

Te Kura Board of Trustees Meeting
Minutes of meeting held Wednesday 12 May 2021
L2, Rata and Pohutukawa Meeting Rooms

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

PROCEDURAL

Section	Subject
	APOLOGIES
	Noted the Board only session was held at 9:30am to discuss a range of matters.
	Education Review Office Guests Claire Douglas, Lead Reviewer ERO and colleague, Chris Gold joined the Board meeting at 10:00am to discuss the next steps and key focus areas of the evaluation of Te Aho o Te Kura Pounmanu. Received an update on progress and approach to the ERO evaluation as presented by handouts.
	<p style="text-align: center;"> Whakataka te hau ki te uru Whakataka te hau ki te tonga Kia mākinakina ki uta Kia mātaratara ki tai E hī ake ana te atakura He tio, he huka, he hau hū Tīhei mauri ora! </p> <p>The Board Chair, Barbara Ala'alatoa declared the formal part of the Board meeting open at 1:07pm</p>
	STRATEGIC SESSION: Board's Initial thinking on the 5-10 year goals and themes Noted the strategic theme identified for discussion: <i>Equitable access to Te Kura</i> Tabled a copy of the blended and distance education now and into the future state schooling system policy framework provided for feedback. Noted the background and first impressions, including a broader question about ensuring equitable access in the education sector for those who needed it the most. Noted that SLT were meeting with the Ministry of Education later in the week to discuss blended and distance education now and in the future.
1	MEETING ADMINISTRATION
1.1	Conflict of Interest Register Noted the Conflicts of Interest Register.
1.2	Agenda Review Noted the Agenda as circulated.
1.3	Minutes of the Board meeting The Board received the Minutes of the Meeting held on 10 March 2021 and approved them as a true and accurate record. Moved: Mele Wendt Seconded: John Nisbet
1.4	Action items Noted progress on the action points.
1.5	Board Meeting Schedule 2021 Noted the Board Meeting Schedule 2021 and that the next Board meeting will be held in Auckland. Further details to be provided. Agreed to the proposed date change for the upcoming Risk Assurance Committee to 21 May at 9:30am.
2	COMMITTEE REPORTING
2.1	Employer Committee Work Plan 2021

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	<p>Noted the Employer Committee Work Plan 2021 and that it will be finalised for noting at the next Board meeting.</p> <p>Noted matters considered by the Employer Committee:</p> <ul style="list-style-type: none"> • The 2021 CE Performance Agreement and that there be an area of focus on Climate Change. • That, a comprehensive matrix of skills for Board members will be done to guide future Board appointments and will progress once there is a full Board composition. • That, the Employer Committee remain as a separate sub-committee due to the increase in Board memberships imminent. <p>Noted the Board Membership list will be reviewed in once there is full Board composition. The Board Chair, Barbara Ala'alatoa will gauge interest at the appropriate time.</p> <p>Received the Minutes of the Employer Committee meeting held on December 2020.</p> <p>Received the Minutes of the Employer Committee meeting held on March 2021.</p> <p>Moved: Maxine Moana-Tuwhangai</p> <p>Seconded: Mele Wendt</p> <p>Finally, Members of the Employer Committee acknowledged the Chief Executive for his leadership and vision from the previous year, 2020.</p> <p>Requested action: The CE Performance Agreement to be sent to Board members via Convene for noting.</p>
2.2	<p>Draft Risk Assurance Committee Minutes held on 25 March 2021</p> <p>Received the <i>draft</i> Risk Assurance Committee Minutes held on 2021. Noting emphasis was placed on leave liability, entitlements, the Annual Accounts and Financial Statements and the process for monthly reporting.</p> <p>Provided comment that the auditors were complimentary of the work of Finance with no issues to report.</p> <p>Received endorsement from auditors on the approach to the new financial reporting process.</p> <p>Moved: Maxine Moana-Tuwhangai</p> <p>Seconded: Ruma Karaitiana</p>
3. 3.1	<p>CHIEF EXECUTIVE REPORTS</p> <p>STRATEGIC</p> <p>Noted this item.</p>
3.2	<p>Human Resources report</p> <p>Noted the highlights from the Human Resources Report for March 2021 which is now incorporated with the Health and Safety Dashboard.</p> <p>Noted the dates for the flu vaccine have now been confirmed. Management is asking kaimahi who work remotely to come into the office for vaccinations unless an appropriate reason is given.</p> <p>Provided comment that there is a higher proportion of kaimahi with more than 20 days annual leave - the highest percentage coming from Specialist and Support kaimahi.</p> <p>The Board noted the importance of Wellbeing and that kaimahi are encouraged to take leave based on Wellbeing.</p> <p>Requested action: The Deputy Chief Executive, Systems and Support to clarify the timing of an incident noted in the in-committee minutes.</p> <p>Provided comment that there have been some guidelines released from larger Accounting firms giving guidance to employers on its legal obligations on COVID-19 vaccinations.</p>
3.3	<p>Chief Executive Monthly Progress Report.</p> <p>Highlights from the Chief Executive's report reported:</p> <ul style="list-style-type: none"> • Directive on private travel outside New Zealand during school holidays and beyond. Kaimahi need to be aware they could face delays in returning to New Zealand and/or are required to enter a managed isolation and quarantine facility on their return to New Zealand and if so, will not be entitled to Ministry funded discretionary paid leave. • TPK400 interventions have been a positive outcome overall, with 60 akonga to return to Te Kura & the rest transitioning to some form of education, employment or training. In addition, the additional money for He Oranga Mahuru has been a highlight for Te Kura. • Education and Training Amendment Bill (no 2). Te Kura will be making a submission, including its support for changes to school elections. • Leaving to Learn is still an area in development and progressing with PLD. Objectives focus on every full-time akonga and young adults with more than three subjects to have a conversation about internships and other Leaving to Learn opportunities to promote recognition of credits. • Student Journey has been mostly positive among Kaiako.

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	<ul style="list-style-type: none"> • Enrolments have increased in Auckland for te reo Maori and recruitment of additional te reo Maori teachers is in the pipeline. • The design of the Nelson office model has progressed well with a smaller footprint and the set-up of hot desks. • Finding huinga ako venues that are to Health Safety earthquake requirements of up to 77% is proving difficult. A collective korero on liability to be had at a future Board meeting. • Te Kura will be providing online practicums to support the 20 Hong Kong akonga at a distance and there is potential in the future to draw other akonga to practicums. • Progress on Maori success will see an increase in resourcing and opportunities to support teachers of Samoan who would like to access Te Kura courses. Opportunities to promote NCEA L2 Samoan Language in all schools due to demand was also noted. • Whanau voice meetings held in Term 1 have generally been positive. • Weekly sessions with akonga in Tokelau and Rarotonga through partnership arrangements with Tokelau Ministry of Education is very pleasing. Work is still in progress with Niue. <p>Received the CE Board Monthly progress report. Noting:</p> <ul style="list-style-type: none"> • The Chief Executive has been invited to be a panelist for the <i>Youth and Next Generation Learning</i> workshop at the Social Innovation New Zealand conference to be held in Auckland in August 2021. • Presentations at other conferences have increased – i.e. attendance at upcoming FLANZ and Fusion conferences.
<p>4. 4.1</p>	<p>FINANCE Financial Reports Received the February 2021 and March 2021 Financial Reports.</p> <p>The Deputy Chief Executive, Systems and Support provided a YTD summary for February and March 2021 on YTD progress as circulated in Convene. In particular, noting that 2021 budgets exclude revenue and expenditure arising from funding received late 2020 from the Ministry of Education for the TK400 and the Enhanced Wellbeing Fund or the increase in the EFTS variable rate for 2021 that has been notified by the Ministry auditors in the <i>draft</i> 2021 Resourcing Notice.</p> <p>Noted there needs to be a clearer understanding to gauge the demand for Kaiako workloads and areas to be adequately resourced to meet demand.</p> <p>Provided comment that cash reserves will be monitored alongside a planned forecast spend over the next 2-3 years. The impending new appointment of the Chief Information Officer will help with a road map on investment strategies and engagement on TeKura’s systems and where best to invest.</p> <p>Provided comment that Kaiako are working at full capacity. Work is underway to develop a formula that anticipates indicators to manage increased demand and budget adjustments.</p> <p>Clarification was sought on what has generated the 38% increase beyond this time of the year and theme. Requested action: An analysis of the 38% increase to identify the different cohorts, demographics, age groups and number of referrals to be reported back to Board by the Deputy Chief Executive, Learning Delivery.</p>
<p>4.2</p>	<p>Annual Report and Associated Documents</p> <p>a) Noted the receipt of the following documents:</p> <ol style="list-style-type: none"> i. School Annual Accrual Report Certification; ii. Letter of Representation to the Deputy Chief Executive (DCE) Systems & Support and the Chief Executive; iii. Representation Letter to Deloitte by the Chief Executive and the Chair of the Board; iv. Draft Independent auditor’s Report from Deloitte; and v. Report to the Risk Assurance committee for the year ended 31 December 2020 from Deloitte. <p>b) Approved the 2020 Annual Report as presented for audit review.</p> <p>c) Noted the assurances provided in the Letter of Representation in the intention to sign by the DCE Systems & Support and Chief Executive.</p> <p>d) Approved the signing the following documents:</p> <ol style="list-style-type: none"> i. School Annual Accrual Report Certification by the Chief Executive and the Chair of the Board; ii. Representation Letter to Deloitte by the Chief Executive and the Chair of the Board iii. Statement of Responsibility included in the body of the Annual Report by the Chief Executive and the Chair of the Board. <p>e) Noted that the completion of these processes finalises the 2020 Annual Report for submission to the Ministry of Education prior to the 31 May 2021 statutory deadline.</p>

Section	Subject
	<p>Moved: Barbara Ala'alatoa Seconded: Mele Wendt</p> <p>The Deputy Chief Executive, Systems and Support provided the Board with assurance that the Annual Report, including the Annual Financial Statements have been reviewed and endorsed for publication by our appointed auditors. He asked if any Board members had any final feedback or objections before the signing ceremony takes place.</p> <p><i>Noted the signing ceremony for the Board Chair, Chief Executive and Deputy Chief Executive, Systems and Support was held following an explanation given on receipt of documents.</i></p>
<p>5. 5.1</p>	<p>APPROVALS</p> <p>2021 Monthly Reporting Schedule to Board and Risk Assurance Committee meetings.</p> <p>a) Noted that the report has been referred by the Risk Assurance Committee held on 25 March 2021 for Board discussion.</p> <p>b) Agreed to the new process for providing monthly financial reports to the Board and Risk Assurance Committee.</p> <p>Moved: Maxine Moana-Tuwhangai Seconded: Mele Wendt</p>
<p>6 6.1</p>	<p>NOTING AND INFORMATION</p> <p>Inwards Correspondence/Outwards Correspondence Noted this item.</p>
<p>6.2</p>	<p>Enrolment Statistics Noted the update on tracking of enrolment statistics. Discussed the summation of verbal commentary that was shared with the Board will be provided as narrative at future meetings.</p>
<p>6.3</p>	<p>May Progress Indicators Report against the 2021 Charter and Annual Plan Noted the May progress indicators report against the 2021 Charter & Annual Plan. Provided comment on explanation of engagement which recognizes learning across all dimensions of Ara Ako progress, conceptual understanding and working towards portfolio and projects, nature of work and keeps within funding regulations. Acknowledged the report as good and succinct explanations.</p>
<p>6.4</p>	<p>March 2021 Roll Return Noted this report and explanation of context as submitted to the Ministry of Education in March 2021. Provided comment that there has been a higher number of enrolments in te reo Maori and trade academies this year. Also, there has been a higher number of akonga who have enrolled in years 1-10 as at March this year which automatically gives a full FTE. Noted the tables do not highlight any key differences from the Roll Return presented last year (2020).</p>
<p>6.5</p>	<p>Whanau voice Noted the schedule and the Board's interest in attending some of the regional visits. Provided comment that style of schedule to be changed for ease of reference.</p>
<p>6.6</p>	<p>Policies Status Register Assurance Statement Noted this report and taken as read. The Chief Advisor, Strategy drew attention to the review process of the Policy Framework that is underway, in light of the introduction of National Education and Learning Priorities (NELP) and aligning with NZSTA exemplar policy frameworks. Provided comment that the new policy framework will be consulted with Unions in the first instance and then kaimahi all in Term 2. Noting, the framework will be lifted to become high-level and lesser detail, refined and consolidated to raise engagement. Noted the expected review timeframe for the Board to approve the updated consolidated Policy pack will be towards the end of the year.</p>
<p>6.7</p>	<p>Te Kura Centenary 2022 update Noted this report and summary of progress, including suggested ideas that have been recently received. Provided comment, that:</p> <ul style="list-style-type: none"> • The logo is now in use by kaimahi. • The offer by the Ministry of Education to co-design Centenary arrangements with Te Kura. <p>Next steps:</p> <ul style="list-style-type: none"> • The Secretary for Education and Chief Executive to meet to discuss Centenary 2022 arrangements. • The set-up of a working party with a plan to co-opt members, as required.

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	<ul style="list-style-type: none"> Working with Creative Services on a project work plan. Education Gazette to do a story about Te Kura Centenary and how it has changed, including a possible interview. Also, stories will feature in the Dominion Post and PPTA newsletter.
6.8	<p>Summer School Noted the summary of findings from the 2020/2021 Summer School report and next steps. The Board acknowledged the report as excellent and it appreciated the work done primarily of the Project Manager, Karen Pohio, the Data Analytics team and support given by the Regional Manager, Central North.</p>
6.9	<p>Te Ara Pounamu Curriculum Statement Noted the paper which tells the detail of the story of local curriculum and longer-term focus areas. Noted Te Ara Pounamu is a living document and captures the way we deliver our Big Picture Curriculum pedagogy. Noted the intent of this document is for both internal and external audiences. Provided comment that the Curriculum Statement will be reviewed regularly to identify whether there are any further refinements to be made. Acknowledged the work of Creative Services for its input into the design. The Board acknowledged the Te Ara Pounamu Curriculum Statement as <i>first grade</i>. It recommended providing copies for the Centenary 2022 year.</p> <p>Finally, the work of the National Leader of Learning, Wellbeing and the entire Curriculum team who have been part of the review process were also acknowledged.</p>
6.10	<p>Board Assurance Statement Noted and considered the Board Assurance Statement. Noted that the timeframe from the Education Review Office (ERO) has been met and formally signed by the Board Chair, Barbara Ala'alatoa and the Chief Executive. Received notification that the Education Review Office is happy with the statement and that it is very comprehensive. Moved: Mele Wendt Seconded: Maxine Moana-Tuwangai</p>
	<p>CONVENE: RESOLUTION REVIEW ROOM Considerations: Noted and agreed to the 2020 Annual Report Narrative as presented in the Resolution room, with a note to include the passing of former Board member, John Chemis. Noted the April 2021 CE Board Monthly Progress report and explanations in response to the comments provided. Noted the Health and Safety Dashboard – April 2021 Noted the Annual Report and Associated Documents and March 2021 Financial Report following informal catch-up with the Chair of the Risk Assurance Committee.</p>
	<p>GENERAL BUSINESS Noted there were no items of general business.</p> <p><i>The Board moved into the In Committee part of the meeting.</i></p>
7	<p>NEXT MEETING 12 June 2021 (Regional Meeting to be held in Auckland)</p>

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)
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I also move that, Mike Hollings, Regan Dooley and Michael Tompson, Anne Coster, Te Rina Leonard and Sandra Rekatsinas as being 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: 12 May 2021