

Te Kura Board of Trustees Meeting
Minutes of meeting held Wednesday 4 March 2020
Level 2 Pohutukawa/Rata rooms, Portland Crescent, Thorndon

Present	Barbara Ala'alatoa (Chair), Maxine Moana-Tuwahangai, 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	Stuart Middleton

PROCEDURAL

Section	Subject
	APOLOGIES
	The Board meeting was declared open 11:30am, starting with a <i>Karakia Timatanga – Opening Prayer</i> . The Board Chair, Barbara Ala'alatoa was impressed with the thoroughness of the notes prepared for this morning's Select Committee Hearing on the Education & Training Bill. She said that the background was very informative, well planned and concise. Te Kura did well in putting forward its submission. Further to this, the Board Chair reported that she was also impressed by the detail of all the Board papers.
1	MEETING ADMINISTRATION
1.1	Conflict of Interest Register Noted the Conflict of Interest Register as submitted with some amendments to be received from Board member, John Chemis for the April Board meeting.
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 5 February 2020 and approved them as a true and accurate record. Moved Ruma Karaitiana Seconded: John Chemis
1.4	Action items Noted progress on the action points, including: <ul style="list-style-type: none"> • Centenary 2020 planning: Confirmed that the intent is for a planning group with member(s) of the senior leadership team to put together a proposed outline on what a Centenary could look like for Te Kura. A proposal to come back to a future Board meeting to progress discussions.
1.5	Board Meeting Schedule 2020 Noted the Board Meeting Schedule 2020 and the request to change the dates of the July, September and December Board meetings to better align with financial reporting timeframes. The amended dates being: <ul style="list-style-type: none"> • <i>Second Wednesday, 8 July 2020</i> • <i>Second Wednesday, 9 September 2020</i> • <i>Second Wednesday, 9 December 2020</i> The Board-Executive Administrator to send the revised Board Meeting Schedule 2020 to Members to gauge availability.
1.9	COMMITTEE REPORTING Employer Committee meeting held on 4 March 2020 (9:45am) Noted matters considered this morning. In particular, the Committee covered setting the date of the presentation by the external provider to the October Board. As well as this, receiving and considering the findings of the review at its meeting in November 2020. Amongst other discussions, the Committee: <ul style="list-style-type: none"> • Decided to make some amendments to its Work Plan and the Terms of Reference, whereby <i>Voting Rights</i> are aligned to ensure there is consistency for both terms of references.

Section	Subject
<p>2. 2.1</p>	<p>CHAIR'S REPORT. Chair's report The Board Chair, Barbara Ala'alatoa provided an update on the Ministry of Education (MOE) Induction she had attended. In particular, she raised the need to have one point of contact with MOE to give assurance that Te Kura is being considered on a wide range of matters. In turn, it was advised that the designated contact for Te Kura is Andrea Schollmann, Deputy Secretary, Education System Policy.</p> <p>On reflection, the Chair noted the importance of keeping ahead of significant environmental matters, particularly what may come out of the Curriculum progress and achievement reports.</p>
<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 statistics for January 2020 b) Noted there has been one reported incident in January 2020 c) Noted that sick leave use in January 2020 is consistent with January 2019 d) Noted there were no new bullying incidents reported in January 2020.</p>
<p>3.3</p>	<p>Chief Executive Monthly Progress Report. Received the Chief Executive's Monthly Progress report for March 2020. Current matters included:</p> <ul style="list-style-type: none"> • The Whanau discussions from visits to Auckland, Whangarei and National Library Huinga Ako were overwhelming and heartening to hear the positivity of feedback. Further noting that the Taranaki Huinga Ako was also very positive. • An update on expectations relating to Teaching Council teacher registration enquiry requirements into teaching practices. • Attendance at the Kōkiritanga – Māori Learners hui. The topic of the kororeo was about Ka Hikitia and collaborating with Maori Learners. Of particular note, the kororeo given by the National Leader of Learning, Nga Mana Oreti was impressive. • Good progress has been made on discussions with the Ministry of Education about the use of the Student Journey/Onboarding tool to get this underway. Further meetings will be held with the Regional Health Schools and Oranga Tamariki. • A hui of the Kotuitui Tikanga will be getting together as part of the wider MOE engagement training workshops to facilitate Ka Hikitia and Tua Mai Te Reo. <p><i>The Board adjourned at 1:00pm for a Karakia and kai and then resumed at 1.30pm to continue with...</i></p> <ul style="list-style-type: none"> • Progress on N4L discussions about trialling 4G/5G connectivity at Papamoa school followed by a pilot at Portland Crescent, Wellington. • The intent for Te Kura to have a presence at the Tainui Games and will have a stall with Te Kura items. • Progress on <i>Telling our story</i> includes a recently pre-recorded interview with a RNZ journalist about Coronavirus and student access to Te Kura to continue their education, Summer School promotion, Instagram and Twitter. <p>Turning to another matter, Board members noted the feedback and themes of the survey results from the consultation on Learning Delivery Leadership. If the proposal is to proceed, it will take effect in Term 2.</p> <p>Moved Mele Wendt Seconded: Maxine Moana-Tuwhangai</p>
<p>4. 4.1</p>	<p>FINANCE January 2020 Financial Report Noted the January 2020 Financial Report and the fact that increased revenue is largely attributed to Summer School and Te Kura's EFTS rate which is higher than usual.</p> <p>Discussed that Te Kura has received the results of the EFTS audit completed by the Ministry of Education. It was identified that 6.04 EFTS have been over claimed. A copy of the 2019 EFTS audit results will be presented to the Risk Assurance Committee for noting.</p> <p><i>The Board moved into In Committee at 1.48pm.</i> Moved: Mele Wendt</p>

Section	Subject
	<p>Second Maxine Moana-Tuwhangai <i>The Board moved back into the Procedural part of the meeting.</i></p>
<p>5. 5.1</p>	<p>APPROVALS</p> <p>Governance policies</p> <p>Approved the Governance Policy on Remote Working and the Remote Working Arrangements Received the <i>tabled</i> Remote Working Staff Procedures and Management Guidelines that have been developed to support the Policy. Noted the next steps is to consult with the PPTA for endorsement and ratification by its members. Moved: Mele Wendt Seconded: Ruma Karaitiana</p> <p>Further, the Board supported and agreed to the resolution to progress with a working from home arrangement plan having considered the potential impact of a Covid-19 outbreak. Moved: Ruma Karaitiana Seconded: John Chemis</p>
<p>5.2</p>	<p>Risk Assurance Committee and Employer Committee Terms of References</p> <p>Noted the revised Terms of References for both Committees were well canvassed. Approved the attached amended Terms of References for the Risk Assurance Committee and Employer Committee (the Committees), pending some changes agreed at the meeting. Moved: Maxine Moana-Tuwhangai Seconded: Ruma Karaitiana</p>
<p>6 6.1</p>	<p>NOTING AND INFORMATION</p> <p>Inwards Correspondence/Outwards Correspondence</p> <p>Received letter dated 18 February 2020 from the Secretary for Education regarding overseas domestic students affected by the novel coronavirus outbreak who have been unable to enter New Zealand due to travel disruptions and restrictions.</p>
<p>6.2</p>	<p>Enrolment Statistics (verbal update)</p> <p>Noted the report and the fact that Duals and Summer School enrolments have attributed to the statistics. Overall, a relatively encouraging picture of enrolments received to date.</p>
<p>6.3</p>	<p>Legislative Compliance report</p> <p>Noted this report and summary of amendments for the month. The Board acknowledged the Senior Risk and Operational Policy Advisor for a well summarised cover note.</p>
<p>6.4</p>	<p>Annual Report update</p> <p>a) Noted the update as work and progress and the NCEA results will be posted on the Website in an infographic format consistent with last year.</p> <p>Discussed that Te Kura’s external auditors, Deloitte advised that there is no material action to be taken. It is expected that the Annual Report is close to being signed-off. Finally noting that matters relating to Novopay is still to be advised by the Office of the Auditor-General.</p> <p>The Board acknowledged the work of the Senior Planning and Reporting Advisor.</p>
<p>6.5</p>	<p>COVID-19 planning</p> <p>a) Noted this report and that the main interest is Workplace health & safety. b) Noted that Te Kura has an Epidemic Readiness and Response plan to ensure the school is well equipped in the event of a national Covid-19 pandemic outbreak. Further, Te Kura has produced rubrics to assess the level of severity and risk and the trigger points on which processes are to be activated.</p> <p>Discussed that student circumstances and/or affected areas as a result of Covid-19 will be monitored through My Korowai in the event of any patterns emerging. Discussed that work is underway by the Ministry of Education about provision for special leave category for non-teaching staff. Noted that additional expenditure for this work will be reflected in the forecast results. The Chief Financial Officer will be taking the lead on COVID-19 in the absence of the Deputy Chief Executive, Systems and Support.</p>

Section	Subject
	The Board acknowledged the comprehensive nature of the work and the assurance given that every step is being taken for the wellbeing of all staff.
	GENERAL BUSINESS There were no matters of general business items discussed. <i>The meeting moved into the In-Committee part of the meeting at 3:00pm.</i>
7	NEXT MEETING
	April 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, 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.

Moved: Barbara Ala'alatoa



Barbara Ala'alatoa
Board Chair

Date: 4 March 2020