

Te Kura Board of Trustees Meeting
Minutes of meeting held Wednesday 5 February 2020
Level 2 Pohutukawa/Rata rooms, Portland Crescent, Thorndon

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

PROCEDURAL

Section	Subject
	APOLOGIES
	The Board meeting was declared open at 1pm. Acknowledgements The Board Chair, Barbara Ala'alatoa congratulated Board member, John Chemis who recently became a Member of the New Zealand Order of Merit in the New Year Honours for services to education. Also extending her congratulations to the Chief Executive who recently became a Fellow of the Australia and New Zealand School of Government (ANZSOG).
1	MEETING ADMINISTRATION
1.1	Conflict of Interest Register Noted the updated Conflict of Interest Register to include an additional conflict of interest by Board member, Ruma Karaitiana.
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 4 December 2019 and approved them as a true and accurate record. Moved John Chemis Seconded: Stuart Middleton
1.4	Action items Noted progress on the action points.
1.5	Board Meeting Schedule 2020 Noted the Board Meeting Schedule 2020. Received confirmation to change the date of the April Board meeting.
1.9	COMMITTEE REPORTING Risk Assurance Committee Work Plan 2019 Noted the Risk Assurance Committee Work Plan as submitted. Received the Risk Assurance Terms of Reference pending changes/comments as set out below: <ul style="list-style-type: none"> • Conduct an annual review of Committee Memberships. • Confirm the practice for the Chairperson of a Committee to be Board (re)appointed and then ratified by the Board. In addition, a review of both Committee's terms of references to ensure alignment. • Clarify/change reference to the '<i>Voting Rights</i>' of the Risk Assurance Committee terms of reference relating to the Board Chair in the context of the ex-officio role. Requested action. The Board requested alignment of the Terms of References for the Risk Assurance Committee and Employer Committee (the Committees) and the role of the Board Chair in the capacity of an ex-officio member. Alongside this, there was a suggestion to do an annual review of the Committee's membership list. The amended terms of references to be presented to the March Board meeting for approval. Moved: Maxine Moana-Tuwhangai Seconded: Mele Wendt

Section	Subject
1.10	<p>Employer Committee Work Plan Noted the <i>draft</i> Employer Committee Work Plan for 2020. Moved: Stuart Middleton Seconded: John Chemis Noted the Employer Committee Terms of Reference as submitted pending the proposed changes/comments in discussion <i>Item 1.9</i>. Received the approved Employer Committee Minutes held in November 2019 and December 2019 respectively. Discussed matters considered by the Employer Committee at its workshop on 22 January 2020. In particular, the meeting covered the 2020 CE Performance Agreement and having a more focused and sharper format that will align closely with the high-level goals of the institution as also expressed in the Charter and Annual Plan. Moved: Maxine Moana-Tuwahangai Seconded: John Chemis</p> <p>Requested action</p> <ul style="list-style-type: none"> • The Board requested alignment of the Terms of References for the Risk Assurance Committee and Employer Committee (the Committees) as per discussion item 1.9. • The Employer Committee to consider a <i>draft</i> CE 2020 Performance Agreement in its new form at its next meeting.
2. 2.1	<p>CHAIR'S REPORT. Chair's report The Board Chair, Barbara Ala'alatoa advised that it's timely to consider reshaping the Board agenda to shift the discussion to give a more strategic focus.</p> <p>Requested action A reshaped agenda that has a strategic focus overview, an emphasis on the Charter and Annual Plan, and Te Kura's <i>five</i> Strategic Priorities. (Board Chair and CE to discuss at next catch-up).</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"> a) Noted the Health and Safety monthly statistics for December 2019. b) Noted there has been a reduction in the number of reported accidents and incidents. <ol style="list-style-type: none"> i. Trips and falls (16%), and reports of Gradual Process Injuries (14%) remain the most reported issues and incidents at Te Kura. ii. Gradual Process injuries are significantly fewer than in 2018 (52%). iii. Issues relating to pre-existing conditions (11%) have increased since 2018 (4%) This may be attributable to the increased awareness of the need to report the issue. c) Noted sick leave rates for 2019 were higher than for 2018. There was 192% more sick leave taken in December 2019 compared with December 2018. Staff numbers in December 2018 were 591 and 562 in 2019 (4.9% less). This leave usage will be analysed in the Quarter Four Health and Safety Report. d) Noted there were no new bullying incidents reported in November or December. Three bullying cases were reported in 2019 which is the same number for 2018. <p>Noted the question raised about Te Kura's response to the Coronavirus and Pandemic policy. Further noting, Te Kura has been monitoring and following advice from both the Ministry of Education and Ministry of Health which is updated daily. It was discussed that the <i>School Docs</i> Pandemic policies is a useful reference guide.</p>
3.3	<p>Chief Executive Monthly Progress Report. Received the Chief Executive's Monthly Progress report for February 2020. Current matters included:</p> <ul style="list-style-type: none"> • The recruitment process for 21 positions to the new Curriculum structure is now complete. • The increase in Summer School enrolments is at 1850, covering a total of 3,500 standards enrolled. Notably, there has been a decrease in revenue. This is largely due to Te Kura's vigilance with not allowing students to do any more than 10 credits at a time.

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	<ul style="list-style-type: none"> • Attended a joint meeting with Careers and Ministry of Education about Young Adults. It was pleasing to see a strong emphasis on Big Picture which is reaffirming for Te Kura's teachers. • The Bilingual Strategy plan is progressing. • Buildings Systems Capability included; the automation of Summer School enrolments. This has been time saving and can now be implemented to the rest of the school. Also, in development is a tool for receiving Regional Health School enrolments. The tool will reduce the volume of information to a criteria base for establishing enrolment. The intent is to start a trial in term 2 with end-users at a regional level. • Remote Working Arrangements is in consultation stage with the PPTA. • Telling our Story is progressing well. There is an article in the Gazette about Summer School and there has been an increase in Summer School social media activity responses on Te Kura's posts. • An Expression of Interest is out for a staff member to take up a fixed-term project role for supporting dual ākonga located in the Cook Island and Niue. The role will focus on providing and evaluating the assistance needed to help this cohort of ākonga to successfully engage in their learning and achieve positive outcomes. Noting there will be regular reporting to Board on progress. Finally, feedback from the consultation on the Charter and Annual Plan is now complete, and that most responses received have been positive. <p>Moved: Mele Wendt Seconded: Maxine Moana-Tuwangai</p>
<p>4. 4.1</p>	<p>FINANCE Draft 2019 Financial Statements Noted the draft 2019 Financial Statements excluding notes. Board members were provided with a preview of the interim results prior to being sent to auditors for work to begin. A discussion then turned to the deficit results, extra revenue and the fact that the cash position is still good, and better than year-end.</p> <p>The Board complimented the variance reporting analysis done by the Acting Finance Manager.</p>
<p>5. 5.1</p>	<p>APPROVALS Governance policies Noted this item.</p>
<p>5.3</p>	<p>2020 Charter and Annual Plan Approved the final draft Charter and Annual Plan for submission to the Ministry of Education by 1 March 2020.</p> <p>Board members considered the Charter Consultation survey feedback from ākonga, whanau, kaimahi and partner organisations. The Board acknowledged the need for SLT follow up and planning for some of the comments and suggestions, including communications from kaiako to ākonga.</p> <p>Board members noted the comments on sustainability and the need for a discussion on how the school could address this.</p> <p>The Board acknowledged the Charter as a great piece of work.</p> <p>Management action A proposed plan for sustainability will be brought back to a future Board meeting for discussion. This will form part of the Legislative Compliance reporting to Board.</p> <p>Moved: Maxine Moana-Tuwangai Seconded: Ruma Karaitiana</p>
<p>5.4</p>	<p>2019 Analysis of Variance a) Approved the 2019 Analysis of Variance for submission to the Ministry of Education by 1 March 2020. Noting, that the one goal that Te Kura has not achieved was reducing the proportion of non-engaged students.</p> <p>Discussed there was a high proportion of non-returners for full-time and young adult students. The increase in the proportion of full-timers starting at Te Kura with zero credits is a key contributor.</p>

Section	Subject
	<p>Noted there has been 80% engagement in My Korowai functionality and that it would be good idea to pursue discussions to gain more understanding on how My Korowai tool fits in with Big Picture. The Board noted discussion about any ramification of these results and the intended next steps for improving the summary of the results overall. Finally, the redefining of the key strategic objectives and (re)educating whanau and communities to recognize broader understanding success was also discussed.</p> <p>Moved: Stuart Middleton Seconded: Ruma Karaitiana</p>
6	NOTING AND INFORMATION
6.1	<p>Inwards Correspondence/Outwards Correspondence Received letter dated 20 January 2020 regarding the date for Resourcing Audit at Te Kura.</p>
6.2	<p>Enrolment Statistics (verbal update) Noted the update and that enrolments are up 5% compared to last year. This is largely due to Summer School and the opening of the dual student Summer School gateway which to-date a third of their credits have been achieved. Discussed there has been an increase in enrolments in full-time non-enrolled and psychological/psychosocial gateways compared to last year.</p>
6.3	<p>Whanau voice Noted this report and the commitment to the Ministry of Education to monitor and keep records of engagement with Whanau.</p> <p>Board member, Mele Wendt confirmed she will attend the Portland Crescent Team Chat discussions on 26 February 2020. She also expressed an interest in attending the Porirua Huinga Ako visit once a date and time has been confirmed.</p> <p>Board member, John Chemis also signalled his interest in attending the learning hub centre in Gisborne if it is of any value.</p>
6.4	<p>Select Committee Education and Training Bill Submission a) Noted the draft submission and agreed next steps.</p>
6.5	<p>2020 Resourcing Notice Noted this report which presented on an annual basis.</p>
6.6	<p>Te Kura Centenary 2022 Noted this report and agreed in principle to mark the Centenary as a significant nationwide event, giving Te Kura more opportunities for telling its story. It was the view of the Board that an event of this size would exceed the estimated amount of \$100k. Agreed that the next step is to set up a Planning group to put together a proposed outline on what a Centenary could look like for Te Kura. Board member Mele Wendt offered her assistance if required. Requested action A proposal to be brought back to the Board in due course for further consideration.</p>
	<p>GENERAL BUSINESS Noted the Board hui Karakia is to be tabled at all meetings and included in the document library in Convene. <i>The meeting moved into the In Committee part of the meeting at 3:00pm.</i></p>
7	NEXT MEETING
	March 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
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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, Anne Coster, John Nisbet, Vicki Forsyth 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: 5 February 2020

