



Te Taumata Kura o Pukemiro  
Monthly Meeting  
18 Huitanguru (February) 2021  
CONFIRMED MINUTES

<b>BOARD MEETING</b>					
Note: Moved: Trustee moving the motion Agreed: The motion was unanimously voted in agreement Carried: The motion was carried by a majority vote					
<b>Date:</b>	18/02/2021	<b>Location:</b>	Patito	<b>Time:</b>	04:40pm
<b>Karakia:</b>	Lisa McNab				
<b>Whakatau:</b>	Lisa McNab				
<b>Present:</b>	Fiona McGrath (Tumuaki), Lisa McNab (Chair), Sera Murray, Sheena Petera (minute taker), Rob Herewini, Mārie Marsden (new BOT secretary)				
<b>Apologies:</b>	Vanya Snowden, Raukura McNab-Hirawani Resignations – Raniera McGrath				
<b>1. ADMINISTRATION:</b>					
<b>1.1 Quorum present. Have noted present members above</b> <b>1.2 Apologies acknowledged</b> <b>1.3 Conflicts of interest – No new declarations of interest</b>					
<b>Action 1: BOT Secretary to provide a list of conflict of interests in Board members folders</b>					
<b>1.4 Board report by Chair</b> <ul style="list-style-type: none"> <li>- Record of settlement with Rita has been completed and the Mediator has signed it off with a copy of it given to the Board</li> <li>- Fiona will file this for the Board</li> <li>- Raniera has now resigned which now opens a position for another Board member</li> <li>- Mereraina has been seconded due to her expertise</li> <li>- Returning Officer Sera will be opted on from a casual member to a full board member</li> <li>- Vanya has been opted as the Returning Officer at the last Board hui – To confirm if she has started the process in organising the Staff Rep</li> </ul>					
<b>Motion 1: That the Board agree the Returning Officer position be taken away from Board members and be provided to someone external</b>					
<b>Moved: S.Murray</b>		<b>Seconded: F. McGrath</b>		<b>CARRIED</b>	
<b>Motion 2: The Board agree Marie Marsden to be the Returning Officer – which in turn has been accepted by Marie</b>					
<b>Moved: F. McGrath</b>		<b>Seconded: S. Murray</b>		<b>CARRIED</b>	
<b>Action 2: Sera to follow up with NZSTA tomorrow and see if the process for electing a staff rep has begun</b> <ul style="list-style-type: none"> <li>- Board training feedback is good being able to use the templates provided by NZSTA will keep the Board hui on track throughout the year</li> <li>- The Chair has been in contact with other kura in the area to discuss trying to get training for their student reps to do Board training together, which she will follow up</li> <li>- The Board acknowledge needing clarification around how much information, given the sensitivity of items shared, that the Board should provide the student rep to keep her safe and that information safe</li> <li>- Lisa has been in discussion with Belinda about managing that information. Her advice was to make sure the communications are open and clear</li> </ul>					
<b>1.5 Board Chair Election – Fiona acknowledged Lisa for her mahi &amp; support as Chair of the Board for 2020</b> <ul style="list-style-type: none"> <li>- Nomination provided for Rob by Vanya via email (which has been declined by Rob). His rationale being that his capacity doesn't allow him to provide himself available for the mahi required as the Board</li> </ul>					

- Rob would like to continue as a parent on the Board and although these are new waters for him he is still learning a lot

**Motion 3: Rob Herewini would like to nominate Lisa McNab as Board Chair for 2021**

**Moved: R. Herewini**

**Seconded: F. McGrath**

**CARRIED**

- Motion has been accepted by Lisa McNab as Chair for 2021

## **2. STRATEGIC DECISIONS:**

### **2.1 To approve the Annual plan for 2021 (A copy had been provided at last hui and again at today's hui)**

- The Board started with 4 strategic goals which was too and was then agreed to be shaped around Te Aho Matua which is now what the Plan provided is based around

**Motion 4: For the Board to accept the Annual plan from the Strategic plan for 2021**

**Moved: F. McGrath**

**Seconded: R. Herewini**

**CARRIED**

### **2.2 Approve annual budget 2021**

- Fiona has had discussion with Education services who are a bit overwhelmed trying to play catch up collecting data and apologise profusely for not being able to present the budget yet
- A draft of the budget has been done but will need to talk to it when a budget can be presented at the next hui
- Education services don't use Xero, they use a different system. They requested to do a financial report for 2020 however the Auditors have already started this

**Motion 5: That the Board approve Education services to present annual budget 2021 at the next Board hui on Wednesday 17<sup>th</sup> March**

**Moved: F. McGrath**

**Seconded: S. Murray**

**CARRIED**

**Motion 6: For all future Board hui to be held on the 3<sup>rd</sup> Wednesday of every month at 4:30pm**

**Moved: F. McGrath**

**Seconded: L. McNab**

**CARRIED**

### **2.3 Principal performance management (Governance Policy 9)**

- Normally Board can opt to have the Tumuaki appraised by an external person or another Tumuaki
- The Board need to decide what they would like to have the Tumuaki appraised against
- The report then needs to be provided annually at the end of the Year
- Fiona does have a record of everything that she already does
- NZSTA do provide templates for Principal performance template

**Motion 7: For the Governance framework 2021 to go back to the Board to review, any further comments from the Board to be noted and then approved by the Board**

**Moved: L. McNab**

**Seconded: F. McGrath**

**CARRIED**

**Motion 8: The Board to accept the Tumuaki's request for her appraisal to be done by Maria Timoko the Tumuaki of TKKM o Kaikohe**

**Moved: F. McGrath**

**Seconded: S. Murray**

**CARRIED**

- Fiona has suggested for the Board to add in any extra

## **3. MONITORING:**

### **3.1 AoV & SoV review**

- Some of this provided in Tumuaki report

**Action 3: The Tumuaki to provide a full AoV & SoV report at the Board hui in March**

### **3.2 Tumuaki report – Report provided to all Board members**

- Pangarau is still a subject the kura struggle in due to not having Ana's support as she has been only person in Te Tai Tokerau
- Sue report last year states we were down a few kaiako because the kura was unable to find a replacement for Jess. \$60,000 is being reimbursed back to us from MOE
- We had a debt of \$32, 434.90 owing to MOE in December because Fiona and Sera were unable to access transferring money in the bank account. The authorised person was Rita which has now been changed and updated
- MOE paid this on behalf of the Pukemiro which the kura now owes back to them
- The Chair suggesting whether we have a 3<sup>rd</sup> authorised person for banking
- Ablution blocks are required for Takawaenga as staff are not allowed to use the same toilets as students – awaiting to see what MOE can offer
- Fiona wanting to write to Hira to move this along
- Wellbeing policy is yet to be completed – MOE is looking at providing counsellors for our tamariki

- Sera says Xero offers free counselling for not only yourself but for whanau – they have offered this for a few of their staff at Mauri
- Wharekura whanau hui next week to discuss whare wananga and Matauranga scholarship
- The kura have employed 2 new Reception staff with a shared role for the purpose of sharing knowledge both doing 3 days where Wednesdays are the day they overlap
- The kura now have 4 admin staff in total
- Fiona had declared interest with Crystal when she applied so she was interviewed by Sera and Nikki
- Hinemoa Cameron and Connie Popata have been hired as new Kaiako in takawaenga and kura Teina, however, the kura are now looking for another full time Kaiako
- Te-Wairere has settled into her role as Kaiwhakahaere very quickly doing a great job
- 1<sup>st</sup> of March forecast for 150 tamariki on the kura roll
- Fiona is going to discuss with Te Kotiu about a plan for the end of the year to have a building for a kohungahunga at Pukemiro to prevent tamariki having wait to long and then being forced into English medium
- Hohepa Campbell new CEO from Te Aho Matua Runanganui popped in to say hi this week
- Te Kotiu will be held once a term in Kaikohe
- Wharekura haerenga – Toi tu te whenua (sites of significance have started)
- We now have a partnership with Roma Marae doing Tuku atu Tuku mai starting in Week 4. Our panels in the Tari will be used to display Year 5-Wharekura tuku tuku panels created by them
- Waka Atea – Papa Mohi has been unwell so we will bring that back later. Karena has taken over at this stage to help his dad
- Year 7-9s will be given the opportunity for a taster with Careers Pathway
- Year 11 Data – 100% achievement (8 students) 7 of them were achieved with Merit
- Year 12's – 70% achieved Level 2 (3 out of 4 students) 1 who didn't achieve was taken out of kura halfway through the year and put back in
- Year 13s – (6 out of 7 passed) 2 students gained UE

**Motion 9: The Tumuaki report be accepted as read**

**Moved: F. McGrath**

**Seconded: S. Murray**

**CARRIED**

### **3.3 Finance & audit report**

- A huge report has been provided by BDO is not a reflection of the current board
- The Chair will provide Mereraina with the BDO audit report to provide recommendations for a statement before signing off

**Motion 10: That the financial report for the year 2019 be published once the report has been completed and signed off**

**Moved: F. McGrath**

**Seconded: S. Murray**

**CARRIED**

### **3.4 Sign financial attestation**

## **4. STRATEGIC DISCUSSIONS**

### **4.1 Confirm and sign principal performance agreement**

### **4.2 Review reporting to parents from 2020**

- The Tumuaki has spoken with Kaiwhakahaere to discuss with whānau what they think about on-line reporting

### **4.3 Property regularly audited**

- Rob will now be accepted as the new Property officer and will sit with Fiona to get up to date on all works happening with the kura

### **4.4 Review and update self-review schedule**

### **4.5 Plan Board PD for the year**

- The Chair will follow up with Belinda on PD around Employment

### **4.6 Confirm school year dates**

- 9<sup>th</sup> February to the 17<sup>th</sup> December 2021 are the confirmed school dates. This is calculated as the kura's 385 ½ days that the kura has to be open for instruction.

## **5. AGENDA ITEMS FOR NEXT HUI:**

### **5.1 As per 2021 Board plan from NZSTA provided on Agenda**

**Motion: That all items provided**

**Moved: F. McGrath**

**Second: S. Murray**

**CARRIED**

## **6. ADMINISTRATION:**

### **6.1 Confirmation of minutes**

**Motion 3: That the previous Board minutes be accepted as true and correct**

**Moved: F. McGrath** **Seconded: R. Herewini** **CARRIED**

**6.2 Matters Arising/Actions**

- 7. Action 1: Complete and accepted
- 8. Action 2: Amendment to 3.5 should read that Sera was moving from a casual to a permanent board member

**Motion: That the amendment to Action 2 be accepted by the Board**

**Moved: L. McNab** **Seconded: F. McGrath** **CARRIED**

9. Action 3: complete

10. Action 4: Tumuaki had someone from Auckland but with Covid-19 it had

- Lisa the Chair will request Trevor Beatson to provide training for staff with Lockdown policy

**6.3 Correspondence – In-committee**

**6.4 General Business**

Have adopted the Governance Framework which includes minutes policy, code of conduct (response from Chairperson)

Returning Officer – Will be accepted by Marie Marsden

**Action 5: That the Governance Self-review be completed & returned by the next Board meeting**

**Motion 11: That the Resignation of Raniera McGrath from the Board be accepted**

**Moved: S. Murray** **Seconded: F. McGrath** **CARRIED**

**11. IN-COMMITTEE:**

**Motion: That the Board move in to in-committee at 6:57pm**

**Moved: L. McNab**

**Motion: That the Board move out of in-committee 7:45pm**

**Moved: L. McNab**

**12. HUI CLOSURE:**

**7.1 Comments on hui procedures and outcomes**

-Adhering to the new agenda template has meant the Board has improved in length of time.

**7.2 Preparation for next hui**

-Meetings will be held twice a term on the 3<sup>rd</sup> Thursday of the month at 4:30pm

<b>Karakia mutunga:</b>	L. McNab	<b>Hui Finished:</b>	8:02pm
<b>Next Meeting:</b>	February 18 <sup>th</sup> , 2021		

<b>Chairperson:</b>	Lisa McNab
<b>Signed:</b>	
<b>Date:</b>	