

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

Present	Barbara Ala'alatoa (Chair), John Chemis, Mele Wendt, Ruma Karaitiana, Maxine Moana Tuwhangai
In Attendance	Mike Hollings (Chief Executive), Regan Dooley (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	Stuart Middleton

PROCEDURAL

Section	Subject
	APOLOGIES
	<p>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>Te Kura's Board Chair, Barbara Ala'alatoa declared the meeting opened at 9.30am. She also noted the apologies from Board member, Stuart Middleton and that he has been awarded the title of Emeritus Professor by Manukau Institute of Technology. Board member, Stuart Middleton passed on a message to his fellow Board members and SLT wishing them best wishes for the festive season and the year ahead.</p>
	<p>Board hui follow up The Chief Advisor, Strategy provided a summary of the process, and further detail and context behind building on the Board's initial thinking on 5-10 year strategic priorities, including the overall themes which could support the Board strategic direction.</p> <p>Canvassed the feedback received from the November Board meeting and the need to further discuss how to drive the strategic direction across the Board's new meeting framework for next year to ensure these priorities are kept active, simple and adds value. Lastly, thinking about the contemporary issues in this environment.</p> <p>Noted the significant priorities, aims and aspirations requiring further discussion to bring greater clarity and a higher level of understanding into the 5 years and 10 years plans:</p> <ul style="list-style-type: none"> • Climate Change. • Equitable access to Te Kura • Te Kura's operating model • Te Tiriti o Waitangi: (5 years 10 years) <p>Requested action:</p> <ul style="list-style-type: none"> • Include 5-10 years plans that state the implementation of certain activities to advance the strategic objectives. • An <i>Action Plan</i> to be developed that will identify the aims and aspirations of two priorities that provokes discussion, challenge and gives absolute clarity and shared understanding moving into the future. • Agreed to discuss <i>Climate Change</i> at the February meeting. (Topical items to be considered: the Government's Climate Change Statement of Emergency; Realm countries and obligations and references to the 2020 Charter to inform the work for the 2022 Charter and Annual Plan).
1	MEETING ADMINISTRATION
1.1	<p>Conflict of Interest Register Noted the Conflicts of Interest Register.</p>

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1.2	<p>Agenda Review Noted the agenda was accepted as circulated.</p>
1.3	<p>Minutes of the Board meeting The Board received the Minutes of the Meeting held on 4 November 2020 and approved them as a true and accurate record. Moved: John Chemis Seconded: Ruma Karaitiana</p>
1.4	<p>Action items Noted progress on the action points Discussed inviting Associate Ministers to a future Board meeting. Noting the suggestion to attend one of the strategic sessions (to be identified).</p>
1.5	<p>Draft Board Meeting Schedule 2021 a) Approved to implement the updated 2021 Board Meeting Schedule with the adjustments agreed at the 2 December 2020 Risk Assurance Committee meeting. b) Agreed to proceed with consulting other stakeholders such as the Ministry of Education and the New Zealand School Trustees Association. c) Noted the 2020 Work Plans of the two Committees attached as Appendix 1 and 2 as references and amendment made to the Risk Assurance Work Plan as agreed at the Risk Assurance Committee meeting. Agreed the new meeting format will be work and progress, and a year-end evaluation of the process will also be conducted. In addition, the schedule can be adjusted according to business activities. Noted the suggestion to use Central South and Early Childhood as one of the regional face to face meetings to give the Board some exposure to activities in these regions. Requested action: The Board requested that reporting requirements be reflected in the 2021 Committee Work Plans for submission to the February Board meeting. Moved: Barbara Ala'alatoa Seconded: Mele Wendt</p>
2 2.1	<p>COMMITTEE REPORTING Employer Committee Work Plan 2020 Noted the Employer Committee Work Plan 2020. Noted matters considered at the December Employer Committee meeting:</p> <ul style="list-style-type: none"> • Adopted the use of the 2020 Work Plan for next year's Work Plan (2021) following an earlier review of its timetable. • Adopted the 4 November 2020 Minutes of the Employer Committee meeting. • Considered the End of Year CE Performance review and salary recommendations, in light of State Services Commission advice about post Covid-19 environment and salary restraints. Noting the following points: <ul style="list-style-type: none"> ○ The two key strategic outcomes that have been identified earlier this year have been well met. Of particular note, Te Kura's relationship with the Ministry of Education has been significantly advanced. ○ Two outstanding matters to be considered at the first Employer Committee meeting next year.
2.2	<p>Draft Risk Assurance Committee Minutes held on 2 December 2020 Received the <i>draft</i> Risk Assurance Committee Minutes held on 2 December 2020. Noting that some of the agenda items have been duplicated to discuss at the Board meeting to give the full Board insight on what has been discussed and supported. Received clarification that the multi-factor authentication is underway. The distribution of surface books to kaimahi will be with a dual factor authentication. Discussed the functionality of Convene and training to make better use of the Convene portal for Board to conduct their business outside of a scheduled Board meeting. Moved: Maxine Moana-Tuwangai Seconded: Mele Wendt</p>
3. 3.1	<p>CHIEF EXECUTIVE REPORTS STRATEGIC Noted this item.</p>

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3.2	<p>Health and Safety Dashboard</p> <p>a) Note the Health and Safety monthly statistics for November 2020 (Accurate as of 25 November):</p> <p>b) Graph 1. Sick leave days taken in October 2020:</p> <ol style="list-style-type: none"> i. Te Kura kaimahi have taken a total of 119 days of sick leave in October this year. ii. When comparing sick leave taken by kaimahi in October 2020 with October 2019, there has been a 49% decrease. iii. Year to date there has been an overall 47% decrease in sick leave taken compared with 2019. <p>c) Graph 2. Year to Date Sick Leave Comparison: Kaimahi sick leave continues to decrease since the COVID19 lock down compared to 2019 sick. However, October 2020 has shown the closest month-to-month comparison post-lockdown. Historically looking at sick leave taken in October in previous years it has tended to be one of the lowest sick leave consumption months of the year. This is interesting when comparing 2019 to 2020 because while there is still a decrease compared to 2020, overall, 119 sick days in October is a high amount considering the increased flexibility of remote working and it's perceived impact on previous months.</p> <p>d) Graph 3. There have been 21 reported work incidents in 2020, an increase of four work related incidents since the October 2020 report. Graph 3 provides a breakdown of the reported incidents into incident categories.</p> <p>e) Graph 4. There have been no new incidents of stress reported through Taangata.</p> <p>f) Graph 5. There have been no new bullying incidents recorded in October. The one bullying outstanding complaint in 2020 has been resolved since the last Board paper.</p> <p>Noted the matters raised from the Pre-Board meeting discussion and whether the Board is given adequate information and is satisfied that information appropriately meets Board requirements. (Reference was made to <i>Graph 3</i> and whether it gives enough information).</p> <p>Discussed and noted the updates received. Future reporting will be adapted to include more narrative on mitigations. Feedback will be sought from the Board on whether the mitigations meet Board requirements.</p> <p>Noted the fact that sick leave is down compared to last year. This is mainly driven from the working from home environment, better use of hygiene practices and kaimahi staying at home when feeling unwell.</p> <p><i>The Board adjourned at 10:55am for the Central South Prizegiving ceremony.</i></p> <p><i>The Board reconvened at 1pm. Before moving to item 3, the successful Central South Prizegiving ceremony was noted, which has real meaning for whanau and the connection to the Board, which is important for their meetings in the regions.</i></p>
3.3	<p>Chief Executive Monthly Progress Report.</p> <p>Received the CE Board Monthly progress report. Noting,</p> <ul style="list-style-type: none"> • Progress on the <i>Auckland intervention (TK400)</i> programme is proving very successful. The programme will continue into Term 1 and that some akonga will be returning to face to face schools. This reflects the success of the programme. • Additional funding received to look at increased wellbeing of akonga. Work is underway on the development of a programme of work for 2021, entitled the...<i>Enhanced Wellbeing Programme 2021</i>. This programme is aimed at 'at risk' akonga and creating learning opportunities. A joint planning hui with Learning Delivery and Curriculum has taken place to design and formalise a work programme for commencing in Term 1. • <i>ClassroomNZ2020</i> will continue into next year. Te Kura is in discussion with the MOE about resourcing to continue Te Kura's support to the wider sector. • The recent <i>end of year rollover</i> has happened with precision and smoothness. The Chief Information Officer and his team worked overnight to roll over 4,700 akonga for next year. This also reflects the set-up of good system improvements. • <i>Telling our Story</i> has gained good traction with recent promotional activity done through the channels of media, summer school and Pacific radio. There will be another article written and will feature in the Sunday Star Times on 18th December 2020.

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	<ul style="list-style-type: none"> • The new <i>Continuous reporting format</i> is now complete in My TeKura and My Korowai. Learning Support will be onboard early next year. The feedback received and the reading of those rich stories of learning has been heartening. • A review is underway by NZQA on Summer School moderation arrangements. Te Kura has signalled confidence about its practices in this area. Noting the final external moderation results for end of year was confirmed and the agreement rate sits at 86%. This reflects Te Kura's robust procedures, assessments, moderation and verification results. • Considering pursuing portfolio assessments and portfolio entries into universities. Melbourne University is working on a whole new approach to how to construct a portfolio that will be credible, valid, reliable and valuable for accepting Big Picture portfolio entry. <p>Management action:</p> <ul style="list-style-type: none"> • A copy of the Enhanced Wellbeing Programme design will be presented to the February Board meeting.
<p>4. 4.1</p>	<p>FINANCE</p> <p>Financial Report</p> <p>Noted the report as presented to the December Risk Assurance Committee. The Deputy Chief Executive, Systems and Support provided a detailed summary of the financial results which sets out the YTD results for the month of October and the main drivers behind the favourable revenue position against budget and surplus result.</p> <p>Overall, Te Kura's full year surplus position is favourable, however the surplus result will reduce closer to to year-end from personnel expenditure as permanent positions are filled. Also, it was noted favourable results with respect to cash reserves, working capital, current liabilities and total net assets.</p> <p>Noted the highlights that contributed to the favourable revenue position and the under-budget expenditure in amortization and depreciation. This is largely driven by the reduced capital projects investment during the year, some of which is Covid-19 related and some projects that had yet to occur.</p> <p>Noted the discussion about Term deposits that will need to grow to adequately meet expected capital expenditure obligations over the next two years and effectively plan for future capital investments such as the review of Te Kura's systems.</p>
<p>4.2</p>	<p>Financial Reporting Schedule</p> <ul style="list-style-type: none"> a) Noted the date of the external audit of the 2020 Annual Report financial statements b) Noted the date of the Ministry of Education audit of the 2020 Resourcing Notice c) Noted that Board members are invited to attend the exit meeting for the presentation of the results of the audit of the 2020 Resourcing Notice d) Noted the proposed report schedule. <p>Noted the key dates and Financial reporting obligations with the current Board and Risk Assurance Meeting schedule. <i>(The November 2020 results will be ready after today's Board meeting. A short version of the November financial results will be circulated to Board members via the Board Chair. The January results will be provided to Board in March 2020).</i></p> <p>Noted a Risk Assurance Committee will need to be set up to align with the endorsing of the Annual Financial Statements for sign-off at the May Board meeting ahead of submission to the Secretary for Education by 31 May 2021.</p>
<p>5. 5.1</p>	<p>APPROVALS</p> <p>Governance policies</p> <p>Noted this item.</p>
<p>6 6.1</p>	<p>NOTING AND INFORMATION</p> <p>Inwards Correspondence/Outwards Correspondence</p> <p>Noted no correspondence.</p>
<p>6.2</p>	<p>Enrolment Statistics</p> <p>Noted the positive variance and the fact that Summer School and targeted interventions and full-time referrals are contributors to the increase in enrolment statistics.</p>

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6.3	<p>November Progress Indicators Report Against 2020 Charter and Annual Plan Noted the November 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 the underlying figures and progress indicator numbers for each cohort has been included in the report with brackets as previously request by the Board.</p> <p>Management action:</p> <ul style="list-style-type: none"> • Interim adjustments to be made on tracking an analysis breakdown behind akonga data and developing narrative stories behind the akonga journey. Highlighting the change from the prior month could show some meaning and results of circumstances. • Provided comment on how to look at achievement progress for Years 1-10.
6.4	<p>2021 Charter and Annual Plan Noted this report. Discussed the new format used for the consultation survey for ākonga and whānau, with tick boxes and free text comments. To date, 193 of the 256 ākonga respondents considered the range of Te Kura courses, options and modules as very good. Discussed the Vision statement and the choice of a version in te reo Māori; also the annual section which emphasises key areas of focus for kaimahi in 2021. Management Action: A summary of results and comments will be provided to the Board once the survey has closed.</p>
6.5	<p>Risk Register</p> <p>a) Noted this report and the specific risks relating to Covid-19 has been incorporated within Health and Safety</p> <p>b) Noted that the Risk Register that was provided to the Committee is a refined high-level version of the Register presented to the SLT meeting.</p> <p>Discussed the overall reduction in risk rating for implementing Big Picture Learning from 'high' to 'medium' is to be celebrated as a success. Noted the importance that the Board does not lose oversight of its responsibilities on risk appetite hence regular reporting to Board.</p>
6.6	<p>Year-end Planning report Noted this report as presented to the December 2020 Risk Assurance Committee meeting. The main emphasis for noting was Deloitte's area of focus and that auditors will potentially be engaging with some members of the Board to discuss areas relating to fraud.</p>
6.7	<p>Te Kura Centenary 2022 The Chief Advisor Strategy introduced the paper. He gauged the views of the Board for involvement and commitment to marking this significant anniversary. Feedback was sought on the broader parameters and size of the event. Provided comment:</p> <ul style="list-style-type: none"> • That the 2022 Centennial event is seen as a full year celebration and building up weekly activities through social media. • That Wellington events to be emulated through to regional offices. • The marking of a 100 years Centenary book is an important record for Te Kura. • The development of a centennial brand that we could start using immediately is a given. <p>Next steps:</p> <ul style="list-style-type: none"> • The set-up of a small Working Party to comprise of 1 x Board member (Maxine Moana-Tuwahangai), 2 x Kaiako and/or staff representative on the Board and 1-2 x kaimahi. • Survey kaimahi, akonga and whanau to gather ideas on the journey towards the Centenary • To continue with some Centenary celebration activities into future years.
	<p>GENERAL BUSINESS Acknowledged the current incumbent staff representative on the Board (John Nisbet) for his contribution.</p> <p>The Board Chair, Barbara Ala'alatoa thanked the Chief Executive and his team for taking the opportunity that 2020 afforded, which was about sharing, and contributing to ensure that Te Kura becomes part of the eco-system whilst also conducting its business. Barbara extended her thanks to her fellow Board</p>

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	<p>members. She said it was a pleasure to serve alongside her members with humor and commitment and appreciated the Board accommodating her in the Chair's role to ensure that all business is conducted.</p> <p>Board member, Mele Wendt extended her gratitude to the Board Chair for all her hard work in addition to her other responsibilities in the capacity as principal of a School. She acknowledged the strengths that Barbara brings to the Chair's role, commitment and always carrying akonga at the centre of learning, and making meetings so much fun. Mele wished Barbara a restful break.</p> <p><i>The meeting was declared closed with a Karakia at 3.35pm, extending a Merry Xmas message to each and every one and a well-earned break.</i></p>
7	NEXT MEETING
	2021

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, Regan Dooley 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: 9 December 2020