



# TE KĀPEHU WHETŪ

*Navigating Māori Futures*

## Board of Trustees (BOT) Meeting

### Meeting Minutes

19 December 2019

Meeting Start: 12.00pm

<b>Present:</b>	BOT - Kaye Taylor (Chair), Raewyn Tipene, Adrian (Telly) Warren, James Nair (Treasurer), Elisa Kawiti (BOT Secretary), Hoana Te Aika (Kura Teina Pouhere), Maia Cooper (Kura Tuakana Pouhere),
<b>Apologies:</b>	MOE - Richard Abel (Advisor)
<b>Mihi/Karakia:</b>	Telly Warren

### 1. Previous Minutes

**Resolution 1.1** – That the minutes of the previous BOT meeting held on 12 November 2019 be accepted as a true and correct record of proceedings.

**Moved:** Raewyn Tipene

**Seconded:** James Nair

*Carried*

Matters Arising – Nil.

### 2. Key Correspondence

Key Correspondence - Nil

### 3. Reports

#### a) Pouhere Teina – Hoana Te Aika

Hoana presents the TKW Teina report, circulated to BoT previously.

**Resolution 3.1** – That the BOT accept the Pouhere Teina report dated December 2019 including the recommended staff appointments.

**Moved:** Hoana Te Aika

**Seconded:** Raewyn Tipene

*Carried*

#### b) Pouhere Tuakana – Maia Cooper

Maia Cooper presents the Pouhere TKW Tuakana report previously circulated to the BOT.

**Resolution 3.2** – That the BOT accept the Pouhere staff recommendation to appoint Brenda Meyer as a permanent pouako in TKW Tuakana.

**Moved:** Maia Cooper

**Seconded:** James Nair

*Carried*

**Resolution 3.3** – That the BOT accept the Pouhere Tuakana report dated December 2019 including recommended staff appointments.

**Moved:** Maia Cooper

**Seconded:** James Nair

*Carried*

**c) Financials & Accounts – James Nair**

James presents the Financials & Accounts report previously circulated to the BOT. James requests that there are separate accounts set up for each kura for fundraising.

**Resolution 3.4** – That new bank accounts be set up for each kura to hold and administer fundraising monies.

**Moved:** James Nair

**Seconded:** Maia Cooper

*Carried*

**Resolution 3.5** – That debit cards for each kura be set up under the name of each Pouhere. The cards will be pre-loaded with approved expenditure amounts when required.

**Moved:** Raewyn Tipene

**Seconded:** Kaye Taylor

*Carried*

**Resolution 3.6** – That the draft Property Occupancy Document with MOE be reviewed by WRMK lawyers before signing off.

**Moved:** James Nair

**Seconded:** Elisa Kawiti

*Carried*

**Resolution 3.7** – That the BOT accept the Financials & Accounts report (October & November) for December 2019.

**Moved:** James Nair

**Seconded:** Maia Cooper

*Carried*

**d) Staffing Report – Elisa Kawiti**

Elisa presents Staffing report, circulated to BOT previously, for December 2019.

**Resolution 3.8** – That the BOT accept the Staffing report for December 2019.

**Moved:** Elisa Kawiti

**Seconded:** Raewyn Tipene

*Carried*

**e) Property Report – Elisa Kawiti**

Elisa Kawiti presents the Property Report for December 2019, as circulated to the the BOT previously.

**Resolution 3.9** – That BOT accept the Property Report for December 2019.

**Moved:** Elisa Kawiti

**Seconded:** James Nair

*Carried*

**f) Health & Safety Report – Elisa Kawiti**

Elisa Kawiti presents the Health & Safety report for December 2019, as circulated to the BOT previously.

Discussion held on the need for more detail in the report to cover compliance required for both kura. A full drill schedule for 2020 and more comprehensive reporting and checklist to be completed with both Pouhere by the Health & Safety Coordinator.

**Resolution 3.10** – That the BOT accept the Health & Safety report for December 2019.

**Moved:** James Nair

**Seconded:** Maia Cooper

*Carried*

**4. General Business**

○ **Alternative Constitution Update – Kaye Taylor**

Discussion on the Alternative Constitution and what it means for the BOT going forward.

A discussion is held regarding TKW Tuakana staffing. Decisions and discussion deferred to the next BOT meeting.

Next meeting 12.00pm Tuesday 14 January 2019.

**Meeting closed:** 3.20pm

