

Te Kura Board of Trustees Meeting
Minutes of meeting held Wednesday 2 October 2019
Level 2 Pohutukawa/Rata rooms, Portland Crescent, Thorndon

Present	Barbara Ala'alatoa (Chair), Maxine Moana-Tuwhangai, John Chemis, Mele Wendt, Stuart Middleton
In Attendance	Mike Hollings (Chief Executive), Regan Dooley (Chief Advisor, Strategy), Viv Rogers (Deputy Chief Executive, Te Kura Systems and Support), John Nisbet (ex-officio), Te Rina Leonard (Deputy Chief Executive, Learning, Design and Evaluation), Anne Coster (Chief Advisor, Curriculum).
Scribe	Sandra Rekatsinas (Board-Executive Administrator).
Apologies	Ruma Karaitiana

PROCEDURAL

Section	Subject
	APOLOGIES
	Te Kura's new Board Chair, Barbara Ala'alatoa acknowledged the Board-Executive Administrator for comprehensive work done and logistics in preparation for the Board Chair's start date.
1	MEETING ADMINISTRATION
1.1	Conflict of Interest Register Noted the Conflicts of Interests Register. The Board Chair, Barbara Ala'alatoa declared her interests' as follows: <ul style="list-style-type: none"> - Principal, Sylvia Park School - Lead Principal, Maungakiekie Kahui Ako - Co-director, Puna Aroha Ltd
1.2	Agenda Review Noted the Agenda
1.3	Minutes of the Board meeting The Board received the Minutes of the Meeting held on 4 September 2019 and approved them as a true and accurate record subject to inserting...' <i>with Pacific Communities</i> ' after Education fono (reference item 3.3, Chief Executive's Monthly Progress report). Moved Stuart Middleton Seconded: John Chemis
1.4	Action items Noted the progress on the action points and the reminder that Judge Andrew Becroft will be attending the 6 November 2019 Board meeting. Board members canvassed ideas about the format and key focus points for his visit. There was a suggestion to include the Big Picture programme and the impact it has made on Te Kura's students. This was noted as a good suggestion as it dovetails into the outcomes from Korero Matauranga (Education Conversation). Management requested action: Management to consider and put together a list of key presentation points prior to Board Chair, Barbara Ala'alatoa making contact with Judge Becroft to confirm details. The Chief Executive, Chief Advisor, Strategy and the Board Chair to discuss by phone and email Board members.
1.5	Board Meeting Schedule 2019 Noted the Board Meeting Schedule 2019. Noted Mike's apologies for the 6 November 2019 Board meeting as he has been invited to attend the ANZSOG Executive Fellowship Programme in the week beginning 4 November 2019.
1.6	Board Meeting Schedule 2020 Noted the draft Board Meeting Schedule 2020. Board members to confirm the 2020 schedule at the November Board meeting prior to calendar invitations being sent.
1.9	COMMITTEE REPORTING Risk Assurance Committee Work Plan 2019

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	Noted the Risk Assurance Committee Work Plan as submitted.
1.10	<p>Employer Committee Work Plan Noted the Employer Committee Work Plan as submitted. Board members noted that it is timely to conduct an external review of the Board. Requested Action: The Board Chair, Barbara Ala'alatoa and Board member, Stuart Middleton to have an initial discussion on what an external review would look like. A report back to the Board for consideration.</p>
1.11	<p>Draft Risk Assurance Committee Minutes held on 19 September 2019 Received the draft Risk Assurance Committee Minutes held on 19 September 2019. The main emphasis of the meeting was the Accounting policies. Moved: Maxine Moana-Tuwahangai Seconded: Stuart Middleton</p>
2. 2.1	<p>CHAIR'S REPORT. Chair's report Noted this item.</p>
3. 3.1	<p>CHIEF EXECUTIVE REPORTS STRATEGIC Noted this item.</p>
3.2	<p>Health and Safety Dashboard Noted the Health and Safety monthly dashboard for August 2019 <i>with one amendment to the bullying graph, to include one extra incident.</i> Noted the Health and Safety monthly dashboard for July 2019.</p> <ol style="list-style-type: none"> a) Noted there has been a reduction in the number of reported accidents and incidents. The most common forms of accidents and incidents are Trips and Falls (21%) and reports of Occupational Overuse Syndrome (21%). Incidents of OOS is significantly less than it was for the same period in 2018. b) Noted slightly more sick leave was taken this July compared with July 2018. More sick leave has been taken in 2019 compared with the same period in 2018 (5.2% increase). c) Noted there have been no new bullying incidents. Two (2) bullying cases have been reported this year. This is one less than the three (3) reported for the whole of 2018. <p>Noted that two students were injured on a skiing trip and received medical treatment. Noted Te Kura has taken every precaution and has followed EOTC procedures.</p>
3.3	<p>Chief Executive Monthly Progress Report. The Chief Executive provided members with an overview of the key highlights of the report:</p> <ul style="list-style-type: none"> • His attendance at the Pan-Commonwealth of Learning Conference in Edinburgh (9 September -12 September 2019). The Chief Executive was impressed by the sophisticated innovative ways discussed for delivering education en masse. He said it was worthwhile attending the conference and he was pleased to be sponsored by the Commonwealth of Learning. A report will be submitted to Board when it is made available. • A successful Te Wiki o Te Reo Maori week (9-15 September 2019) included celebrating staff progress with the inaugural awards ceremony. It was pleasing to note the number of staff members taking up the opportunity to learn Te Reo through OOO courses and Education Perfect. The work of the Kaitohu Tikanga was also acknowledged for making Te Reo accessible in the organisation. • Progress on Building systems capability included; the work underway on the Big Picture content search engine in the Learning Objective Repository; plans to implement the Salesforce customer relationship tool and investigating In place internship software programme for capturing and looking at all learning activities that sit outside Te Kura. Lastly, the introduction of an automated agency portal for student is seen as a significant step towards the improving the student journey. • A good meeting held recently with the Ministry of Pacific Peoples (MPP). MPP is keen to promote the Samoan Language and language pedagogy in an online environment and to tell Te Kura's story through its social media website. • The two staff members who had attended a workshop in Tokelau said it was an amazing experience and that Te Kura was well received. Noting the need for more significant investment to enable delivery of education offshore.

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	<ul style="list-style-type: none"> • A welcome to Mental Health Awareness Week was held. Staff were invited to consider their own well-being. Each day having the opportunity to take part in some suggested activities and participating in a sharing task. • Summer School arrangements are in progress and there are schools starting to make enquiries. Trilingual flyers in English, Maori and Samoan are now featured in STANews and various conferences. <p>Received the Chief Executive’s Monthly Progress report for October 2019, including the concerns raised at the pre-Board meeting. The Board noted these as management issues and referred them back to management to resolve. It also noted the request from the PPTA branch and PPTA Head Office representative (Fran Renton) to meet each term with the Board Chair, Barbara Ala’alatoa.</p> <p>Discussed the Chief Executive will be attending the HR meeting with the Unions on a monthly basis. It was recommended that the Board Chair attends these meetings on termly basis. A list of discussion topics to be sent ahead of the meeting.</p> <p>Management action:</p> <ul style="list-style-type: none"> • Board members to receive a copy of the latest handouts on enrolment key initiatives offerings for information.
<p>4. 4.1</p>	<p>FINANCE Financial Report</p> <p>Received the report as submitted to the 19 September 2019 Risk Assurance Committee meeting. Board members noted the highlights, being that revenue for the month is slightly down and ahead year-to-date.</p> <p>Clarification was sought and received on the settlement payment in the accounts.</p> <p>The Board confirmed that Te Kura will remain with its existing Audit partner for one year and Deloitte for two years to minimize impact in the short term. It was agreed that Te Kura will reconsider the choice of auditors at the end of the two-year period.</p> <p>Moved: Maxine Moana-Tuwhangai Seconded: Mele Wendt</p>
<p>5. 5.1</p>	<p>APPROVALS Governance policies</p> <p>Approved the following Governance policies:</p> <ul style="list-style-type: none"> • Learning Support with some minor amendments as agreed at the meeting. <p>Moved: Stuart Middleton Seconded: John Chemis</p>
<p>6 6.1</p>	<p>NOTING AND INFORMATION Inwards Correspondence/Outwards Correspondence</p> <p>Received and discussed letter dated 17 September 2019 from the Secretary for Education regarding areas of shared interest as noted at the 11.30am session.</p>
<p>6.2</p>	<p>Enrolment Statistics.</p> <p>Noted the report with no significant change from previous months.</p> <p>Clarified that Summer School, Young Adults and increase in full-time enrolments referred by the Ministry of Education are the most obvious reasons why enrolments are generally tracking higher than last year</p> <p>Discussed that previous attempts to institute a reliable forecasting model for enrolment numbers have been unsuccessful. The most significant changes in enrolment numbers usually relate to enrolment gateway policy changes.</p>
<p>6.3</p>	<p>Monthly Progress Report against 2019 Charter and Annual Plan</p> <p>Noted the September 2019 progress report against the 2019 Charter & Annual Plan and summary of achievement of key performance measures and targets in Te Kura’s annual plan. Noting:</p> <p>Goal 3.5: Increase proportion of full-time and young adult students who meet Literacy and Numeracy requirements.</p> <p>There has been a significant decrease in Literacy (24.0%) and Numeracy (20.9%) credits for full-time students. One of the key reasons identified was the lack of confirmed Literacy and Numeracy</p>

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	credits. There has also been a higher proportion of students starting with zero credits as part of an increase in the full-time Secondary roll. Board members noted that management are investigating why so many credits are not yet confirmed.
6.4	2020 Planning and Reporting update Noted this report and the 2020-2022 Strategic Plan. Noted the explanation that projected outyears is work in progress as the document is informed by ongoing relationships and consultation. Discussed that more narrative will be added in 2020-2022 as Te Kura works though how best to present in outyears.
	GENERAL BUSINESS There were no general business items discussed. <i>The meeting moved into the In Committee part of the meeting at 2.50pm,</i>
7	NEXT MEETING
	6 November 2019

I move that the public be excluded from the *In Committee* section of the Board's agenda. This motion is made in reliance of Section 48 (1) of the Local Government Information and Meetings Act 1987.

The general subject matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of the resolution is:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the reason for this resolution
CEO Matters and Personnel/Staffing Matters	Where the exclusion of public is necessary to protect the privacy of natural persons [OIA 1982 s.9 (2) (a) refers, and also where necessary to avoid prejudice to the School's commercial activities [OIA1982 s.9 (2) (i) refers].	s.48 (1) (a) (ii)
Sub-committee Reports	Avoid prejudice to commercial activities (OIA s.9(2)(i) refers) and protect the privacy of a natural person (OIA s.9(2)(a) refers)	s.48(1)(a)(ii)
Stakeholder Matters and Media Issues	Protect the privacy of a natural person (OIA s.9 (2)(a) refers)	s.48(1)(a)(ii)

I also move that Mike, Hollings, Viv Rogers, Te Rina Leonard, Regan Dooley, John Nisbet, and Sandra Rekatsinas as be permitted to remain at this meeting after the public has been excluded because of their knowledge of these matters.

Moved: Barbara Ala'alatoa

Barbara Ala'alatoa
Board Chair

Date: 2 October 2019