



TE KĀPEHU WHETŪ

Navigating Māori Futures

Establishment Board of Trustees (EBoT)

Meeting Minutes

19 December 2018

Meeting Start: 10am

Present: EBoT - Raewyn Tipene (Chair), James Nair, Adrian Warren, Elisa Kawiti, Kaye Taylor
Kaylem Harris (Secretary)
MOE - Richard Abel (Advisor), Matiu Sword (Governance Facilitator)

Apologies: Nathan Matthews

Mihi/Karakia: Adrian Warren

Conflicts of Interest: Elisa to profile EBoT members. Kaylem to keep register stating any conflicts of interest as He Puna Marama Trust and/or whānau of ākonga.

1. Previous Minutes:

Resolution 1 – That the minutes of the previous EBoT meeting held on 20 September 2018 be accepted as a true and correct record of proceedings.

Moved: James Nair

Seconded: Elisa Kawiti

Carried

Reports

2. Staffing – Elisa Kawiti

Elisa presents staffing report. Discussion re: MOE timeframes and key dates. Matt to follow up written confirmation that staff become responsibility of MOE as at 01 January 2019 for payroll and HR.

Resolution 2 – That the support staff recommendations in Appendix 2 be accepted.

Moved: Elisa Kawiti

Seconded: Kaye Taylor

Carried

Resolution 2.1 – That all teaching staff appointed as per appointment letter issued by EBoT be accepted. To ensure continuity for staff and MOE responsibility assumes on 01 January 2019.

Moved: Elisa Kawiti

Seconded: Kaye Taylor

Carried

Feedback: It is unacceptable that we have terminated and the process is still unclear.

Resolution 2.2 – That the EBoT can refer back to the letter dated 08 August 2018.

Moved: James Nair

Seconded: Kaye Taylor

Carried

3. Property – James Nair

All leases have been transferred over and assignments complete and with the MOE except 173 Lower Dent St which is still being resolved with the Whangarei District Council. Property is well under control. Discussion re: 78 Tarewa Rd (Teina) site.

4. Policy – Kaylem Harris

Kaylem presents revised Quality Management System (QMS) document. Discussion re; Enrolment policy amendments to reflect designated character. Kaylem to provide copy to Matt and Richard.

Resolution 4 – That the QMS policy document be accepted.

Moved: Elisa Kawiti

Seconded: James Nair

Carried

5. Budgets

James circulates Teina and Tuakana 2019 Establishment Budgets. Clarification that staff expenses relate to support staff, teaching staff are paid directly by the MOE. Raewyn notes amendments to the EBoT meeting and TRL audit expenses to be made.

Resolution 5 – That the Teina and Tuakana 2019 Establishment Budgets and amendments as noted by the CEO be accepted.

Moved: James Nair

Seconded: Kaye Taylor

Carried

Matt to check audit 'grace period' of up to 15 months following conversation with Cherie. Discussion re: Hoana and Lyndsay having discretion to spend within budget, anything above that comes to EBoT for approval. Surplus to return to EBoT.

6. General Business

Pouhere - Hoana Te Aika and Lyndsay Dunn to attend next EBoT meeting with full powers except position of Chair. Meeting scheduled for the 24th January 2019 at 10am.

CEO Funding and Establishment Staffing - Richard to follow up with Hira re: establishment staff. As per previous meeting CEO has asked for Option 4 to drawn down on CEO salary. Richard confirmed that one draw down applies to both schools, we are asking this is done per school.

MOE Property Team - Feedback that we've had a really good relationship with the MOE Property Team

Meeting closed: 12.45pm

