

CONFIRMED MINUTES

BOARD MEETING #25



At the **Board Meeting #1** on **23 Jan 2026** these minutes were **confirmed as presented**.

Name:	Te Tira Ahu Pae
Date:	Friday, 12 December 2025
Time:	11:00 am to 12:00 pm (NZDT)
Location:	Online, via Microsoft Teams
Board Members:	Caroline Ryan, Chiavanni Le'Mon, Mary Ieremia-Allan, Mathew Rope, Peyton Joe, Ripeka Paapu, Takunda Mabonga
Attendees:	Caitlin Payne, GM Email, James Collings

1. Opening Meeting

1.1 Confirm Minutes

Board Meeting #23 28 Nov 2025, the minutes were confirmed as presented.

Board Meeting #24 2 Dec 2025, the minutes were confirmed as presented.

Ripeka to pass a motion to confirm minutes #23 and #24 as presented.

Caroline seconds this.

All Board members approve this by raising their hands via Microsoft Teams.

1.2 Apologies

We have received apologies from Takunda.

1.3 Interest Register

2. Major Decisions and Discussions

2.1 Finance Manual

Ripeka to pass a motion to accept the amendments presented in the Finance Manual.

Caroline seconds this.



Finance Manual

In 2024, the Board ratified the latest amendments to the Finance Manual. As part of our annual process, we have conducted a review to ensure the document remains current.

Following the feedback from the last Board meeting, further amendments have been made on the following pages:

- Page 22
- Pages 39-41

Motion: That the Board ratifies the further amendments made to the Finance Manual, which will be stored in Microsoft Teams, under the "Everyone" site after ratification.

7 Supported

0 Opposed

0 Abstained

Decision Date: 12 Dec 2025

Outcome: Approved

2.2 Proposal for TTAP Endorsement – Māori Student Seat on University Council

This is something Chiavanni has been working on for a while, and this is something that has been explored in the past. This may open up a larger can of worms, but Chiavanni is sticking to this kaupapa and hopes it leads the way for other Associations. Chiavanni noted this would be the first Association at the council level to do this.

Chiavanni wanted to bring a proposal forward for TTAP's support (support letter). She has met with the Pro-Chancellor and DVC Māori, and has also met with Ripeka. This was pretty well received by everyone and believes it is supported by TTAP and the Māori Students' Association. Only the Chair needs to sign, but the Presidents can all sign.

In the minutes of the last Council meeting, they are looking at what a Te Tiriti-led org is and what this looks like. Chiavanni believes this looks like Māori having governance over themselves and having Māori students represented by Māori students.

The proposal is to go to council for a Māori student seat. This is a discussion to confirm the support, and then for the wording.

Ripeka asked Chiavanni what she sees as the benefits. Chiavanni noted this is her personal view, but as the Māori Students' Association is developing, it should have governance as well. This can be developed more with MSA, and Ripeka will talk to the cohort as a whole. This would provide more support for how MSA wants to drive its kaupapa.

Ripeka asked what decisions this person would have a part to play in or an impact on. Chiavanni noted it is really important that it sits with MSA to ensure the vision is being supported at a governance level. Ripeka advised that the MSA has not had time to discuss this kaupapa. Peyton asked if we get to read the proposal. Chiavanni noted she hasn't yet written a proposal, but would write a draft and work on it with MSA.

Chiavanni first asked council members if this would be welcome, and they were interested in it. She is now seeking support from TTAP and MSA.

Ripeka spoke to Māori Students' Success and gave her a list of people who she feels are appropriate, and wonders what responsibilities this person will have with relationships with MSA and TTAP.

James noted the council elects someone, but would like TTAP to run a pre-selection process to win our endorsement. They would agree to engage with the student bodies and with TTAP to do things that haven't been done.

Chiavanni thinks we would work within tikanga Māori for this process, which includes engagement.

Ripeka asked if this person would be participating in conversations that impact the student body, as she doesn't want them just sitting in the chair. Chiavanni agrees.

Chiavanni noted that this is a new territory, so it is important that the person is supported. If it is looking like a likelihood, we need to ensure they have support, so they are successful.

Mary is excited to read the proposal but asked if we would follow the same structure as what James suggested. Ripeka would hope so. James would ask in the first instance that the council ask MSA to appoint the person, and believes this would be a better model to ask first. Mary understands that in other universities, it is often the President.

Chiavanni notes that under tikanga Māori and Te Tiriti, they would have tino rangatiratanga, so would need to be appointed or elected by MSA, but needs to develop this further. Mary notes Chiavanni should be very firm about specific parts of Te Tiriti. Chiavanni agrees, as we already have the legislation.

Mary would love the proposal to be developed and come back to the Board before going to council. Ripeka agrees.

Chiavanni noted that this proposal today is asking for TTAP's support for the proposal.

Mary wanted to clarify, for documentation's sake, that she would love to know what is being written before we put our name on it. There also isn't a huge rush. Mary supports the kaupapa, but isn't comfortable signing before reading the proposal.

2.3 Massive Magazine Charter Draft

James advised this document has had feedback from Chiavanni already. A meeting has taken place about this to discuss the charter and have taken on board the feedback from Massey. Chiavanni also gathered feedback. There was a charter in the past (pre-merger), so this was used as a base.

This is a discussion and not a written document.

James is inviting the Board to provide feedback now or before the next Board meeting so that it can go to a motion.

James and Chiavanni had discussed that the charter didn't have a Pasifika voice, so they would like input from Mary and Caroline.

Mary asked for clarity on the Massive Board. James advised that it depends on what this Board wants to do. The Board in the document refers to a sub-committee, and this Board's responsibility is to review and revise the charter in the future. Mary wanted to confirm that the TTAP Board cannot override the Massive Board. James doesn't believe this would be appropriate but noted there could be a discussion on this.

2.4 SAFE Attending O-Week

James advised that this sits in a politics-adjacent space, so would like the Board to have a discussion and make a decision.

Ripeka asked if the Youth Ambassador is a current student and market towards their kaupapa in the year. James doesn't believe they are a student.

Peyton asked for clarification on how it's politics adjacent. James noted this group advocates or lobbies politicians and takes a stance for animal welfare. There are many other groups that are political lobbyists, and SAFE are their own group.

Mary can reach out to PSC if needed, but wanted the Board to be aware that they are not directly politically affiliated but will be pushing policies. We have a huge agri and horti school in Manawātū and we should engage with students about this, because of SAFE's strategic planning. Some students' trust could be damaged.

Ripeka looked at the website and noted that it asks for many petitions to be signed. Ripeka is concerned with confronting imagery that is used to get a point across, but it can be harmful and

triggering to people. If they have a stall, they will have posters and is concerned about the imagery that would be used. James noted we could give guidelines on this, and we don't want that imagery.

Mary is happy to discuss with relevant groups to bring to the next Board meeting to make a decision. Peyton agrees.

2.5 Politics Sub-Committee Update

Mary is happy to provide a recap on the last meeting.

There will be a media series that they want to launch in collaboration with Massive. This could be a weekly series on what has taken place. Discussions will need to take place about who leads it. Massive may execute it through the media.

Ripeka asked what this would look like.

Mary noted that the committee is very diverse with young students, school leavers, parents with policy experience and feeding this through to the younger team to make palatable content for students about key decisions that have been made and how this impacts students.

Ripeka asked when we publish what has happened politically, will there be a clear narrative and if it's going to be neutral. Mary confirmed it will be neutral.

Ripeka's concern is whether the person writing leans one way or another, and they may put themselves in an unsafe space. This is really cool mahi, but has some concerns.

Mary noted that as we are going into the General Elections, they want to provide information on what parties are up to.

Ripeka suggests that we stay away from the gossip and keep as close to the facts as we can. Ensure that the writers keep themselves safe. Mary agrees.

3. Actions from Previous Meetings

3.1 Action List

Due Date	Action Title	Owner(s)
25 Jul 2025	MUSA Constitution Status: Not Started	James Collings
12 Dec 2025	Credit Card Use Flowchart Status: Completed on 9 Dec 2025	Caitlin Payne
12 Dec 2025	Revised Travel Policy Status: Completed on 3 Dec 2025	Caitlin Payne
12 Dec 2025	Policy Templates Status: Not Started	Caitlin Payne
12 Dec 2025	Harm Minimisation Plan Status: Completed on 2 Dec 2025	Caitlin Payne, James Collings
12 Dec 2025	Hyperlinks in Policy Status: Not Started	Caitlin Payne, James Collings
12 Dec 2025	Prize Determination & Fundraising, + GST Status: Completed on 12 Dec 2025	Caitlin Payne

4. Other Business

4.1 Any Other Business

Marketing and Comms Lead interviews have taken place. We have a preferred candidate and will be doing reference checks.

The GM has progressed through interviews, and we have two preferred candidates. Reference checking will take place and the panel will reconvene by Wednesday next week to make a decision.

Māori GM interviews are next Tuesday.

5. Close Meeting

5.1 Close the meeting

Next meeting: No date for the next meeting has been set.

Approved decisions made between meetings



Pasifika Presidents Additional Hours

For 2026, there will be 20 hours available for the Pasifika Presidency. Caroline Ryan and Mary Ieremia-Allan completed interviews for the Pasifika President position and received unanimous recommendations from the panels for their appointment.

We have vacancies in the Pasifika cohort, with no reps continuing in the Ōteahā or Pāmamao spaces. As each of these roles has 10 hours available, it is proposed that Mary and Caroline absorb these hours to fulfil additional duties. As Caroline is involved in the Distance space, she could absorb duties from the Distance Pasifika Student Rep. Mary can absorb some duties from the Auckland Pasifika Rep, where possible, but also provide more support on the Pukeahu campus, which currently does not have a campus, Rainbow, or Disability Community Rep.

Motion: That the Board approve Caroline Ryan and Mary Ieremia-Allan to use the hours available from the Distance Pasifika Rep vacancy and Auckland Pasifika rep vacancy, to take on additional duties to support the Pasifika cohort, as well as Pukeahu and Pāmamao spaces.

As Caroline and Mary are conflicts of interest in this motion, they will need to abstain.

5 Supported: Chiavanni Le'Mon , Mathew Rope , Peyton Joe , Ripeka Paapu , Takunda Mabonga

0 Opposed:

1 Abstained: Caroline Ryan

Decision Date: 5 Dec 2025

Outcome: Approved



Leave and Flexible Working Policy

We have recently identified a gap in policy and have been working to develop a Leave and Flexible Working Policy to ensure kaimahi have clear, fair, and accessible guidance on leave entitlements and flexible working arrangements. Te Tira Ahu Pae is committed to supporting wellbeing, whānau responsibilities, cultural obligations, and healthy work–life balance.

Motion: That the Board approve ratifying the Leave and Flexible Working Policy. Upon ratification, the policy will be stored in Microsoft Teams under the “Everyone” site to ensure accessibility for all.

Note: This policy was included in Friday's Board meeting (Board Meeting #23), but it was agreed that this would be voted on at a later time, due to the time constraints of the meeting.

6 Supported: Caroline Ryan , Chiavanni Le'Mon , Mathew Rope , Peyton Joe , Ripeka Paapu , Takunda Mabonga

0 Opposed:

0 Abstained:

Decision Date: 5 Dec 2025

Outcome: Approved

Signature:_____

Date:_____