

# AGENDA

## BOARD MEETING #24



<b>Name:</b>	Te Tira Ahu Pae
<b>Date:</b>	Tuesday, 2 December 2025
<b>Time:</b>	11:00 am to 12:00 pm (NZDT)
<b>Location:</b>	Online, via Microsoft Teams
<b>Board Members:</b>	Caroline Ryan, Chiavanni Le'Mon, Mary Ieremia-Allan, Mathew Rope, Peyton Joe, Ripeka Paapu, Takunda Mabonga
<b>Attendees:</b>	Caitlin Payne, GM Email, James Collings

### 1. Opening Meeting

#### 1.1 Confirm Minutes

For Noting

#### 1.2 Apologies

For Noting

#### 1.3 Interest Register

For Noting

Supporting Documents:

1.3.a Interests Register

### 2. Major Decisions and Discussions

#### 2.1 Travel Policy

For Decision

In 2023, the Board ratified the Travel Policy - Staff and Travel Policy - Student Representatives. These documents are currently stored in the "Everyone" Teams site under **Policy & Procedure Documents**. However, they have not been updated for two years. Following the feedback we received in Friday's Board Meeting, we have further amended the Travel Policy documents.

**Motion:** That the Board approves the amended Travel Policy - Staff and Travel Policy - Student Representatives and which will be stored in Microsoft Teams, under the "Everyone" site after ratification.

Supporting Documents:

2.1.a Travel Policy - Student Reps (Ratified 24.10.23, Amended 02.12.2025).pdf

#### Supporting Documents:

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2.1.b Travel Policy - Staff (Ratified 24.10.23, Amended 02.12.2025).pdf

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## 2.2 Privacy and Information Management Policy

### For Decision

We have recently identified a gap in policy and have been working to develop a Privacy and Information Management Policy. Te Tira Ahu Pae respects the privacy of individuals and complies with the Privacy Act 2020. This policy ensures personal, organisational, and student information is managed safely, legally, and respectfully.

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

#### Supporting Documents:

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2.2.a Privacy & Information Management Policy revised 26.11.25.pdf

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## 2.3 Bullying, Harassment and Discrimination Prevention Policy

### For Decision

We have recently identified a gap in policy and have been working to develop a Bullying, Harassment and Discrimination Prevention Policy. Te Tira Ahu Pae is committed to maintaining a safe, respectful, inclusive, and mana-enhancing environment, free from bullying, harassment, sexual harm, discrimination, or behaviour that undermines safety and dignity.

This policy includes clear procedures outlining step-by-step processes for kaimahi, managers, and the People & Culture team to ensure consistency and compliance.

**Motion:** That the Board approve ratifying the Bullying, Harassment and Discrimination Prevention Policy. Upon ratification, the policy will be stored in Microsoft Teams under the “Everyone” site to ensure accessibility for all.

#### Supporting Documents:

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2.3.a Bullying, Harassment & Discrimination Prevention Policy.pdf

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## 2.4 Finance Manual

### For Decision

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.

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

#### Supporting Documents:

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2.4.a Finance Manual - Tracked changes (1).pdf

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2.4.b Finance Manual - last ratified 12.12.24.pdf

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## 2.5 Funding Report

Chiavanni Le'Mon

### For Discussion

Chiavanni has created a report from August–November 2025, for the \$32,000 budget that was approved for representative-led projects supporting student engagement, representation, inclusion, and well-being across all campuses and distance cohorts.

Supporting Documents:

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2.5.a Funding Report 32k - General 2025 (1).docx

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## 3. Actions from Previous Meetings

### 3.1 Action List

#### For Noting

Supporting Documents:

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3.1.a Action List

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## 4. Other Business

### 4.1 Any Other Business

#### For Discussion

Floor is open to all attending.

## 5. Close Meeting

### 5.1 Close the meeting

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