

Te Kura Board of Trustees Meeting
Minutes of meeting held Wednesday 6 May 2020
Skype for Business

Present	Barbara Ala'alatoa (Chair), Maxine Moana-Tuwahangai, John Chemis, Ruma Karaitiana, Mele Wendt, Stuart Middleton
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, Delivery), Anne Coster (Chief Advisor, Curriculum).
Scribe	Sandra Rekatsinas (Board-Executive Administrator).
Apologies	

PROCEDURAL

Section	Subject
	APOLOGIES
	The Board meeting was declared open 11:00am, starting with a <i>Karakia</i> ... 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 Tihei mauri ora!
	The Board Chair, Barbara Ala'alatoa declared the meeting open at 11.15am. Feedback was sought on the level of comfort for accessing Board meetings online, virtual meeting etiquette, best practices and the ability to view all attendees. The consensus was to keep the video camera turned on unless there is a need to leave the meeting for a short period of time. It was also preferred to keep the microphone muted to avoid background noise. Discussed the multiplicity of online platforms for use in the future. It was therefore agreed to assess alternative models with Microsoft Teams and Zoom in the mix.
1	MEETING ADMINISTRATION
1.1	Conflict of Interest Register Noted the Conflict of Interest 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 8 April 2020 and approved them as a true and accurate record. Moved Barbara Ala'alatoa Seconded: Ruma Karaitiana
1.4	Action items Noted progress on the action points.
1.5	Board Meeting Schedule 2020 Noted the Board Meeting Schedule 2020.
1.8	COMMITTEE REPORTING Employer Committee Work Plan 2020 Noted the Employer Committee Work Plan 2020 and next steps: <ul style="list-style-type: none"> • Members of the Employer Committee to meet to discuss plan for the July External Board review. • Present a draft proposal to Board members at its June Board only session. The Board-Executive Administrator to arrange a meeting for members of the Employer Committee to progress matters relating to the Board External Review.

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<p>1.8a</p> <p>1.8b</p>	<p>2020 CE Draft Performance Agreement</p> <p>a) Noted the draft Performance Agreement.</p> <p>b) Provided comment on the updated format of the draft. The Board agreed to a focus on two selected strategic priorities (Implementing Big Picture learning and Building Systems Capability), requested the addition of a section on the CE’s leadership and professional development opportunities (similar to that in the 2019 CE Performance Agreement), and a request that the review dates be amended in light of the current Covid-19 situation.</p> <p>c) Agreed that the Employer Committee consider the updated draft before bringing it back to the June Board meeting for approval.</p> <p>Moved: Stuart Middleton Seconded: Mele Wendt</p> <p>Updated Employer Committee Terms of Reference Approved the Terms of Reference for the Employer Committee. Moved: Stuart Middleton Seconded: Mele Wendt</p>
<p>2.</p> <p>2.1</p>	<p>CHAIR’S REPORT.</p> <p>Chair’s report</p> <p>The Board Chair, Barbara Ala’alatoa expressed her concern about the quality of provision offered to many ākonga in light of Covid-19 and the massive adjustments having to be made across all schools in this current environment. In particular, she noted variations across the different communities.</p> <p>Alongside this, Te Kura’s ongoing attempts with the MOE to support the Education system to deliver online learning has been a source of frustration. Te Kura’s staff have been working long hours, weekends to support the delivery of print resources and online learning.</p>
<p>3.</p> <p>3.1</p>	<p>CHIEF EXECUTIVE REPORTS</p> <p>STRATEGIC</p> <p>Noted this item.</p>
<p>3.2</p>	<p>Health and Safety Dashboard</p> <p>a) Noted the Health and Safety monthly statistics for March 2020, noting that the COVID-19 lock down occurred at the end of March and any impact is unlikely to be reflected in March</p> <p>b) Noted there have been nine reported work incidents in 2020</p> <p>c) Noted sick leave usage in March 2020 is less than March 2019 (-9%)</p> <p>d) Noted sick leave year to date, there is a 9.16% increase in sick leave taken when compared to the same period in 2019</p> <p>e) Noted there were no new bullying incidents reported in March and none reported in 2020.</p> <p>Actioned required:</p> <p>Further analysis to be done on whether remote working from home has contributed to the decrease in the amount of sick leave taken. Also discussed the usefulness of doing a comparison post Covid-19.</p>
<p>3.3</p>	<p>Chief Executive Monthly Progress Report.</p> <p>The Chief Executive covered the following matters in his report:</p> <ul style="list-style-type: none"> • The newly appointment DCE Learning Delivery has already brought positive improvements on services to the regions. • An Expression of Interest has been made for a Project Manager to run and lead the implementation of a Learning Support project for the remainder of the year. • A name change of Learning Advisor to Kaimaanaki to reflect its meaning, enhancing mana and ākonga agency. • The impending launch of the Learning Object Repository (LOR) will enable Kaiako to personalise learning programmes to the smallest module. • Te Kura has been engaged in cross-regional meetings with Youth Justice centres and has offered its support to deliver online education. These groups have been experiencing some difficulty with contracting with other education providers. • Te Kura and the Department of Corrections have worked on alternative ways to deliver online learning. • The Tapasa Professional Learning Programme (PLD) will be rolled out to staff shortly. • Samoan NCEA L3 courses is progressing well with more focus needed on marketing.

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	<ul style="list-style-type: none"> The Wellbeing survey has been conducted to gauge how kaimahi are feeling in this current environment. Two further questions have been added for this week relating to returning to work from level 3 to level 2. In addition; The learnings from the Covid 19 experience will be used to update the Te Kura Business Continuity Plan. After a return to business as usual, a review will be undertaken to assess how well we have handled our Covid 19 response. <p>Benefits from increased online work, less travel and flexible working arrangements are among many changes that have come from this experience. Te Kura is assessing how permanent changes may imbed the benefits from the changed way of working.</p> <p>Acknowledgements to; the IRG team for their continued support; the dispatch of devices and remote set up for online inductions; the Communications Specialist (Antonia Wallace) and Acting Communications Specialist (Katie Hayes) for their fantastic work. Lastly, the National Leader of Learning, Ngā Mana Orite (Christine Te Kiri) for her impressive work on the TV Education Channel.</p> <p>Received the CE Board report for the month of May. Noting the following actions:</p> <ul style="list-style-type: none"> The Student Journey Design Process to be presented to the June Board meeting. (The Board expressed an interest in understanding more on the detail and advocating this work). A one-page organisational chart that covers the changes to the recent leadership structure and new titles for each wahanga to be emailed to Board members. A version of Te Kura’s Business Continuity Plan to be emailed to the Board Chair as a matter of interest. <p>Finally, the Board asked management to consider more publicity for Te Kura through its Telling our Story strategic goal.</p> <p>Moved: John Chemis Seconded: Stuart Middleton</p>
<p>4. 4.1</p>	<p>FINANCE</p> <p>Financial Report</p> <p>Received this report and noted the fact that there has been an increase in revenue and lower expenditure, in light of Covid-19.</p> <p>Noted that the next Finance report will cover a forecast of shared assumptions to take account of the Covid-19 impact, Learning and Development and where it will be reprogrammed.</p> <p>Noted there may be some expenditure reimbursed from MOE due to Covid-19 to sustain distance learning.</p> <p>Sought the views from the Board in relation to the matter of Teacher Aides supporting learners with additional learning needs in their homes whilst considering the ability to have teacher aides access the same platforms as Te Kura teachers. Noting this will be in the scope of the workforce planning discussion.</p> <p>Management action: Learning Support Teacher Aides - A workforce planning paper will be presented to a future Board meeting outlining a medium to long term view for addressing some of these issues.</p> <p>Attention turned to doing a refresh of the Portland Crescent office space and the need to consider this alongside the numbers of staff returning to work.</p> <p>Moved: Maxine Moana-Tuwhangai Seconded: Ruma Karaitiana</p>
<p>5. 5.1</p>	<p>APPROVALS</p> <p>Governance policies</p> <p>Approved the amended Board Procedures on:</p> <ul style="list-style-type: none"> Media and public enquiries Disclosures of serious wrongdoing with one change to the delegations section using a staircase approach. <p>Requested a change to the title, Deputy Board Chair to Chair of Risk and Assurance Committee with a caveat that in the event the Chair of the Risk Assurance Committee is not available delegations would default to a Board member.</p>

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	<ul style="list-style-type: none"> Professional learning and development – highlighted the need for Board members to address its professional learning and development needs as part of its external review process discussions. <p>Moved: Ruma Karaitiana Seconded: Barbara Ala'alatoa</p>
5.2	<p>2019 Annual Financial Statements</p> <p>a) Noted the receipt of the following documents:</p> <ol style="list-style-type: none"> School Annual Accrual Report Certification as tabled; Letter of Representation to the Board by the Deputy Chief Executive (DCE) Systems and Support and the Chief Executive; Representation Letter to Deloitte by the Chief Executive and the Chair of the Board; Draft Independent Auditor's Report from Deloitte; and Report to the Board of Trustees for the year ended 31 December 2017 from Deloitte. <p>b) Approved the 2019 Annual Report as presented for audit review.</p> <p>Moved: Stuart Middleton Seconded: John Chemis</p> <p>c) Note the assurances provided in the Letter of Representation and the intention to sign by the Systems and Support and the Chief Executive.</p> <p>d) Approved the signing of the following documents:</p> <ol style="list-style-type: none"> School Annual Accrual Report Certification by the Chief Executive and the Chair of the Board; Representation Letter to Deloitte by the Chief Executive and the Chair of the Board; and Statement of Responsibility included in the body of the Annual Report by the Chief Executive and the Chair of the Board. <p>e) Approved the Board/Executive Administrator affixing the relevant electronic signatures within the Annual Report and associated documents. This authority is granted on a one-off basis due to the COVID-19 Alert Level 3 restrictions requiring the Board meeting to be held virtually.</p> <p>f) Noted that the completion of these processes finalises the 2019 Annual Report for submission to the Ministry of Education prior to the 31 May 2020 statutory deadline with some adjustments to be made to the numbering from page 40 onwards and reflected in the Audit report.</p> <p>Moved: Stuart Middleton Seconded: John Chemis</p> <p>Moved that staff involved in this work are to be congratulated for their efforts in the preparation of the Financial Accounts. (Barbara Ala'alatoa).</p> <p>Acknowledged the former Acting Communications Specialist (Gael Woods) on her outstanding ability to capture the voices of the Board Chair and Chief Executive in the Introduction section of the report.</p>
6 6.1	<p>NOTING AND INFORMATION</p> <p>Inwards Correspondence/Outwards Correspondence</p> <p>Received Te Kura's written letter to John Morris, Crimson Global Academy dated 21 April 2020 relating to the recent public statements made about Te Kura and subsequent reply dated 22 April 2020.</p>
6.2	<p>Enrolment Statistics</p> <p>Noted that overall numbers have not changed significantly and continue to track above against prior years and the fact that Covid-19 enrolments is a contributing factor.</p> <p>Noted it is expected that 2019 trends for Yrs 9-13 and full-time cohorts should be similar to the 2020 year with the largest enrolments being in the first half of the year.</p> <p>Noted that further analysis on direction and any potential significant changes on how enrolments will emerge post covid-19 in the context of working from home and distance learning is required. Ākongā with health conditions who are unable to access face to face schools until there is a covid-19 vaccine should also be considered in the mix.</p>

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	Notably, the launch of the Brightspace MoE instance is significant to Te Kura's history and will open up an entire new way for ākongā across all NZ schools to learn in a way that sits between distance education and face to face provision.
6.3	<p>April Progress Indicators Report against the 2020 Charter and Annual Plan</p> <p>Noted the April Progress Indicators Report against the 2020 Charter and Annual Plan and summary of engagement progress and achievement rates on how Te Kura is tracking against its goals across all cohorts.</p> <p>Noted the significant rise for all priority groups for literacy and numeracy. There are areas that are up significantly, particularly in the Young Adult literacy space (+7.2%). This will be closely monitored.</p> <p>Noted that Covid-19 lockdown has led to marginal increases by ākongā of logging into MTK.</p> <p>Moved: Maxine Moana-Tuwahangai</p> <p>Seconded: John Chemis</p>
6.4	<p>Legislative Compliance Framework</p> <p>Noted this report and summary of the updates with one change to be made to the section on <i>International Fee-paying students</i>.</p> <p>Noted the discussion on the consultation process for Teacher Appraisal. Te Kura is awaiting the Teachers Council guidelines and hope it reflects the work undertaken to date by Te Kura.</p> <p>Clarified that the Building Warrant of Fitness will be resolved in anticipation of moving to Alert level 2 and actioned retrospectively.</p>
6.5	<p>Board Assurance Statement</p> <p>Noted this report with one minor change to the number referenced with respect to teacher registration criteria.</p> <p>Noted this report is updated on an annual basis to ensure compliance.</p> <p>Noted this may be presented and viewed differently by ERO in the future.</p>
6.6	<p>Policies Status Register Assurance Statement</p> <p>Noted this report and the table on the list of papers approved since presented to the Board in November 2019.</p> <p>Noted that the next review of Policies and Procedures will reflect working in a new world post Covid-19.</p>
6.7	<p>Covid-19 Report – Update as at 30 April 2020</p> <p>a) Noted that planning continues to prepare for expected changes in the Alert Levels.</p> <p>b) Noted that responding to Covid-19 has created opportunities to adapt the way we work when we are post Alert Level 1.</p> <p>Received confirmation that the Board are in receipt of reports sent on the wellbeing of kaimahi and akonga.</p> <p>Noted the Memorandum of Understanding for printed materials has been submitted to the Ministry of Education and discussions are underway. This MOU will be used as a basis to simultaneously draft an MOU for online materials.</p> <p>Requested the COVID-19 agenda item to be an addendum to the CE Board report as it reflects the reporting and enables discussions to continue.</p> <p>Acknowledged the comparison of Te Kura's response into the National response to Covid-19. This gives the Board a level of comfort on the work carried out to-date.</p>
6.8	<p>Health and Safety Quarter 4 Report 2019</p> <p>Noted this as an impressive report.</p>
6.9	<p>2019 NCEA by the numbers infographic</p> <p>Noted the 2019 NCEA by the numbers infographic in comparison to 2018 and highlights the absolute numbers of students succeeding.</p> <p><i>The Board moved into the In Committee part of the meeting at 2.35pm.</i></p>
	<p>GENERAL BUSINESS</p> <p>Noted the pre-Board meeting update was very positive and the best meeting since its inception. Discussions covered the great work being done at Te Kura and gathering whānau and ākongā voice to help inform the work undertaken.</p> <p>Noted that there have been 14 students studying Samoan and 1 student studying History (enrolments from Wellington College).</p>
7	<p>NEXT MEETING</p> <p>June 2020</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)

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: 6 May 2020