



TE KĀPEHU WHETŪ

Navigating Māori Futures

Establishment Board of Trustees (EBoT)

Meeting Minutes

23 November 2018

Meeting Start: 10am

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

Apologies: Jason Pou and Nathan Matthews.

Mihi/Karakia: Ken Kawiti

10.10am Ken Kawiti leaves the meeting.

1. Resignation of Jason Pou

Raewyn tables a letter of resignation from Jason Pou from the EBoT due to heavy work commitments.

Resolution 1 – That the resignation of trustee Jason Pou be accepted.

Moved: Adrian Warren

Seconded: James Nair

Carried

2. Co-opt Additional Trustee Kaye Taylor

Raewyn requests that the board consider co-opting Kaye Taylor onto the EBoT. Kaye has a long standing association with He Puna Marama Trust as the Education Services Manager in charge of the early childhood centres development and growth.

Resolution 2 – That Kaye Taylor be co-opted as a Trustee onto the EBoT.

Moved: Elisa Kawiti

Seconded: James Nair

Carried

3. Previous Minutes

Resolution 3 – 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: Adrian Warren

Carried

11.23am Adrian Warren leaves the meeting.

4. School Charter

A copy of the Te Kāpehu Whetū (TKW) 2019 Whānau Handbook is circulated as the school charter for 2019 for both kura. Richard to submit to the Ministry of Education (MOE) as a formal notification process of our charter.

Resolution 4 – That the TKW 2019 Whānau Handbook be accepted as the school charter and submitted to MOE.

Moved: James Nair

Seconded: Elisa Kawiti

Carried

5. Annual Plan

As outlined in the Chair's Report, the annual plans will be completed by the Pouhere/Principal for each kura upon appointment.

6. Enrolments

Discussion on enrolments for 2019 as presented. These will be held at the current numbers and may open a small number of spaces in specific years. This allows both kura to remain stable in their first year as designated character kura to settle the kaupapa.

7. Staffing

Elisa summarises the process followed to determine staffing during the transition process. Following the Education Amendment Act 2018 a detailed step by step process must be followed as advised by MOE. Rationale for appointments are discussed. Recommendations for staffing are presented to the EBOT to consider.

Resolution 5 – That the Recommendations for Staff 2019 as presented at the meeting (attached) be accepted. Further, that any remaining vacancies for remaining teaching and support staff are to be made by a staff appointment sub-committee consisting of members Raewyn Tipene and Elisa Kawiti. The EBoT will ratify the remaining appointments at the next meeting.

Moved: James Nair

Seconded: Kaye Taylor

Carried

8. Property

The MOE rental offer is presented for lease of He Puna Marama Trust owned buildings.

9. Policy

Kaylem provides an update on the NZQA Consent to Assess process for TKW Tuakana. We are looking at the SchoolDocs application to transition the current kura QMS document. An amended enrolment policy in line with the new kura is attached for consideration.

Matiu will follow up with ERO regarding the pending readiness review as we have not yet heard back from them.

10. Governance Facilitators Report

The governance facilitators report is presented by Matiu (as attached)

11. Conflict of Interest Clause

Discussion on the conflicts of interest to be declared at each meeting. Members will declare conflicts of interest at any time when applicable during discussion. A register will be kept of these and confirmed by members as a standing item on the agenda.

12. EBOT Attendance Fees

Recommendation by Governance Facilitator to the EBOT to adopt the following fees. The rates are based on other rates for school establishment boards. This should be revisited when the new board replaces the establishment board:

- Trustee - \$200 per meeting
- Chair - \$400 per meeting

Discussion that some members may not want to claim fees. How trustees treat their attendance fees is at their own discretion.

Resolution 6 – That the EBOT attendance fees of \$400 for the Chair and \$200 for Trustees be approved, effective immediately.

Moved: Kaye Taylor

Seconded: James Nair

Carried

13. CEO Transition

Options are presented for the six month transition with the CEO as per the attached presented document.

Resolution 7 – That option 4 of the CEO Transition Report be utilised whereby He Puna Marama Trust enters into a secondment with the EBOT and invoices for services.

Moved: James Nair

Seconded: Elisa Kawiti

Carried

14. Parental Donations

Discussion that donations are to be voluntary, currently both kura do not ask for donations.

Meeting closed: 3.20pm

