

Te Kura Board of Trustees Meeting
Minutes of meeting held Wednesday 4 November 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), Ella Tavernor (standing in for Chief Advisor, Strategy), Michael Tompson (Deputy Chief Executive, Systems and Support), John Nisbet (ex-officio), Anne Coster (Deputy Chief Executive, Curriculum), Te Rina Leonard (Deputy Chief Executive Learning Delivery)
Scribe	Sandra Rekatsinas (Board-Executive Administrator).
Apologies	Regan Dooley

PROCEDURAL

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	<p>APOLOGIES Regan Dooley</p>
	<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 Thei mauri ora!</p> <p>The Board Chair, Barbara Ala'alatoa declared the meeting open at 11.30am. The new Deputy Chief Executive, Systems and Support was welcomed to Te Kura. The Deputy Chief Executive introduced himself and expressed his appreciation for this opportunity that he has and is excited for the future here.</p> <p>Noted the reflections of the recent Election results, in terms of Te Kura and Education and the diversity of Cabinet Ministers.</p> <p>Received a copy of the Briefing to the Incoming Minister as <i>tabled</i>. Noting there is adequate information in the BIM for Associate Ministers.</p> <p>Requested action: An invitation to be extended to the Associate Ministers to a future Board meeting.</p>
	<p>Board hui follow up</p> <p>The Chief Advisor Strategy tabled an overview document for discussion, linking the Board's initial thinking on 5 and 10 year goals to current strategic priorities and overall themes which could support the Board's strategic direction.</p> <p>Board members discussed the overview document and how it could be used over 2021 to develop the Board's strategic direction. Discussion included:</p> <ul style="list-style-type: none"> • How the document could link to a 'student centred' vision. • How to encapsulate the goal of maximizing Te Kura's role to help resolve the inequities of education outcomes in the system. Also reaching out to those who the system is failing by having fewer gateways and making equitable access to Te Kura as easy as possible • Working within the political parameters that currently exist. • Te Tiriti o Waitangi - advancing the principles can have huge ramifications for the operation of an organization in senior management, governance and curriculum spaces. Implications to be explored further on what this could look like in 10 years-time. • YA/NEETS is very challenging to address with success. Exploring better ways to support these ākonga, including Department of Corrections ākonga, to make a difference. <p>Requested action:</p> <p>The Board requested that Management circulate the next iteration of the table to Board for any further feedback.</p> <p>The Board Chair, Barbara Ala'alatoa to discuss feedback and next steps with the Chief Advisor, Strategy</p>

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1 1.1	MEETING ADMINISTRATION Conflict of Interest Register Noted the updated Conflict of Interest Register. Board member, Maxine Moana-Tuwahangi will email the Board's Executive Administrator changes to her conflicts of interest.
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 7 October 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. Requested action The Board requested receiving by email from the Communications Manager a request for ideas on Centenary celebrations.
1.5	Board Meeting Schedule 2020 Noted the Board Meeting and Risk Assurance Committee Meeting Schedule 2020. Confirmed that the next Risk Assurance Committee meeting will be held at 9.30am on Wednesday 2 December 2020 by Zoom. Draft Board Meeting Schedule 2021 Considered the 2021 Board Meeting Schedule and noted the proposals and assumptions made in the schedule as attached, including the 2020 Work Plans of the two Committees referenced as Appendix 1 and 2. Noted that advice had been sought on Legislation requirements in relation to the frequency of financial reporting to Board. Agreed in principle and referred the paper to the Risk Assurance Committee to address some of the issues on format and pattern for next year.
2 2.1	COMMITTEE REPORTING Employer Committee Work Plan 2020 Noted the Employer Committee Work Plan 2020. Noted the matters considered by the Employer Committee: <ul style="list-style-type: none"> • Adopted the <i>draft</i> Meeting Schedule 2021. • The work that is underway in developing a matrix to support succession planning for replacement Board members. A final report will be presented to the December Board meeting for consideration before the information is provided to the Minister. • A review of the Employer Committee and its functions. Noting the appointments of two new Board members, one being a ministerial appointment and one elected by kaimahi. • The Minutes of the November EC meeting will be presented at the December Board meeting for noting. Requested action The Matrix will be circulated to Board members during the course of the month (Board Chair).
3. 3.1	CHIEF EXECUTIVE REPORTS STRATEGIC Noted this item.
3.2	Health and Safety Dashboard <ol style="list-style-type: none"> a) Noted the below Health and Safety monthly statistics for September 2020: <ol style="list-style-type: none"> i. There have been 17 reported work incidents in 2020, with no further work incidents reported since the last report. ii. Graph 1: Sick Leave Days taken in September 2020. <ol style="list-style-type: none"> a. Te Kura kaimahi have taken a total of 124 days of sick leave in September this year. b. When comparing sick leave taken by kaimahi in September 2020 to sick leave taken in September 2019 there has been a 64% decrease in the month to month comparison. c. Year to date so far there has been an overall 47% decrease in sick leave taken iii. Graph 2: Year to Date Sick Leave Comparison:

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	<p>a. While sick leave taken at Te Kura in direct month to month comparison is still down it is interesting to note that for the last two months the patterns are similar to 2019 with a spike in August and a subsequent decrease in September.</p> <p>iv. Graph 3: Northern Region Sick Leave Comparison by Month:</p> <p>a. This graph shows sick leave taken by kaimahi in Te Kura’s Northern region for the months from when New Zealand moved to alert level 4 and the end of September.</p> <p>b. April and May demonstrate the biggest difference with drastic sick leave reduction in 2020 due to the nationwide lockdown. Once lockdown concluded we can see the sick leave numbers moving closer together until the second outbreak and subsequent lockdown in early August and September.</p> <p>c. October data has not been included in this graph as the month has not yet concluded.</p> <p>v. Graph 4: Sick Leave Days taken during the Dates of the August Lockdown:</p> <p>a. This graph shows the amount of sick days taken by Learner Services kaimahi during the dates of the increased alert levels nationwide.</p> <p>b. It is interesting to note that there is not a lot of difference in the amount of sick days taken when broken up by region which differs from our hypothesis that the increased alert levels caused a decrease in sick leave.</p> <p>c. This potentially suggests that the overall decrease in sick leave being taken in 2020 compared to 2019 which is evident on Graph 2 was initiated by lockdown but has been sustained due to the increased flexible working that has been offered to kaimahi. With the option to work from home entirely or even a few days a week has had an impact on the overall use of sick leave at Te Kura.</p> <p>vi. Graph 5: There have been no new incidents of stress reported through Taangata.</p> <p>vii. Graph 6: There have been no new bullying incidents recorded in September 2020</p> <p>Noted that Te Kura is exploring options on different working models for some smaller regional offices, given the number of kaimahi continuing to work from home.</p>
3.3	<p>Chief Executive Monthly Progress Report.</p> <p>Received the CE Board Monthly progress report. Noting, that:</p> <ul style="list-style-type: none"> • Te Kura was pleased to receive notification that it has been offered a funding package. The fund is to be used to meet the immediate wellbeing needs of ākongā/students and their whānau that have been affected by Covid-19 disruptions. • Auckland Interventions (TK400): The team has done an amazing job in set up arrangements, including the kaimahi involved in this initiative to support ākongā. • Te Ara Pounamu: The rollout of continuous reporting has brought a different approach. In particular, the feedback/feedforward in MyTeKura on subject progress, engagement progress and applying the same approach to learning across the curriculum. This includes huinga ako, leaving to learn activities and acknowledging feedback visibility on learning, all of which have been embraced by Kaimanaaki. • Student Journey: The planning tool is being trialled as part of the TK400 Auckland initiative response. Good feedback has been received. The trial will help identify expectations for Kaimanaaki and kaiako on where ākongā should be in the learning journey. • Partnerships: Progressing with a partnership arrangement with Youth Justice and discussions are underway with Ngati Porou. • Becoming a Bilingual organisation is progressing and work is being done through various sessions for kaimahi to continue learning. • Learning Support: Te Kura continues to have large numbers of high needs ākongā referrals by the Ministry of Education. Also having the ongoing challenge of disproportionate funding. • Update on whānau feedback from the recent National Library huinga ako, attended by Board member, Mele Wendt. <p>Requested action:</p> <ul style="list-style-type: none"> • The Board requested the inclusion of a glossary of te reo terms in the Board pack as reference. (Anne)

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<p>4. 4.1</p>	<p>FINANCE</p> <p>Financial Report Noted the report as favourable in relation to both revenue and expenditure compared to budget for the September month. Further noting the projected full-year forecast result is also favourable. This is mainly driven by improved revenue.</p> <p>Discussed that the Enhanced Wellbeing Fund (EWF) and the funding for the TK400 Auckland intervention which is not included in this report will balance out overtime with associated expenditure</p> <p>Moved: Maxine Moana-Tuwhangai Seconded: Stuart Middleton</p>
<p>4.2</p>	<p>2021 Projected EFTS Noted this report that shows overall a 3% EFTS increase compared to the 2020 Resourcing Notice. <i>The Board moved out of the Public part of the meeting and into In Committee to discuss the Budget and outyears.</i></p>
<p>5. 5.1</p>	<p>APPROVALS</p> <p>Governance policies Approved the amendments to the following Governance policies:</p> <ul style="list-style-type: none"> • Responsible ICT Use Policy • Digital Citizenship Policy <p>Noted the ICT Policy was considered by the Employer Committee meeting. Discussed the differences between the two policies which apply to different audiences. Moved: John Chemis Seconded: Ruma Karaitiana</p>
<p>6 6.1</p>	<p>NOTING AND INFORMATION</p> <p>Inwards Correspondence/Outwards Correspondence Noted no correspondence.</p>
<p>6.2</p>	<p>Enrolment Statistics Noted the Enrolment Statistics and that there has been little movement to-date, except for the TK400 intervention where there has been an increase in full-time ākonga. Noted there has been a slight drop in the snapshot position – this is mainly due to Adult ākonga which is expected this time of the year due to completing their learning objectives. Noted that the performance of full-time ākonga is the best marker to assess the quality of the teaching at Te Kura.</p>
<p>6.3</p>	<p>October Progress Indicators Report Against 2020 Charter and Annual Plan Noted the October 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. Discussed there has been no significant movement in the numbers since the last report hence the comments showing relatively the same. Discussed the usefulness of including actuals behind the percentages. Noted the Auckland intervention TK400 ākonga are already engaging well in My Korowai with 68% already engaged since the programme commenced. Overall, this has been positive and is the main contributor to the strong numbers. Further, engagement figures in TK400 contribute to the rise in MyTeKura with 20% already submitted assessable work. Noted that overall Pacific ākonga are tracking below baseline. It is expected to see a positive turnaround by year end as a number are enrolled in TK400 intervention.</p>
<p>6.4</p>	<p>2021 Charter and Annual Plan Noted this report and that the Charter is a work in progress. Noted the Board will receive a further update in December and an update on consultation feedback. The final version will be presented to the February Board before submission by 1 March 2021. Provided comments on whether the Strategic Objectives section can be condensed more.</p> <p>The Board:</p> <ul style="list-style-type: none"> • Confirmed the 2021 Charter and Annual Plan to be submitted in its current format. • Agreed that the Charter and Annual Plan be maintained and submitted in its current format while Board planning continues. Noting we will need to incorporate requirements for a 3-year strategic

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	<p>plan (instead of a Charter) taking effect from 2023 and that guidance is expected from the MOE during 2021 or 2022.</p> <ul style="list-style-type: none"> Acknowledged the thoroughness in the work that has been done on the 2021 Charter and Annual Plan.
6.5	<p>Legislative Compliance Framework Noted this report with one minor correction. Noted the summary of changes reflects the new Legislation, including the requirement to have an elected staff member on the Board selected through an election process. More specifically, the voting forms will be sent out next week. The election date is 11 December 2020 and results announced on 17 December. Noted the original submission date for 2020 Self-Review attestation to Signatory to the Code of Practice has been extended to 1 December and Te Kura is on track to complete this.</p>
6.6	<p>Policy Status Register – Assurance Statement Noted this report. The Board noted the usefulness to have access to all Policies when inducting new Board members. It was suggested to explore the use of Convene as the mechanism for policy access.</p>
	<p>GENERAL BUSINESS Received notification from NZQA about conducting a review of Summer School 2020-2021 to ensure that the recommendations from the Managing National Assessment review are being followed. Noted the topics of discussion from the Joint Chairs hui attended by the Board Chair. <i>The Board Chair, Barbara Ala'alatoa declared the meeting closed with a closing karakia at 3.40pm.</i></p>
7	<p>NEXT MEETING December 2020 (face to face)</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, Ella Tavernor and Michael Tompson, John Nisbet, Anne Coster, Te Rina Leonard and Sandra Rekatsinas as being 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 November 2020