

Te Kura Board of Trustees Meeting
Minutes of meeting held Wednesday 9 September 2020
L2, Rata/Pohutukawa meeting rooms

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

PROCEDURAL

Section	Subject
	APOLOGIES
	The Board and Chief Executive only session was held to discuss matters relating to the Board Evaluation report (10:30am). Requested action: The Board agreed to hold an extraordinary Board meeting to progress the next steps. Ideally the meeting is to be held face to face and for half a day before the October meeting. The Board held a discussion on the draft Strategic Objectives as referenced in item 6.5 (11:00am).
	The Board Chair, Barbara Ala'alatoa declared the formal part of the formal part of the meeting open at 11.30am, starting with a <i>Karakia</i> : <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>
1	MEETING ADMINISTRATION
1.1	Conflict of Interest Register Noted the updated Conflict of Interest Register.
1.2	Agenda Review Noted the agenda was accepted as circulated.
1.3	Minutes of the Board meeting The Board received the Minutes of the Meeting held on 5 August 2020 and approved them as a true and accurate record. Moved John Chemis 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. Discussed the formalities for the December Board meeting that coincides with the Central South region Prizegiving.
2	COMMITTEE REPORTING
2.1	Employer Committee Work Plan 2020 Noted the Employer Committee Work Plan 2020. The significant items of discussion was the external review of the Board and Mid-Year CE Performance Agreement for 2020.
3.	CHIEF EXECUTIVE REPORTS
3.1	STRATEGIC Noted this item.

Section	Subject
3.2	<p>Health and Safety Dashboard</p> <p>a) Note the Health and Safety monthly report for July 2020:</p> <ol style="list-style-type: none"> i. There are fifteen reported work incidents in 2020, an increase of two reported incidents since the last monthly report. ii. Graph 1: Sick Leave Days taken in July 2020: <ol style="list-style-type: none"> a. Te Kura kaimahi have taken a total of 145 days of sick leave in July this year. b. Sick leave taken by kaimahi to July 2020 when compared with July 2019 is down by 55%. c. As we continue to see on a year to date basis an overall decrease in sick leave taken by 43% compared with the same period in 2019. iii. Graph 2: Year to Date Sick Leave Comparison: <ol style="list-style-type: none"> a. While there is still overall a significant decrease in the month to month comparison between 2019 and 2020, the sick leave taken by percentage difference continues to decrease indicating that sick leave consumption is slowly moving closer to last year's figures. b. This could be attributed to the slowing down of Covid-19 in New Zealand as well as kaimahi returning to the office more frequently. c. With the flexibility of working from home in 2020 we estimate that the sick leave difference will continue to grow smaller but not return to the levels seen in 2019. d. The sick leave data used for these graphs only includes leave taken up to 31 July and therefore does not include the raised Alert Levels that took effect in August. iv. Graph 3: There has been one new incident of stress reported through Taangata. v. Graph 4: There have been no new bullying incidents recorded in July 2020. <p>Discussed there has been very few kaimahi returning to the office since moving to Alert level 2. More specifically; identifying efficiencies for reducing the office footprint in this environment, whilst assessing the impact on teams and building team culture is being further explored.</p>
3.3	<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"> • Te Kura learning programmes: An update on Tuesday's announcement by Minister Hipkins about a proposal to support students affected by COVID-19 disruptions in Auckland including; extending provision for 400 extra Big Picture places; additional dual offerings including Summer School and next steps for Te Kura. A meeting is being held with the Ministry of Education at 3pm today to discuss in more detail. • Teaching Council Appraisal design process: Te Kura is well ahead with this work and was referenced in the PPTA Journal as leading the way. • Gateway placements: The ākonga who were adversely affected due to Alert levels 2 and 3 restrictions has had some impact on retention for this segment but is not perceived a financial risk. Online options to re-engage ākonga and working with other providers is being explored. • Te Ara Pounamu PLD update: The next steps from the two interactive half day sessions held on the design and delivery of PLD is to support kaimanaaki and kaiako understanding of Te Ara Pounamu. This will be rolled out to the entire organisation, including all kaimahi. <p>Received the Monthly CE Progress report for September 2020. The Board expressed an interest in receiving links to the short videos of the two award-winning students. These videos can also be accessed via Te Kura's Facebook:</p> <p>Te Kura student Jazmin was part of the winning Seven Sharp Talk Up Your Town competition: https://www.tvnz.co.nz/shows/seven-sharp/clips/seven-sharp-announces-the-talk-up-your-town-prize-winner</p> <p>And Jacynta Scurfield won The Supreme Award for the Roxy5 short-film competition for her film 'Maske': https://youtu.be/EUu4aeXNgLw</p> <p>Moved: Barbara Ala'alatoa.</p> <p><i>The Board adjourned for lunch at 12:15pm for 30 minutes before moving to the Financial report.</i></p>
4.1	<p>FINANCE</p> <p>Financial Report</p>

Section	Subject
	<p>Noted this report and the fact that the gap for both revenue and expenditure are as close to budget for the current month than it has been for the entire year. A large contributor is the increase in value of leave relating to the wage increases as part of the Collectives hence the boost in the Personnel spend for the month.</p>
<p>5. 5.1</p>	<p>APPROVALS Governance policies Noted this item.</p>
<p>6 6.1</p>	<p>NOTING AND INFORMATION Inwards Correspondence/Outwards Correspondence Noted this item.</p>
<p>6.2</p>	<p>Enrolment Statistics Noted the Enrolment update as outlined in the report. Board members were introduced to the new school-wide project on <i>Akonga Engagement Challenge</i> and its purpose. It was later advised that since its inception, there has been a considerable increase in engagement for the month of August. This reflects the work that has been done to date; the significance of kaiako having agency to drive up engagement alongside the data that is being provided. The Board was complimentary on this significant piece of work.</p>
<p>6.3</p>	<p>August Progress Indicators Report Against 2020 Charter and Annual Plan Noted the August 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. Management action The Board indicated the usefulness of having the verbal points articulated at meetings interpreted into brief narrative that sits alongside each table in future reports.</p>
<p>6.4</p>	<p>Te Kura Pacific Success (2021-2025) Approved the report in principle <i>pending</i> updates to align with changes made to the draft Te Kura Strategic Objectives 2021-2023. Noted the outline of the process followed in developing the Pacific Success strategy and annual plan was provided. Noted the plan sits alongside and supports Te Kura's Charter and Annual Plan. It has been aligned to the Action Plan for Pacific Education 2020-2030, Takiala Pasifika 2020-2023, and Tapasā. Noted that key development and improvement actions will form the basis of reporting to the Board via the CE's monthly report. A mid-year and end of year report on all actions will be completed. Acknowledged the report for its thoroughness, aspirational statements and suitability relating to the needs of the operations. Also noting the positivity and good success measure for Te Kura.</p>
<p>6.5</p>	<p>Draft Strategic Objectives – 2021-2023 a) Noted this report. b) Provided the comments on the draft Strategic Objectives 2021-2023.</p> <ul style="list-style-type: none"> • The Board review process will include consideration of a Board planning map and strategic planning imperatives and aspirations at Board level. • Education and Training Act changes for school planning and reporting are due to take effect by January 2023; schools will be required to submit a three-year strategic plan to the Ministry, but will no longer have to submit an annual plan. The Ministry will consult on regulations for the strategic plan during 2022. • The current Te Kura planning process means the Board will receive an initial draft 2021 Charter and Annual Plan in November 2020, with final approval to be considered at the February 2021 Board meeting before the Charter is submitted to the Ministry by 1 March 2021. • The strategic objectives for 2021-2023 will be further refined by SLT, including the need to simply map out where all these documents align in the wider scheme to avoid unreasonable expectations.

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	<ul style="list-style-type: none"> Note: Te Kura's 2020 Charter and Annual Plan is here: https://www.tekura.school.nz/assets/publications/FINAL-2020-Charter-and-Annual-Plan-Te-Aho-o-Te-Kura-Pounamu.pdf <p>Overall, the Board appreciated the three-year strategic view which shows how Te Kura will progress from now and the positive gains to be made into the future.</p>
	<p>GENERAL BUSINESS Noted there were no general business matters for discussion.</p>
7	NEXT MEETING
	October 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: 9 September 2020