



TE KĀPEHU WHETŪ
Navigating Māori Futures

Establishment Board of Trustees (EBoT)

Meeting Minutes

20th September 2018

Meeting Start: 1pm

Present: EBoT - Raewyn Tipene, James Nair, Adrian Warren, Kaylem Harris

MOE - Richard Able, Matiu Sword

Apologies: Nathan Matthews, Jason Pou

Mihi/Karakia: Adrian Warren

Approve minutes from previous meeting: 15 August 2018

MOVED: James

SECOND: Adrian

1. CHAIRS REPORT – Raewyn

Since our last meeting a number of things have been resolved, while a number of matters have come to light.

ADMIN:

- a) We need to officially appoint a secretariate for the EBOT. This is provided currently by Kaylem Harris who is doing all the administrative work around the set up of the new schools. Moved that Kaylem Harris be brought on as the EBOT secretariate.

MOVED: Raewyn

SECOND: James

- b) The bank accounts have been set up and financial systems put in place. James will report more on this in his Finance report.

STAFFING:

- c) We have advertised our two Pouhere roles. These close 5th October.
- d) We hope to have the next tier roles ready to go end of next week once Ive spoken with staff and whanau.

- e) In prepping the adverts and completing job descriptions etc we realised we need HR capability on the EBOT. Moved that we bring Elisa Kawiti onboard as co-opt to advise on HR matters.

MOVED: Raewyn

SECOND: James

- f) We haven't heard any more from anyone about the SOP Amendment, when it comes into effect and what is actually required of us.
- Matiu seeking clarification of application of SOP in retrospect and appointment of staff and scope within legislation re: equivalency.
- Richard to provide confirmation in writing re: accrued and reinstatement of leave entitlements by Monday 24th September.

PROPERTY:

- g) We have heard back from MOE Property and they have agreed to lease all our buildings at both the Teina and Tuakana sites. They discussed leasing from 2019 for at least a 5 year period.
 - This gives us certainty and continuity
 - Gives us time to look at the long term plan for both kura
 - The leases are a mixed package with He Puna Marama Trust leasing their buildings to the Ministry. While four will be leased directly off other owners.
- James to follow up exclusion of figures from MOE spreadsheet. Clarify R&M responsibilities – POD document.
- h) It is possible that 40 Herekino might be under a different arrangement allowing He Puna Marama Trust to withdraw it if a better offer comes along.

WHANAU:

- i) We are planning to unveil the revised kaupapa and prospectus next Wednesday at a whole of school whanau hui. We will reinforce the kaupapa and our expectations of whanau. There are some changes in the planned programme to better position our kura in Whangarei. I'll go through these in the EBOT meeting.
- Matiu to provide charter template
- j) All whanau will need to enrol for our two kura. We will have our forms ready on Wednesday.
- k) Current whanau who don't attend the hui will need to either attend the Open Whanau hui or be interviewed.

ĀKONGA

- l) At the moment without any new enrolments we think the ākonga numbers will be:
Teina:

a. Teina	- Paenuku	= 110	
b. Teina	- Paetata	= 40	= 150

Tuakana:

c. Tuakana	- Paetawhiti	= 60	
d. Tuakana	- Paerangi	= 60	<u>= 120</u>
			= 270

- m) Teina – all additional students for Paenuku will come from the Reo Rumaki unit at Mokopuna ECE. Given the space available. We are full down at Paenuku but could possibly accept up to 10 akonga at year 7.
- n) Tuakana – any additional students have to be considered against the class sizes of each year. Until this is finalised we wont know final numbers or vacancies.

2. FINANCE REPORT – James

Attachment: EBOT – Finance Report – 20th September 2018

MOVED: James

SECOND: Adrian

- James to follow up FFE Funding and GST component.

3. ADMIN REPORT – Kaylem

Project plan, QMS document, CAAS template & ERO Schedules update. Continue to liase with Raewyn and Matiu towards completion. Refine templates, working towards weekly updates for Establishment Team.

4. GOVERNANCE FACILITATOR REPORT – Matiu

- Matiu to prepare a report to update EBoT and MOE including project plan.

5. MINISTRY OF EDUCATION REPORT – Richard

Important to anticipate queries.

- Richard to compile list of issues to address. Sending EBoT composition to MOE.

6. GENERAL BUSINESS

Move that the EBoT wishes to keep all matters relating to the termination of the Kura Hourua separate to the establishment of the Kura Teina and Kura Tuakana.

MOVED: Raewyn

SECOND: James

Karakia: Adrian Warren

Meeting Closed: 3:30pm

