

Te Kura Board of Trustees Meeting
Minutes of meeting held Wednesday 4 December 2019
Level 2 Pohutukawa/Rata rooms, Portland Crescent, Thorndon

Present	Stuart Middleton (Acting Chair), Barbara Ala'alatoa (by phone), Maxine Moana-Tuwhangai, John Chemis, Ruma Karaitiana
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	Mele Wendt

PROCEDURAL

Section	Subject
	APOLOGIES
	Noted the Board Chair, Barbara Ala'alatoa was unable to be present in Wellington due to flight disruptions and dialed in by teleconference. She delegated her authority to Board member, Stuart Middleton to chair the Board meeting on her behalf. The Board meeting was declared open at 1.30pm.
1	MEETING ADMINISTRATION
1.1	Conflict of Interest Register Noted the Conflict of Interest Register.
1.2	Agenda Review Noted the Agenda as <i>tabled</i> at the meeting.
1.3	Minutes of the Board meeting The Board received the Minutes of the Meeting held on 6 November 2019 and approved them as a true and accurate record. Moved John Chemis Seconded: Ruma Karaitiana
1.4	Action items Noted progress on the action points.
1.5	Board Meeting Schedule 2019 Noted the Board Meeting Schedule 2019.
1.6	Board Meeting Schedule 2020 Noted and confirmed the Board Meeting Schedule 2020.
1.9	COMMITTEE REPORTING Risk Assurance Committee Work Plan 2019 Noted the Risk Assurance Committee Work Plan. Requested action The Board requested the Terms of Reference for the Risk Assurance Committee to be presented at the February Board meeting for confirmation
1.10	Employer Committee Work Plan Noted the Employer Committee Work Plan as submitted. Noted the topic of discussion considered by the Employer Committee was the Board External Review. The Employer Committee: <ul style="list-style-type: none"> • Decided to have a substantial meeting to scope out the purpose, focus of the Board self-review. • Agreed a planning meeting of Employer Committee members to be held in January 2020 before a meeting with members in Board only time at 10am on 5 February 2020. • Agreed a proposal will be presented to the Board at its February meeting for consideration. Requested action The Board requested a Terms of Reference for the Employer Committee meeting and a draft 2020 Employer Committee Work Plan to be presented at the February Board meeting for confirmation.

Section	Subject
1.11	<p>Draft Minutes of the Risk Assurance Committee held on 21 November 2019 Received the <i>draft</i> Minutes of the Risk Assurance Committee. Moved: Maxine Moana-Tuwangai</p>
2. 2.1	<p>CHAIR'S REPORT. Chair's report The Board Chair, Barbara Ala'alatoa noted in her report that it was a pleasure to attend the team chat discussions in Auckland and Christchurch in which she had given an overview of the Review of Tomorrow's Schools and next steps. In particular, she was impressed by the warmth of welcome by staff. More specifically noting the Chief Executive's engagement with staff, his focus and sincerity. It was appreciated by staff, and that overall it is believed that Te Kura is well served.</p>
3. 3.1	<p>CHIEF EXECUTIVE REPORTS STRATEGIC Noted this item.</p>
3.2	<p>Health and Safety Dashboard</p> <ol style="list-style-type: none"> Noted the Health and Safety monthly dashboard for October 2019. Noted There has been a reduction in the number of reported accidents and incidents. Trips and falls (22%), and reports of Gradual Process Injuries (18%) remain the most commonly reported issues and incidents at Te Kura. Gradual Process injuries are significantly less than for the same period in 2018 (52%). Cuts and burns have increased from 12% to 18% of total injuries this year. Noted Sick leave is tracking at marginally lower rates than for the same time in 2018. Less sick leave was taken this October compared with October 2018. When comparing year to date sick leave with the same period in 2018, 2.98% less sick leave has been taken in 2019. Noted There were no new bullying incidents reported in October. Three bullying cases have been reported this year which is the same number as were reported for the whole of 2018. <p>Board members noted that stress reports and bullying cases may be under-reported.</p>
3.3	<p>Chief Executive Monthly Progress Report. Received the Chief Executive's Monthly Progress report for December 2019. Noting:</p> <ul style="list-style-type: none"> The submission on the National Education and Learning Priorities has been submitted to the Ministry. The final submission to be circulated to all Board members. Announcing today the confirmed appointments to the Curriculum review new structure. Noting, all appointments made have been internal. Summer School enrolments to date are up to 500. Also, additional places have been allocated to Trades Academy including additional Gateway places. The positive response to the consultation on the Charter and Annual Plan is pleasing. Te Kura has been invited to attend the Equity Index sector working group. Briefings are being held nationally. More specifically the equity index will inform the Funding Review and what this will mean for Te Kura. The onboarding portal is an efficient automation tool for Ministry of Education student referrals for allocation of akonga to kaimanaaki. The tool has also the potential to improve student engagement. There is also interest from Regional Health Schools and Oranga Tamariki to use the portal. The positivity amongst staff towards Big Picture implementation is heartening. A visual diagram of Te Kōmata o Whaitake explaining Big Picture Pedagogy was <i>tabled</i> at the meeting. Further work to be done on promotional material for Young Adults to develop knowledge on what is available at Te Kura. Finally noting: <ul style="list-style-type: none"> The Learning Object Repository is in progress and that further work to be done on metadata. Also, the Sales Force tool for collecting client information and capturing whanau feedback is also in progress. It is expected the tool will be rolled out in 2020 to Human Resources, Finance, Procurement, Enrolments and Creative Services. Stocktake of Engagement on Maori communities is underway to identify current relationships with Maori and Pacific key stakeholders and developing an Engagement Plan for 2020, Term 1. <p>Moved: Maxine Moana-Tuwangai Seconded: John Chemis</p> <p>Management action The final submission on the National Education and Learning Priorities to be circulated to Board members.</p>

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4. 4.1	<p>FINANCE</p> <p>Financial Report</p> <p>Received the report and the main emphasis is the new graphs that give a better analysis of revenue by category and those students who are eligible to generate EFTS for each segment.</p> <p>Discussed that revenue is up, expenditure is down year-to-date against budget and that the forecast results will show Te Kura in a good position by year end.</p> <p>Received confirmation that the pre-payment matter on <i>page 56, item 3 commentary on financial position</i> will finish at the end of the financial year and washed out next year.</p> <p>Moved: Maxine Moana-Tuwhangai</p> <p>Seconded: Ruma Karaitiana</p>
4.2	<p>Financial Reporting Schedule</p> <p>a) Approved the proposed reporting schedule.</p> <p>b) Noted the date of the external audit of the 2019 Annual Report financial statements</p> <p>c) Noted the date of the Ministry of Education audit of the 2019 Resourcing Notice</p> <p>d) Noted that Board members are invited to attend the exit meeting for the presentation of the results of the audit of the 2019 Resourcing Notice.</p> <p>Moved: Maxine Moana-Tuwhangai</p> <p>Seconded: John Chemis</p>
5. 5.1	<p>APPROVALS</p> <p>Governance policies</p> <ul style="list-style-type: none"> • Approved the amendments to the below Governance Policies: <ul style="list-style-type: none"> ○ Accounting <p>Moved: Maxine Moana-Tuwhangai</p> <p>Seconded: John Chemis</p> ○ Sensitive Expenditure <p>Noted the Policy also applies to Contractors as well.</p> <p>Moved: Ruma Karaitiana</p> <p>Seconded: John Chemis</p> <ul style="list-style-type: none"> ○ Travel <p>Moved: Ruma Karaitiana</p> <p>Seconded: John Chemis</p> <ul style="list-style-type: none"> ○ Fraud and Corruption Prevention <p>Moved: Maxine Moana-Tuwhangai</p> <p>Seconded: Ruma Karaitiana</p> <ul style="list-style-type: none"> ○ Education outside the classroom <p>The Board discussed in general, matters like carrying out an evaluation of the trip, viability of the event or if the event is of any value and results. More specifically considering the equity and financial hardship of students and ensuring fundraising options so that no student misses out.</p> <p>Noted importance of timeframes and a longer lead in time for Board approval.</p> <p>Moved: Ruma Karaitiana</p> <p>Seconded: Barbara Ala'alatoa</p> <ul style="list-style-type: none"> ○ Financial and Human Resources Delegations. <p>Moved: Maxine Moana-Tuwhangai</p> <p>Seconded: Barbara Ala'alatoa</p> <ul style="list-style-type: none"> • Approved the new Board Procedures on Purchasing Card (PCard). <p>Moved: Stuart Middleton</p> <p>Seconded: Maxine Moana-Tuwhangai</p> <ul style="list-style-type: none"> • Approved amended Code of Conduct for kaimahi which is for all employees, including contractors.

Section	Subject
	<p>Board members expressed an interest in having the staff procedures accompany its policies to give some level of comfort on understanding how the policies are put into practice.</p> <p>Board members noted the discussion to investigate <i>SchoolDocs</i> – Policies and Procedures online tool as an alternative option to help with the development and management of policies.</p> <p>Management action Management to do a review of which high-level policies will have accompanying procedures that is significant to the Board. Moved: John Chemis Seconded: Maxine Moana-Tuwahangi</p>
5.3	<p>2020 Overseas Travel Budget Approved the 2020 overseas travel budget Noted that should revenue increase, there may be an opportunity to reinstate what has been originally removed from the budget as part of the consultation. Moved: Barbara Ala'alatoa Seconded: Ruma Karaitiana</p>
6 6.1	<p>NOTING AND INFORMATION Inwards Correspondence/Outwards Correspondence Received email from the Director of Education in Waikato, Ministry of Education in Waikato acknowledging the work of Te Kura's team in supporting young people in the Waikato who access Te Kura after being excluded from schools in Waikato.</p>
6.2	<p>Enrolment Statistics. Noted the report as very positive and the fact that the 2019 year-end has tracked above prior year for both Cumulative and Snapshot enrolments. In particular, Duals (Years 1-8), Full-time, and Young Adults, tracking above year and all year. It was also noted there is a higher retention rate for duals (years 9-13) and the same trends for Adult enrolments.</p>
6.3	<p>Monthly Progress Report against 2019 Charter and Annual Plan Noted the November 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. More specifically;</p> <ul style="list-style-type: none"> • MTK Dropbox submissions for FT and YA have seen a positive variance thanks to a surge of submissions for EN1000 and MX1000 linked to the work in increasing LIT/NUM achievement. • Kaupapa Maori enrolments in Years 7-10 have contributed to the negative variance for FT NCEA achievement. As the course was not available in 2018, excluding enrolments in Kaupapa Maori courses by FT students in Years 7-10 provides a positive FT variance of +0.1% for goals 3.1 and 3.2, a reduction in the negative variance for goal 3.4 from -5% to -1.1% and a reduction in the negative variance for goal 3.5 from -3.7% for FT LIT to -0.8% and -3.8% for FT NUM to -1.3%.
6.4	<p>2020 Charter and Annual Plan update Noted this draft Charter includes various updates since the last draft presented to Board in November. Discussed a Charter consultation survey was sent to ākongā, whānau, kaimahi and partner organisations in November and is open until 17 January 2020. There has been a good response rate to date. Provided comments on <i>page 17, Learning Support priority ākongā</i>. Management will consider how to address this as a Priority group including having oversight of a review of learning support systems and databases, and gathering success stories and issues from across the regions. Noted the <i>final</i> draft 2020 Charter and Annual Plan will be presented to the February Board meeting. Management action Management to consider providing an ethnicity table showing actual student numbers in the Student Roll section <i>pp 23-25</i>.</p>
6.5	<p>Year-end audit 2019 planning report a) Noted the receipt of the attached Planning report for the year ending 31 December financial statements, that proposes the change in Audit Partner.</p>
6.6	<p>Year-end audit 2019 & 2020 Audit Proposal Letter Statutory Annual Audits: Terms of Engagement Letter. Noted this report</p>

Section	Subject
6.7	December 2019 Legislative Compliance report Noted this report with one change since submitted to Board. Moved: Barbara Ala'alatoa
6.8	Risk Register a) Noted the risk framework was presented to the November Risk Assurance Committee (RAC) meeting and the meeting agreed that the framework be presented to the December Board for information. b) Noted the framework has now been fully embedded in Te Kura. c) Noted that apart from the risks relating to the five strategic priorities, the risks associated with two influential operational areas (Privacy and Cyber Security, and Health and Safety) will be assessed.
6.9	Update on action items – internal and external audit a) Noted that KPMG presented the audit reports on Privacy and GST/FBT reviews to the November Risk Assurance Committee (RAC) meeting and the meeting agreed that these reports be provided to the December Board meeting for information. b) Noted that there are no high rated action items. Noted that special attention was drawn to the Office of the Auditor-General's focus on Privacy and information systems to understand key individuals who deal with personal information on a regular basis, including staff who have responsibility for information systems. This was the main emphasis from the Risk Assurance Committee meeting.
	GENERAL BUSINESS There were no items of general business discussed. <i>The meeting moved into the In Committee part of the meeting at 3.20pm</i>
7	NEXT MEETING
	February 2020

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: Stuart Middleton

Barbara Ala'alatoa
Board Chair

Date: 4 December 2019