

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

Present	Karen Sewell (Chair), Maxine Moana-Tuwhangai, John Chemis, Ruma Karaitiana, Mele Wendt, Stuart Middleton
In Attendance	Mike Hollings (Chief Executive), Regan Dooley (Chief Advisor, Strategy), Sanjay Goyal (Acting 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	Viv Rogers

PROCEDURAL

Section	Subject
1.	APOLOGIES
S	MEETING ADMINISTRATION
1.1	Conflict of Interest Register Noted the Conflicts of Interests Register.
1.2	Agenda Review Noted the Agenda
1.3	Minutes of the Board meeting The Board received the Minutes of the Meeting held on 7 August 2019 and approved them as a true and accurate record. Matters arising The Board Chair, Karen Sewell noted that she is pleased about how most of the agenda items are being discussed in the <i>Open</i> part of the meeting. Greater transparency contributes to engaging all staff and increasing the respect that they have for the Board and its governance. Also noting that staff also have the confidence in John Nisbet as the staff representative who represents them on the Board. Moved John Chemis Seconded: Maxine Moana-Tuwhangai
1.4	Action items Noted the progress on the action points.
1.5	Board Meeting Schedule 2019 Noted the Board Meeting Schedule 2019.
1.6	Board Meeting Schedule 2020 Noted the draft Board Meeting Schedule 2020.
	COMMITTEE REPORTING
1.8	Risk Assurance Committee Work Plan 2019 Noted the Risk Assurance Committee Work Plan as submitted.
1.9	Employer Committee Work Plan Noted the Employer Committee Work Plan as submitted.
1.10	Employer Committee Meeting held on 4 September 2019 Noted the CE Performance Objectives 2018 – Mid-Year Self Review as <i>tabled</i> at the meeting. Received the Employer Committee Minutes held on 7 August 2019 as <i>tabled</i> . The Chair of the Employer Committee, Stuart Middleton noted matters considered by this morning's meeting, being: <ul style="list-style-type: none"> • The Chief Executive's Performance framework for this year. The Employer Committee is of the view that the CE's Performance Review for the 2019 year will be based on this. • The Employer Committee's recommendation to conduct an external review of the Board be undertaken. Also, due to the number of external reviews underway that may have an impact on Te Kura, it was suggested that this item be discussed as an agenda item at the October Board meeting. It was noted that an external reviewer will be engaged to conduct the review.

Section	Subject
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 July 2019.</p> <ul 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 (occupational overuse syndrome) 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. We have seen a 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.
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"> • The Chief Executive was invited to attend the Commonwealth of Learning (COL) workshop in his role of Chair of the Pacific Chapter of the Commonwealth Open Schooling Association (COMOSA). The focus of the workshop was to identify opportunities to strengthen distance, and flexible learning for young people and life-long learning in the Pacific. A follow-up Sensitisation workshop about how to deliver online learning in Fiji will be held in January 2020. • Te Kura has signalled its intent to put in a Request for proposal (RFP) to MFAT to develop Science materials for years 10 students and teachers. • Te Kura will be holding the <i>Ngā Tohu o Te Aho – Te Aho o Te Kura Pounamu Te Reo Māori Recognition Awards</i> to recognise Te Kura staff who have made a significant contribution to the revitalisation of te reo Maori at Te Kura throughout the year. Award ceremonies will commence in each region during Te Wiki o Te Reo Maori (9-15 September). • IT Developments included progress updates on the <i>Inplace</i> software programme for managing internships such as Leaving to Learn experiences and support for trades academy students and STAR and Gateway programmes as well. Noting, the Imblaze System used in US by Big Picture school is about 8-10 months away from being introduced and hosted in Asia Pacific region. • The soft launch of the Learning Objects Repository (LOR) is working well based on staff feedback. The D2L integration with LOR is being worked through by D2L but in the meantime a work around has been developed by Creative services that could be used as a soft launch for NCEA level 1, 2 and 3. Work on bringing ECH resources into LOR has also started. Once D2L has completed their integration, implementation of LOR will commence. Finally, the Salesforce implementation has been a significant automation of the helpdesk function. <p>Received the Chief Executive's Monthly Progress report for September 2019. Noting:</p> <ul style="list-style-type: none"> • Two staff members had attended a workshop in Tokelau. Noting there was huge interest in Te Kura. • Education fono with Pacific Island Communities are being held nationally by the Ministry of Education. There will be representatives from Te Kura attending. It was encouraged to attend as many fono as possible. • The Chief Executive has been invited to attend the PCF9 Pan-Commonwealth Forum in Edinburgh, Scotland from 9-12 September 2019. The conference is held every four years.
4. 4.1	<p>FINANCE Financial Report The report was taken as read and that overall the EFTS revenue results for July and August are pleasing for this segment, despite EFTS being down for the month of August. Noting there has been an increase in enrolment and engagement percentages as highlighted in the report.</p>
5. 5.1	<p>APPROVALS Governance policies</p>

Section	Subject
	Noted this item.
5.2	<p>Email Hosting from Inhouse at Te Kura to External Hosting (Microsoft Cloud)</p> <p>a) Approved moving our email hosting from inhouse hosting at Portland Crescent to external email hosting in the cloud.</p> <p>In addition, the Board agreed to the proposal to invest \$50k for the purchase of new Microsoft Surface books within the existing hardware capex budget, following its update on the intent and the significant savings that will be made for Te Kura.</p> <p>Moved: Mele Wendt Seconded: Ruma Karaitiana</p> <p>Board members noted the next steps and plan of action for distributing the devices – more specifically the devices will be distributed to staff in stages following consent by each regional manager.</p> <p><i>It was moved that the Board come out of the Public part of the meeting and into In Committee.</i> (Karen Sewell)</p>
6	NOTING AND INFORMATION
6.1	<p>Inwards Correspondence/Outwards Correspondence</p> <p>Received the final paperwork in full for the EOTC Hawaii trip, thanking the Board for supporting this amazing opportunity and noting that students are all very excited about the trip. The Hawaii trip will go ahead on 20 September 2019. A copy of the final paperwork was <i>tabled</i> at the meeting.</p>
6.2	<p>Enrolment Statistics.</p> <p>Noted the report showing that enrolments are up with some variances with specific cohorts such as Duals and Secondary Duals.</p>
6.3	<p>Monthly Progress Report against 2019 Charter and Annual Plan</p> <p>Noted the August 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.</p> <p>Board members noted the next steps and plan of action for lifting literacy and numeracy results.</p>
6.4	<p>Legislative Compliance Framework</p> <p>Noted the summary of the updates with some changes agreed at the meeting. Board members were appreciative of the good news stories.</p>
6.5	<p>Board-Curriculum Reporting update</p> <p>Noted the progress since the last report to the Board and the change of direction to giving the Board a high-level overview. The detailed curriculum reports will be used at a management level to inform changes in practice.</p>
	<p>GENERAL BUSINESS</p> <p>Prior to declaring the meeting closed, the Board Chair, Karen Sewell thanked the Board and extended her love and care for the future.</p>
7	NEXT MEETING
	2 October 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, Sanjay Goyal, 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:

Karen Sewell

Karen Sewell
Board Chair

Date: 4 September 2019