



TE KĀPEHU WHETŪ

Navigating Māori Futures

Board of Trustees (BOT) Meeting

Meeting Minutes

12 November 2019

Meeting Start: 10.00am

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

1. Previous Minutes

Resolution 1.1 – That the minutes of the previous EBoT meeting held on 1 October 2019 be accepted as a true and correct record of proceedings subject to the following changes:

- Resolution 3.5 dollar amount is \$4000.00
- Resolution 3.6 dollar amount is \$4000.00
- General Business – CEO role to finish at the end of 2019, not 2020.

Moved: James Nair

Seconded: Elisa Kawiti

Carried

Matters Arising – Nil.

2. Key Correspondence

Key Correspondence :

- Letter from Minister Chris Hipkins – letter from the Minister received on 26 October 2019 read by Kaye Taylor regarding the acceptance of the Alternative Constitution.
- Raewyn advises that further to the publishing of the Alternative Constitution in the NZ Gazette on 12 November 2019, the He Puna Marama Trust Board have met and appointed the following 5 Trustees to the Te Kāpehu Whetū Board of Trustees: Telly Warren, Kaye Taylor, Raewyn Tipene, James Nair and Elisa Kawiti.
- Both Pouhere present at today's BOT meeting Hoana Te Aika and Maia Cooper, accept their roles on the board as Pouhere of their respective kura.

- Raewyn acknowledges the work that Chair Kaye Taylor has done to have the alternative constitution put in place for the kura.
- A letter of thanks will go to the Minister from the BOT to accepting the alternative constitution.
- Discussion on the need for transparency to whanau. As a newly constituted Board, the BOT will ensure all minutes are put on the website with the new alternative constitution and also a schedule of board meeting dates.

Resolution 2.1 – That the EBoT accept key correspondence received.

Moved: Kaye Taylor

Seconded: James Nair

Carried

Nominations for Trustee positions

Resolution 2.2 – Kaye Taylor is nominated as Chairperson by James Nair. Kaye Taylor accepts.

Moved: James Nair

Seconded: Raewyn Tipene

Carried

Resolution 2.3 – Elisa Kawiti is nominated as BOT Secretary by Raewyn Tipene. Elisa Kawiti accepts.

Moved: Raewyn Tipene

Seconded: James Nair

Carried

Resolution 2.4 – James Nair is nominated as Treasurer by Raewyn Tipene. James Nair accepts.

Moved: Raewyn Tipene

Seconded: Kaye Taylor

Carried

3. Reports

a) Property Report – Glen Sadler

Glen presents his property report as circulated to Trustees previously.

Discussion held regarding the leased buildings and land for both kura.

Resolution 3.1 – That the BoT accept the property report dated November 2019. Further to the report the BOT are to send a letter to Whangarei Districts Rugby League Inc. requesting a meeting regarding a long term lease of Jubilee Park on Tarewa Rd.

Moved: Elisa Kawiti

Seconded: James Nair

Carried

11.07am Glen Sadler leaves the meeting.

a) CEO Teina – Elisa Kawiti

Elisa defers to Hoana Te Aika to present the TKW Teina Report.

b) Pouhere Teina – Hoana Te Aika

Hoana presents the TKW Teina report, circulated to BoT previously. Discussion on the issues with crime and the homeless occupants of Jubilee Park and the potential danger to tamariki and staff at kura. This has been created by public access on the council walkway. A letter to be sent to the Mayor to address these issues.

Discussion held on the flooding created by a burst pipe at TKW Paetata on Lower Dent St. A letter is to go the landlord to recover costs associated with the flooding and the need to address ongoing maintenance issues.

Resolution 3.2 – That the EBoT accept the Pouhere Teina report dated November 2019.

Moved: Hoana Te Aika

Seconded: Elisa Kawiti

Carried

c) CEO Tuakana – Raewyn

Raewyn presents a verbal CEO Tuakana report

d) Pouhere Tuakana – Maia Cooper

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

Resolution 3.3 – That the BOT accept the Pouhere TKW Tuakana report dated November 2019.

Moved: Maia Cooper

Seconded: James Nair

Carried

12.40pm – Richard Abel arrives at the meeting

Discussion on access to the Bulletin and who receives alerts. Both Pouhere need access.

Discussion on key policies and delegations required for staff appointments.

Discussion on the Board setting budgets and strategic plan for 2020. The Pouhere will set their annual plans from these.

1:15pm – Telly Warren departs the meeting

e) Financials & Accounts – James

James presents the Financials & Accounts report previously circulated to the BOT. James meets with the Pouhere monthly to go over their financial reports. Pouhere are to constantly monitor the SUE reports and sign them every 2 weeks.

Richard provides information on the Donations Scheme announced by the government and how it may be applied to both kura. If either kura apply they will be eligible for \$150 per student per year. There are pros and cons which each Pouhere need to consider before applying for the scheme.

Resolution 3.4 – That the BOT accept the Financials & Accounts report for November 2019.

Moved: James Nair

Seconded: Maia Cooper *Carried*

Resolution 3.5 – That the Pouhere have the discretion to apply to either opt in or out of the Donations Scheme set out by MOE. The closing date for applications is 14 November 2019.

Moved: Raewyn Tipene

Seconded: Kaye Taylor *Carried*

f) Staffing Report – Elisa Kawiti

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

Resolution 3.6 – That the EBoT accept the Staffing report for November 2019.

Moved: Elisa Kawiti

Seconded: James Nair *Carried*

g) Health & Safety Report – Elisa Kawiti

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

Discussion held on the schedule for emergency drills and activity plans required for overnight wananga. Emergency drills for Mokopuna and Teina down at Tarewa site need to be combined.

Resolution 3.7 – That the BOT accept the Health & Safety report for November 2019.

Moved: Elisa Kawiti

Seconded: James Nair *Carried*

4. General Business

- Strategic Planning Hui (Pouhere and BOT)
- BOT Meeting Schedule December 2019 to December 2020
- Leadership Academy Update for 2020

Raewyn discusses the strategic planning hui set for every Tuesday between BOT and Pouhere from 10am – 12pm. These will take place until further notice.

