

AGENDA

BOARD MEETING #4



Name:	Te Tira Ahu Pae
Date:	Tuesday, 28 April 2026
Time:	12:00 pm to 1:00 pm (NZST)
Location:	Online, via Microsoft Teams https://teams.microsoft.com/meet/47847227719037?p=vSyDIDYy3LTYeg0FIW
Board Members:	Caroline Ryan, Chiavanni Le'Mon, Mary Ieremia-Allan, Mathew Rope, Peyton Joe, Ripeka Paapu, Takunda Mabonga
Attendees:	Caitlin Payne, GM Email, Marlon Hepi

1. Opening Meeting

1.1 Confirm Minutes

For Noting

Supporting Documents:

- 1.1.a Minutes : New Board/ - 16 Apr 2025
- 1.1.b Minutes : Board Meeting 8 Part 2 - 16 Apr 2025
- 1.1.c Minutes : Board Meeting #11 - Part Two - 23 May 2025
- 1.1.d Minutes : Board Meeting #1 - 23 Jan 2026
- 1.1.e Minutes : Board Meeting #2 - 20 Feb 2026
- 1.1.f Minutes : Board Meeting #3 - 24 Mar 2026

1.2 Apologies

For Noting

1.3 Interest Register

For Noting

Any interests to register for 2026.

2. Major Decisions and Discussions

2.1 Call for AGM

For Decision

Each year, Te Tira Ahu Pae is required to hold an Annual General Meeting (AGM).

The AGM will include the presentation of the Annual Financial Statements for Te Tira Ahu Pae and MUSA, and make an appointment of the New Zealand Institute of Chartered Accountants who is not a Member, to conduct an audit of the annual accounts of Te Tira Ahu Pae and MUSA.

Under our Constitution, Members must be provided with a minimum of twenty-one (21) clear days' written notice of a General Meeting. Previous discussion has indicated a preference for the AGM to be held in May.

The Board to discuss and confirm a date for Te Tira Ahu Pae's Annual General Meeting.

2.2 Travel Policy - Student Reps

Marlon Hepi

For Decision

At the end of 2025, the Board ratified amendments to the *Travel Policy – Student Representatives* to ensure the policy information was current.

Following a recent review, it was agreed that a standardised timeframe for submitting travel requests be introduced to ensure consistency and cost-effective travel rates. A Microsoft Form has also been developed to provide a streamlined and efficient method for student representatives to request travel.

Motion: That the Board ratify amendments to the *Travel Policy – Student Reps* requiring travel to be arranged at least two (2) weeks in advance of proposed travel dates, and approving the use of the *Rep Travel Request Form* to support consistent travel arrangements.

Supporting Documents:

2.2.a Travel Policy - Student Reps - Last ratified 02.12.25 (with amendments).pdf

2.3 SRC Consultation Policy

Marlon Hepi

For Decision

Representation consultations (previously “events”) enable Student Representatives to engage with their Cohort and Community groups to gather meaningful input on student needs and experiences. These consultations:

- Must be grounded in a clear intent and an evidence-gathering objective.
- Generate qualitative and quantitative data (e.g., themes, statistics, surveys, forms).
- Inform decision-making by the Student Representative Council (SRC) and the Board.
- Feed into TTAP operational reporting and influence funding via the SLA with Massey University.

The *Student Representative Consultation Policy* exists to define what consultation is, and to anchor it properly within Representation. It sets a consistent, transparent process for students to bring forward proposals that require funding through the Representation Manager. Right now, that structure does not exist.

Because of that gap, we've already seen the consequences. We've had unaccountable spending, disproportionate funding decisions, and a lack of visibility over where and why money is being allocated. That environment has directly contributed to the failure of representation at Massey.

Without a clear consultation framework, Student Reps cannot confidently act. Spending becomes unclear, decisions stall, and student voice is not gathered in a way that is credible or defensible.

There's also a very real operational impact. Without this policy in place, we limit the ability for any direct spending to occur with integrity. That has already affected our Student Reps. If they cannot properly consult, they cannot represent. If they cannot represent, the system fails again.

Motion: That the Board approves ratifying the *Student Representative Consultation Policy* to ensure accountable spending, credible student representation, and operational integrity, effective immediately and prior to the appointment of the new Board.

Supporting Documents:

2.3.a Student Representative Consultation Policy.docx

2.4 SRC Reimbursement Policy

Marlon Hepi

For Decision

The purpose of the *Student Representative Reimbursement Policy* is simple — if we expect our student reps to put their own money on the line for Representation, we pay them back quickly. No confusion, no delays.

Right now, it can take 2–4 weeks to process reimbursements. That's too slow, and it's not good enough. This policy sets a clear standard: 5–10 working days, end of story. Finance has already put together the form to support this, so we're not talking theory — this is ready to go.

Without this in place, we're leaving our reps in limbo, wondering when they'll get their money back. That's not a position I'm comfortable putting our people in, especially with the current cost of living. They're students — they shouldn't be carrying that kind of pressure for doing their job.

This is about doing the basics properly. If we ask our reps to act, we back them. Fast, clear, and accountable.

Motion: That the Board approves ratifying the *Student Representative Reimbursement Policy* to ensure accountable spending, credible student representation, and operational integrity, effective immediately and prior to the appointment of the new Board.

Supporting Documents:

2.4.a Student Representative Reimbursement Policy .docx

3. Management Reports

3.1 Management Updates

For Noting

Any updates from Marlon.

4. Actions from Previous Meetings

4.1 Action List

For Noting

Supporting Documents:

4.1.a Action List

5. Other Business

5.1 Any Other Business

For Discussion

Floor is open to all attending.

6. Close Meeting

6.1 Close the meeting

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