO secondment option 4.

Resolution 1 – That the EBoT appoint Kaye Taylor as the new Chair.

Moved: James Nair

Seconded: Adrian Warren

Carried

Resolution 2 – That the EBoT appoint Raewyn Tipene as CEO of Te Kapehu Whetu (Tuakana).

Moved: James Nair

Seconded: Adrian Warren

Carried

Resolution 3 – That the EBoT appoint Elisa Kawiti as the CEO of Te Kapehu Whetu (Teina).

Moved: James Nair

Seconded: Adrian Warren *Carried*

2. Previous Minutes:

Discussion re: alternate constitution. Matt to assist with production of proposed structure – appointment vs election.

Clarification re: Kahui Ako, Richard confirmed Whangarei Hub is different from that of the government. Concept of Kahui Ako to move away from competition to collaboration in education.

3. Finance – James

James presents operational reports for both Kura & expresses confidence in current financial positions. Timing issues pertinent to budget, not related to outstanding numbers.

Matt suggests Profit & Loss type report available to EBoT to sit over current financial reporting templates. Lindsay offers to meet with James to suggest possible layout. To be led by James to ensure compliance.

Outstanding Matters – CEO funding will come from MOE to establishment funds. James to provide process for use.

Resolution 5 – That the EBoT accept the finance reports as at 15 March 2019.

Moved: James Nair

Seconded: Raewyn Tipene *Carried*

Written Reports

4. Staffing – Elisa Kawiti

Elisa presents updated staffing report. Kaye suggests written feedback to Minister from the CEO. Kaye to make contact requesting meeting with EBoT.

Resolution 6 – That the EBoT accept the updated staffing report dated 23 January 2019.

Moved: Elisa Kawiti

Seconded: James Nair *Carried*

5. Property – Glen Sadlier

James presents property report.

Resolution 7 – That the EBoT accept the property report dated 11 March 2019.

Moved: James Nair

Seconded: Adrian Warren *Carried*

6. Kura Teina – Hoana Te Aika

Hoana presents Kura Teina report.

Resolution 8 – That the EBoT approve the kura teina report and unit allocation memo dated 4 March 2019.

Moved: Elisa Kawiti

Seconded: James Nair

Carried

7. Kura Tuakana – Lindsay Dunn

Lindsay presents Kura Tuakana report.

Resolution 9 – That the EBoT approve the kura tuakana report dated 15 March 2019.

Moved: James Nair

Seconded: Telly Warren

Carried

Kaye to share ECE template for reporting with Pouhere.

In committee: 3:20pm – Adrian, Hoana, Richard, Matt & Kaylem depart.

Meeting closed: 4:16pm

A handwritten signature in blue ink, appearing to be 'H. Nair', is written below the meeting closure text.