

Te Kura Board of Trustees Meeting
Minutes of meeting held Wednesday 5 June 2019
Level 2 Pohutukawa/Rata rooms, Portland Crescent, Thorndon

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| Present | Maxine Moana-Tuwhangai (Chair), Karen Sewell (by teleconference), 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), Anne Coster (Chief Advisor, Curriculum). |
| Scribe | Sandra Rekatsinas (Board-Executive Administrator). |
| Apologies | Stuart Middleton, Te Rina Leonard |

PROCEDURAL

| Section | Subject |
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| 1. | <p>APOLOGIES</p> <p>Noted apologies from Stuart Middleton and Te Rina Leonard.</p> <p>Noted the Board Chair, Karen Sewell will be in attendance by teleconference for the later part of the meeting due to bad weather and flight disruptions.</p> <p>Moved: John Chemis</p> <p>Seconded: Ruma Karaitiana</p> |
| | <p>Acknowledgement</p> <p>On behalf of the Board, the Acting Board Chair, Maxine Moana-Tuwhangai thanked Jenny Hayes for the significant contribution she has made during her time at Te Kura as Manager, Early Childhood. In particular, she noted the changes that Jenny had implemented in Early Learning that have had a significant impact on Te Kura. This was also followed by endorsements from the Chief Executive and Board member, John Chemis.</p> <p>Jenny Hayes thanked the Board for the endorsements. Noting that she was grateful to Te Kura for being given opportunities to explore wonderful experiences, with the understanding that children and their whanau are always at the heart of everything that Early Childhood does. Lastly saying that...'<i>Te Kura Early Childhood has a real place in education with all families in NZ</i>'.</p> |
| 1.1 | <p>MEETING ADMINISTRATION</p> <p>Conflict of Interest Register</p> <p>Noted the Conflicts of Interests Register to include changes to declarations made by Board member Mele Wendt:</p> <ul style="list-style-type: none"> • Remove - Pasifika Education Centre as tenure on the Board has ended. • Replace - 'Board Member' to 'Chair' of the Affordable and Social Housing Foundation (ASH Foundation). |
| 1.2 | <p>Agenda Review</p> <p>Noted the Agenda was reviewed to prioritise some of the discussion items.</p> |
| 1.3 | <p>Minutes of the Board meeting</p> <p>The Board received the Minutes of the Meeting held on 1 May 2019 and approved them as a true and accurate record.</p> <p>Moved John Chemis</p> <p>Seconded: Ruma Karaitiana</p> |
| 1.4 | <p>Action items</p> <p>Noted the progress on the action points and that Andrew Becroft will continue to remain on the action list until a time permits.</p> |
| 1.5 | <p>Board Meeting Schedule 2019</p> <p>Noted the Board Meeting Schedule 2019.</p> |
| 1.8 | <p>COMMITTEE REPORTING</p> <p>Risk Assurance Committee Work Plan 2019</p> <p>Noted the Risk Assurance Committee Work Plan as submitted.</p> |
| 1.9 | <p>Employer Committee Work Plan</p> <p>Noted the Employer Committee Work Plan as submitted.</p> |

| Section | Subject |
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| <p>2. 2.1</p> | <p>CHAIR'S REPORT. Chair's report The Board discussed the following matters at its 11.30am session:</p> <ul style="list-style-type: none"> • The recent announcement on changes to NCEA that included a summary of key changes. • The <i>tabling</i> of information on the Education Amendment Bill (no.2) which passed its third reading in Parliament. Also discussed was the Education Sector Work Programme overview (May 2019). Refer link to <i>tabled</i> information. http://www.conversation.education.govt http://www.education.govt.nz/news/education-amendment-bill-no-2-passed-its-third-reading |
| <p>3. 3.1</p> | <p>CHIEF EXECUTIVE REPORTS STRATEGIC Noted this item.</p> |
| <p>3.2</p> | <p>Health and Safety Dashboard a) Noted the Health and Safety monthly dashboard for April 2019. b) Noted that to the end of April this year there has been a reduction in the reported accidents and incidents. More Sick Leave was taken in the month of April 2019 compared with April 2018. Comparing year to date sick leave with the same period in 2018, less sick leave has been taken in 2019. Of concern is the number of two bullying complaints in 2019. This is one less than three reported for the whole of 2018. Moved: John Chemis Seconded: Maxine Moana-Tuwangai</p> |
| <p>3.3</p> | <p>Chief Executive Report- General Received the Chief Executive's report for June 2019. Noting:</p> <ul style="list-style-type: none"> • Background to the roles and responsibilities for the three newly established positions of Chief Advisor, Curriculum, Deputy Chief Executive Learning, Design and Evaluation and Regional Manager, Overseas Students and Early Childhood. The positions take effect today (5 June 2019). • The development of the My Korowai portal has been significant, particularly for supporting students in their personalised learning journey. The aim is to find a mechanism for schools to access the tool in the future. • Careers Central has had great feedback. It has been incredible to see examples where students have been able to explore a range of options and knowledge from this information in such a short space of time. • The Bilingual Strategy is progressing and is being shared with staff for feedback. • The rollout of the Pasifika PLD Workshop #3 was well received from the Christchurch team. • The Samoan programme for NCEA level 1 is now complete and Te Kura is now working on the preliminary design of NCEA Levels 2 and 3 with a view to launching NCEA Level 2 NCEA level 3 together. The approximate timeframe for the launch of NCEA Levels 2 and 3 will be at the beginning of next year. • Planning continues to scope the relocation of the Central South region to Portland Crescent along with the relocation of some wahanga within Portland Crescent. <p>Requested action</p> <ul style="list-style-type: none"> • The Pasifika Engagement and Communications Plan was noted as being of interest regarding Te Kura's approach to engaging with whanau and communities. It was recommended that the plan be circulated to Board members. • The Bilingual Strategy will be presented to a future Board meeting <p>Moved: Ruma Karaitiana Seconded: Mele Wendt</p> <p>EOTC: Received an update on the background of the EOTC Event for Hawaii to be held for 7 days in September-October 2019, following further information requested at a previous Board meeting. A <i>copy</i> of the proposal was available at the meeting for members' perusal. Approved the trip, following consideration by the Board Chair and Chief Executive that the proposal meets the criteria from all aspects of Health and Safety. Noted the visit to New Caledonia has been deferred until next year.</p> |

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| | <p>Clarified that the Board Chair and Chief Executive would review and support EOTC proposals taking place overseas prior to presentation at a Board meeting.</p> <p>Requested action Management to develop a set of guidelines that clarifies the process for organising EOTC events.</p> <p>Moved: Karen Sewell Seconded: Ruma Karaitiana</p> |
| <p>4. 4.1</p> | <p>FINANCE</p> <p>Financial Report</p> <p>Noted the key features highlighted in the report included three things – Enrolment revenue has increased; expenditure to-date is below budget and the under-expenditure is proportionately split between personnel and expenditure items.</p> <p>Noted that depreciation and amortization is behind budget but will balance out now that the detail on the Online Programme for operating and capital is now complete.</p> <p>Moved: Mele Wendt Seconded: Ruma Karaitiana</p> |
| <p>5. 5.1</p> | <p>APPROVALS</p> <p>Governance policies</p> <p>Approved the following Governance policies:</p> <ul style="list-style-type: none"> • Information Security subject to <i>excluding</i> the mechanism in place for the planned Digital Technology Assessment for the group of students who have been given a USB drive to store and return the information back to Te Kura. <p>Discussed that the storing of information on USB sticks will no longer be allowed, to protect the security of information.</p> <p>Moved: Mele Wendt Seconded Maxine Moana-Tuwangai</p> <ul style="list-style-type: none"> • Risk Management <p>Moved: Ruma Karaitiana Seconded: John Chemis</p> <ul style="list-style-type: none"> • Financial and HR Delegations <i>pending</i> the minor change to the footer and removing delegations for the Board-Executive Assistant until a systematic process has been finalised. <p>Moved: Ruma Karaitiana Seconded: John Chemis</p> |
| <p>5.2</p> | <p>Additional PLD Conferences</p> <p>Approved the \$126K additional money for PLD Conferences in 2019 as considered in parallel with the Forecast update paper.</p> <p>The Board was satisfied with the rationale for travel and the attendance numbers for the D2L Ignite Conference in Australia and Gartner Conference in Orlando.</p> <p>Moved: Mele Wendt Seconded John Chemis</p> <p><i>The Board Chair, Karen Sewell joined the meeting at 1.44pm.</i></p> |
| <p>6 6.1</p> | <p>NOTING AND INFORMATION</p> <p>Inwards Correspondence/Outwards Correspondence</p> <p>Received in retrospect formal notice of industrial action held on Wednesday 29 May 2019 by PPTA members covered by the STCA.</p> <p>Received letter from the Office of the Auditor-General regarding insights and reflections on 2017/2018 Central Government Audit work, dated 9 May 2019 as <i>tabled</i> at the meeting.</p> |
| <p>6.2</p> | <p>Enrolment Statistics.</p> <p>Noted the report that shows the snapshot is up in full-time students and young adults are down for ECH and Department of Corrections. Also, there has been a significant increase in fee-paying students to-date.</p> |
| <p>6.3</p> | <p>Monthly Progress Report against 2019 Charter and Annual Plan</p> <p>Noted the May 2019 progress report against the 2019 Charter & Annual Plan and that there has been no significant change from last month on the achievement of goals.</p> <p>Discussed that for non-returners related (<i>goals 2.3 and 3.3</i>), it is difficult to report back this month due to the non-returners process not being run at the end of March.</p> |

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| | <p>Discussed that indicative comparisons show from April 2018 to May 2019 for non-engaged students removed from the non-returners are up 0.7% for full-time students and 1% for adult students.</p> <p>Noted that My Korowai (<i>goal 2.1</i>) student engagement across all regions is extremely good, showing a 5% increase in engagement since mid-May. The changes to My Korowai dashboard have been significant.</p> |
| 6.4 | <p>Equal Employment Opportunity (EEO) programme report</p> <p>a. Noted the 2018 Equal Employment Opportunity (EEO) Programme report; and</p> <p>b. Noted the 2018 EEO report highlights the need for Te Kura to:</p> <ol style="list-style-type: none"> i. recruit more Maori and Pacific staff ii. move towards a more balanced age profile iii. develop and implement succession plans to secure a more diverse organisation; and undertake further work to understand Te Kura's gender pay gap <p>Noted the discussion about the intention to pursue a balance of Maori and Pasifika staff that better reflects Te Kura's student population and explore ways to increase cultural diversity. A reference in Te Kura's Pacific Engagement and Communications Plan on communicating and engaging with Pacific educators and Pacific teachers was suggested. It was also suggested to look at attrition rates for Maori and Pacific staff.</p> <p>Noted that Te Kura is involved with the cross-sector group of Human Resource Managers in Education and the Ministry of Education forum as part of its work in examining more closely pay equity.</p> |
| 6.5 | <p>June 2018 Legislative Compliance Framework</p> <p>Noted the summary of changes to the Legislative Compliance Framework for June 2019, and that Business Continuity Planning (BCP) has been merged with Health and Safety in the Work Place.</p> <p>Moved: John Chemis</p> <p>Seconded: Mele Wendt</p> |
| 6.6 | <p>Curriculum Reporting update</p> <p>Noted the report as read.</p> <p>Noted the timeline for the completion for the report.</p> |
| 6.7 | <p>Updated format for reporting to CE/Lead/Board</p> <p>Noted the update and the new format that will focus on Te Kura's strategic priorities and focus areas. The Board acknowledged the report as good. More specifically, the focus on issues and key next steps in progressing with Te Kura's strategic priorities.</p> |
| | <p>GENERAL BUSINESS</p> <p>The Board Chair, Karen Swell congratulated Sir Paul Adams, a former Board member who has been named a Knight in the 2019 Queen's Birthday Honours list for Philanthropy services. She also mentioned the significant contribution Paul had made during his time on the Board.</p> |
| 7 | <p>NEXT MEETING</p> <p>3 July 2019</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 |
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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, Regan Dooley, John Nisbet, Anne Coster and Sandra Rekatsinas as be permitted to remain at this meeting after the public has been excluded because of their knowledge of these matters.



3-7-19

Maxine Moana-Tuwhangai
Acting Board Chair

Date: 5 June 2019