

Te Kura Board of Trustees Meeting
Minutes of meeting held Wednesday 7 October 2020
L2, Rata/Pohutukawa meeting rooms

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

PROCEDURAL

Section	Subject
	APOLOGIES
	The Board Chair, Barbara Ala'alatoa declared the formal part of the meeting open at 09:00am, 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 Tīhei mauri ora!
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 9 September 2020 and approved them as a true and accurate record <i>subject</i> to one correction – to note that Board member, Maxine Moana-Tuwhangai was an apology for the entire meeting and not 'in part'. Moved Mele Wendt Seconded: John Chemis
1.4	Action items Noted progress on the action points and that is now timely to proceed with the 2022 Centenary celebration arrangements. The 2022 Centenary and KPMG Stakeholder Engagement report will form part of this afternoon's Board planning hui discussion.
1.5	Board Meeting Schedule 2020 Noted the Board Meeting Schedule 2020. The Board to consider a blended Meeting Schedule for 2021 (face to face and virtual). Noted a new date to be agreed for the 19 November 2020 Risk Assurance Committee.
2	COMMITTEE REPORTING
2.1	Employer Committee Work Plan 2020 Noted the Employer Committee Work Plan 2020 which is largely on track.
2.2	Draft Risk Assurance Committee Minutes held on 24 September 2020 Received the draft Risk Assurance Committee Minutes held on 24 September 2020. Moved: Maxine Moana-Tuwhangai Seconded: Mele Wendt
3.	CHIEF EXECUTIVE REPORTS
3.1	STRATEGIC Noted this item.

Section	Subject
3.2	<p>Health and Safety Dashboard</p> <p>Noted the below Health and Safety monthly statistics for August 2020:</p> <ul style="list-style-type: none"> i. There have been seventeen reported work incidents in 2020, an increase of two reported incidents since last month's report. ii. Graph 1: Sick Leave Days taken in August 2020: <ul style="list-style-type: none"> a. Te Kura kaimahi have taken a total of 162 days of sick leave in August this year. b. Sick leave consumption continues to be significantly lower than for the same period (month and year to date) in 2019. Year to date there has been a 46% decrease in sick leave taken. c. When comparing sick leave taken by kaimahi in August 2020 with sick leave taken in August 2019 there has been a 62% decrease for the month to month comparison. iii. Graph 2: Year to Date Sick Leave Comparison: <ul style="list-style-type: none"> a. We had indicated that sick leave taken would slowly trend back closer to 2019 numbers. August data shows that this has not happened. b. The reason for this may be that the data used for this report now includes the period where New Zealand was at Covid-19 alert level 2 and Auckland at Covid-19 alert level 3. As was reported earlier this year, sick leave at Te Kura has reduced dramatically when the country has been in higher Covid-19 alert levels. iv. Graph 3: There have been no new incidents of stress reported through Taangata. v. Graph 4: There have been no new bullying incidents recorded in August 2020. <p>Noted the amount of sick leave taken remains low. The main contributor is the Auckland Alert level 2 setting and that most Kaiako are working from home.</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's progress on setup arrangements for the Auckland initiative Covid-19 response including 400 Big Picture placements and TargetedDual Enrolment. Noting, that the Ministry of Education (MOE) has identified different clusters of schools where there have been a number of akonga who have not attended school. Further, some of the funding received relating to the 400 Big Picture placements will be absorbed by the set-up costs for additional staff and huinga ako sites. It was advised that whilst the 400 placements will be referrals from the MOE, assistance was offered to use existing contacts in Auckland and through iwi networks if needed to fill the cap. • Focus on Young Adults and NEETS is progressing well. There have been some interesting partnerships developed and strengthening relationships to work with disengaged youth. • The re-engagement of akonga as part of the Akonga Engagement Challenge work being done by the regions will help estimations on revenue for 2021. • Te wiki o te reo Maori week activities was heartening and to see so many more activities happening. <p>Received the CE Board Monthly progress report. Noting:</p> <ul style="list-style-type: none"> • The Hui a Tau Ako Panuku pre-recorded presentation of Big Picture was well received. • The re-release of U-Learn activator session footage featuring National Leader of Learning Ngā Mana Ōrite on the topic...<i>"Young people navigating their lives and their world"</i>. A total of 14 kaimahi will present virtual sessions at U-Learn on 7-8 October. • Te Kura has become one of the finalists along with other Education leaders involved in the Spirit of Service Awards for Distance Learning response over lock down. A point was raised about the significance of Te Kura promoting its services to achieve education outcomes as part of the Telling our Story strategic objective. • The Mental Health Pocket booklet issued to kaimahi was acknowledged. <p>Moved: Barbara Ala'alatoa Seconded: Maxine Moana-Tuwhangai</p>

Section	Subject
<p>4. 4.1</p>	<p>FINANCE Financial Report Approved this report. Noted the highlights and impacts which sets out the position for the month. Further to this, the regional work done on the Akonga Engagement Challenge in identifying engagement of students as referenced in the revenue section relating to EFTS funding. It is anticipated there will be some expected increases to come through in Segment 3. Discussed the one-off adjustment in Personnel costs is showing higher for the month. This is a result of the rise in teacher salaries and increase in value of leave relating to the wage increases. Discussed the capital programme budget item that shows the purchase of surface books and the 2020 Fleet Replacement programme has made a difference to this activity. Noted that the first meeting with the Ministry of Education about the interim Funding review will be held tomorrow (Thursday 8 October 2020). Moved: Barbara Ala'alatoa Seconded: Mele Wendt</p>
<p>5. 5.1</p>	<p>APPROVALS Governance policies Approved the amendments to the below Governance Policies as recommended by the September Risk Assurance Committee.</p> <ul style="list-style-type: none"> • Finance • Reimbursing Expenses • Debt Management <p>Moved: Mele Wendt Seconded: Ruma Karaitiana</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 statistic was taken as read. Noted that statistics will fluctuate due to the Auckland response and that further reporting will come to Board as soon as the extent of reporting for the Auckland initiative has been established. Other insights include: the snapshot roll since the last non-returners process is still tracking above for the prior year. The difference being the Duals for Years 9-13 roll has now matched 2019 and tracking similarly.</p>
<p>6.3</p>	<p>August Progress Indicators Report Against 2020 Charter and Annual Plan Noted the September 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. Noted that the fluctuation of NCEA Standards results from the first half of the year is now trending below the prior year. This is a direct result of disruptions from Covid-19; the rise in roll and increasing number of akonga who have enrolled with either zero credits or low credits. Further work to be done on telling our story on re-engagement and akonga journey, particularly in the literacy and numeracy space. The Board acknowledged the usefulness of the narrative data beside each of the reported targets. Moved: Barbara Ala'alatoa</p>
<p>6.4</p>	<p>Whanau voice Noted this report Clarified that the expected number of whanau attendance at huinga ako is unknown and that turnout can differ across regions. Board members indicated their interests in attending if available.</p>
<p>6.5</p>	<p>Temporary provision of NCEA to international students offshore</p> <ol style="list-style-type: none"> a) Noted the Te Kura application form to allow the temporary provision of NCEA to international students offshore. b) Noted Te Kura's Board Chair has been consulted on the proposed approach before submission to NZQA and to Board for noting.

Section	Subject
6.6	<p>Stakeholder Engagement Review</p> <p>Noted the attached KPMG Stakeholder Engagement report - to be considered as part of the review of Board practices.</p> <p>Noted the point that Te Kura is a multicultural organization and to be reflected in future audits reports. Board members gave their perspectives on the report and being attentive to the fact that there is a lot of work to be done in this area and a key focus for Te Kura moving forward.</p>
	<p>GENERAL BUSINESS</p> <p>Noted there were no general business matters for discussion.</p>
7	<p>NEXT MEETING</p>
	November 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, 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: 7 October 2020