

Te Kura Board of Trustees Meeting
Minutes of meeting held Wednesday 10 February 2021
L2, Rata/Pohutukawa meeting rooms

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

PROCEDURAL

Section	Subject
	APOLOGIES
	<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> <p>The Board Chair, Barbara Ala'alatoa declared the meeting open with a poroporoaki to acknowledge with sadness the recent passing of Te Kura's former Board member, John Chemis. She noted his strong focus in supporting education in rural communities, working alongside the Maori community and learner aspirations. John will be greatly missed by the Te Kura whanau.</p>
	<p>ERO review of Te Kura</p> <p>Guest, Claire Douglas, Lead ERO Reviewer joined the meeting at 11.00am and was welcomed to the meeting.</p> <p>Board members noted Claire's background and purpose of her meeting with Board was to discuss the Review in broad terms. (A handout was also <i>tabled</i> at the meeting).</p> <p>Key significant points were noted:</p> <ul style="list-style-type: none"> • Broader approach to the inquiry and framing the priorities to get a diverse perspective of Te Kura, including stakeholders. • Some lead time to be given for providing data gathering to the ERO team. • The design for framing the inquiry /review cycle to be developed for feedback by Te Kura to ensure level of comfort. • Identifying some of the challenges and constraints and reflections on performance and strategies moving forward. <p>Discussed and noted the perspectives and interests expressed by the Board on the review. This also included the suggestion of inducting Review Team members to understand Te Kura's role in the system, who it serves and how it operates, its' students needs, etc.</p> <p>Next steps:</p> <ul style="list-style-type: none"> • To meet with Te Kura to start planning out some of the practical steps in initiating the review that is relevant to Te Kura. • A draft Terms of Reference for the review, including inquiries and data gathering will be made available at a future Board meeting. • A Board meeting schedule of timings over the next few months to be sent to Claire Douglas, Lead ERO Reviewer.
	<p>STRATEGIC SESSION: Climate Change Action Plan</p> <p>The Board identified <i>Climate Change</i> to be discussed in more detail as part of the Board's strategic session.</p>

Section	Subject
	<p>The Chief Advisor, Strategy introduced the paper and provided background context that included reference to links from the Beehive and media releases to support the Board’s climate change discussion.</p> <p>Provided comment that work is still maturing in terms of a Public Sector approach and the need to draw on more guidance and direction from authorizing environments such as the State Services Commission, the Ministry of Education and other relevant agencies for support to achieve Climate change goals.</p> <p>Noted the Board discussion and interaction in respect to becoming carbon neutral by 2025 and Te Kura’s contribution and strategic refresh to pursue this in line with the wider education sector was noted.</p> <p>Discussed taking the lead and modelling what a good organization should be doing on climate risk and planning into the future.</p> <p>Noted the importance of the Board demonstrating reasonable care, diligence and skill in assessing climate related risks as a priority.</p> <p>Management action:</p> <ul style="list-style-type: none"> • Research the Ministry of Environment website on Climate Change Risk Assessment for NZ to identify those risks that could apply to Te Kura. • Identify the <i>top 3-4</i> climate-related risks in the next 10,20,30 years and look at mitigations of those risks in the overall development of the climate change strategic focus. • Develop 2-3 strategic aims in the educative and operations arms, as a way of determining those priorities. <p>The <i>tabling</i> of the NZCER Report on findings on ‘Climate Change and Sustainability in Secondary Schools’ was also highlighted as part of the discussion.</p>
<p>1 1.1</p>	<p>MEETING ADMINISTRATION Conflict of Interest Register Noted the Conflicts of Interest Register and the amendments to Interests’ received from Board Chair, Barbara Ala’alatoa and Board member, Stuart Middleton.</p>
<p>1.2</p>	<p>Agenda Review Noted the agenda was reviewed to include a discussion item on Koru Club membership threshold.</p>
<p>1.3</p>	<p>Minutes of the Board meeting The Board received the Minutes of the Meeting held on 9 December 2020 and approved them as a true and accurate record. Moved: Stuart Middleton Seconded: John Nisbet</p>
<p>1.4</p>	<p>Action items Noted progress on the action points. Noted congratulations was extended to John Nisbet on his appointment as Staff Representative on the Board following the recent election results.</p>
<p>1.5</p>	<p>Board Meeting Schedule 2021 Noted the Board Meeting Schedule 2021 and next meeting will be held by <i>Zoom</i>. Noted a Board discussion to be scheduled on the design of the ERO review as planning progresses. Received clarification on the timelines for the discussion of the Annual Accounts.</p>
<p>2 2.1</p>	<p>COMMITTEE REPORTING Employer Committee Work Plan 2021 Noted the Employer Committee Work Plan 2021 to be corrected to show the 2021 year through-out the document. Next steps:</p> <ul style="list-style-type: none"> • The dates for next annual external self-review to be pushed out for at least another year (given the last review was not long finished). • Amend any references to an external review and identify a slot to address the matter relating to external and internal reviews. • A revised 2021 Work Plan to be presented to the next Employer Committee March 2021. <p>Board appointments update: The proposal to extend the terms for Board members Stuart Middleton, Mele Wendt and Ruma Karaitiana to full terms. Filling the two Board vacancies is still in progress.</p>
<p>2.2</p>	<p>Risk Assurance Committee Work Plan 2021</p>

Section	Subject
	<p>Noted the Risk Assurance Committee Work Plan 2021 with an amendment to show the Annual Work Plan and confirmation of Committee dates to show as 2022.</p> <p>Noted the need to establish a routine to have the review of the three-year cycle policies pertaining to the Risk Assurance Committee presented.</p>
<p>3. 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>Noted the Health and Safety monthly statistics for December 2020 and comparisons to the full 2019 year with 2020 where the information is available.</p> <p>The DCE, Systems and Support provided an overview of the paper. He gauged the feedback on the improved format for Health and Safety reporting to the Board. He commented that the report has been streamlined for ease of reference and gives more context where relevant.</p> <p>Noted the highlights of the report. In particular, the reduction in sick leave and the number of reduced incidents. Also, staff turnover, the average length of service and aging workforce statistics relevant to the wider sector was also discussed.</p> <p>The Board was complimentary of the improved reporting format on Health and Safety matters.</p>
<p>3.3</p>	<p>Chief Executive Monthly Progress Report.</p> <p>Received the CE Board Monthly progress report. Noting,</p> <ul style="list-style-type: none"> • A drop in international overseas students – the impact is unknown and may not be entirely COVID-19 related. • A close watch on the Covid-19 response to ensure vigilance in the event of a move in alert levels at a moment's notice. • Targeted interventions TK400 has re-commenced this week and is running very well. Work is underway on transitions for ākonga. Further, ERO has been conducting an evaluation on the interventions in response to the Covid-19 impact on vulnerable ākonga. The findings will inform the wider ERO review. Feedback on the evaluation has been positive from local kura and whānau. • Becoming a Bilingual Organisation has plateaued. SLT will be encouraging regular te reo classes to keep te reo live. It was also noted the Ministry of Education is offering a te reo Māori course for kaiako. • There has been approximately 1800-2000 ākonga registered for 2020/2021 Summer School (slightly up from last year results). • The Auckland interventions are heavily Pacific and Māori. This has raised the profile of Te Kura in the Pacific community and some good stories have been shared. • There has been a remarkable response from regions on the Engagement and Wellbeing Programme work that is underway. • Learning support work is underway to highlight opportunities for improvement. In discussion with the Ministry about Te Kura ultimately becoming a fundholder for ORRS. • Update and next steps on the Interim Funding Review paper which had been recently completed. This paper will inform the longer-term funding review in the future. Further information to come in May following the Budget Bid process. <p>The Chief Executive acknowledged the Deputy Chief Executive and his team for the great job done in completing the paper and the relationships built along the way.</p> <p>Requested action</p> <ul style="list-style-type: none"> • An interim report on Summer School to be provided to the next Board meeting. Information to include comparisons with 2020 Summer School. • Circulate to Board members a copy of the Interim Funding Review paper for information <p>Moved: Barbara Ala'alatoa Seconded: Maxine Moana-Tuwhangai</p>
<p>4. 4.1</p>	<p>FINANCE</p> <p>Financial Statements</p> <p>Noted the draft 2020 Financial Statements excluding notes and summary of explanation on the Statement of Comprehensive Income as <i>tabled</i>.</p>

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	<p>The DCE, Systems and Support introduced the paper noting the key dates for both the Deloitte audit of the annual financial statements and Ministry of Education audit of the Resourcing Notice. The Ministry was placing more emphasis on policy as opposed to the calculation of EFTS given the low margin for error that Te Kura has achieved this year. He also mentioned the funding of TK400 that has been carried forward into Budget 2021 as agreed at the last Te Kura Board meeting.</p> <p>In addition, it was noted that there was an increase in personnel costs against budget for the month of December.</p> <p>Overall, he commented that Te Kura is in a good position (YTD in December) and that a higher revenue result against budget YTD has been achieved.</p>
4.2	<p>2020 Funding Impact on 2021 Budget</p> <p>a. Noted that the current 2021 budget does not include \$2.723 million of revenue and expenditure arising from funding received late in 2020 from the Ministry of Education as it was not known to Te Kura and the Board at the time of the 2021 Budget being approved.</p> <p>b. Noted that until the 2021 and four out years budget is updated to include the 2020 funding carried forward and the corresponding expenditure there will be variances between actual revenue and expenditure in the first few months of 2021. The changes to the 2021 budget will be incorporated and included after the completion of the audit of the 2020 year-end financial statements.</p> <p>Discussed that Budget 2021 will show a variance until audit confirmation and agreement has been received.</p>
4.3	<p>2021 Resourcing Notice – Final Draft</p> <p>Noted this report and the fact there is an increase in base- funding and the variable rate.</p> <p>Discussed the key point to note is the expanded definition of engagement will see much better improved definitions in the way that EFTS are calculated.</p>
5.	<p>APPROVALS</p>
5.1	<p>Governance policies</p> <p>Noted this item.</p>
5.2	<p>2021 Charter and Annual Plan update</p> <p>Approved the final draft Charter and Annual Plan for submission to the Ministry of Education by 1 March 2021.</p> <p>Provided with a summary of the Charter survey feedback, the extensive process used for following up on feedback this year.</p> <p>Noted the 2021 Charter and Annual Plan will be used as a guide for more detailed operational planning by SLT and Managers.</p> <p>Acknowledged the great work that has been carried out in completing this 2021 Charter and Annual Plan.</p> <p>Moved: Mele Wendt</p> <p>Seconded: John Nisbet</p>
5.3	<p>2020 Analysis of Variance</p> <p>Approved the 2020 Analysis of Variance for submission to the Ministry of Education by 1 March 2021 and key highlights of the paper as presented.</p> <p>Provided comment about continuing to think about ‘value add’ to our indicators.</p> <p>Moved: Mele Wendt</p> <p>Seconded: Maxine Moana-Tuwhangai</p>
6	<p>NOTING AND INFORMATION</p>
6.1	<p>Inwards Correspondence/Outwards Correspondence</p> <p>Received letter from Minister Hipkins extending his condolences to the Te Kura Board for the passing of John Chemis. He also acknowledged John’s significant contribution to education in New Zealand, particularly for rural communities and young Māori.</p>
6.2	<p>Enrolment Statistics (Verbal update)</p> <p>Noted the update as presented and that there will be a more detailed update provided at the next Board meeting.</p>
6.3	<p>Whanau voice</p>

Section	Subject
	Noted the schedule and Board members' interests in attending some of the whanau voice visits for Board members to indicate their interest in attending.
6.4	<p>Enhanced Engagement and Wellbeing (EEW)</p> <p>Noted the progress to-date and next steps on the Enhanced Engagement and Wellbeing project.</p> <p>Noted alignment with the Ka Hikitia action plan and the continued focus on improving engagement and wellbeing.</p> <p>Noted the Board will receive regular progress updates via the CE Board monthly report and termly progress reports.</p>
6.5	<p>Te Kura Centenary 2022</p> <p>a) Noted this report.</p> <p>b) Considered and approved governance arrangements for the centenary with the involvement of Board member, Maxine Moana-Tuwhangai as the liaison person.</p> <p>Noted that planning is underway and is heartening to see the material received to date.</p> <p>Provided comment that a draft pānui will be sent to kaimahi next week seeking feedback on centenary celebrations ideas and to include information about the establishment of a working party.</p> <p>Tabled some samples of the Te Kura logo (2 x black and white and 2 x colour) for feedback. The samples will be decided and will be used in different circumstances. Noting, also that the name '<i>The Correspondence School</i>' will be part of the Centennial logo.</p> <p>Requested action</p> <p>The Board Chair, Barbara Ala'alatoa to call the Secretary for Education, Iona Holsted about the Centenary.</p> <p>Board members were asked to seek for sponsorships via their network to promote the Centenary, where possible.</p>
6.6	<p>Climate change (11:30am Strategic session)</p> <p>Noted the background reading on climate change discussed at the 11:30am strategic session.</p>
6.7	<p>Te reo Maori Glossary of Terms</p> <p>a) Noted the reference list of Te Reo Māori terms and access this glossary via the Document Library of Convene.</p> <p>b) Noted that updates to the document will be ongoing as required.</p> <p>Acknowledged the usefulness of the document and style and that preference would be to include the document in each Board paper pack so that it is readily accessible.</p>
6.8	<p>Numeracy Developments at Te Kura</p> <p>a) Noted the work in progress and proposed next steps given recent stories about declining Maths and Science achievements.</p> <p>b) Provided comment about reorganising and repurposing current resources, and developing new resources in Maths that are engaging, and support monitoring and tracking of ākongā progression across the curriculum.</p>
	<p>GENERAL BUSINESS</p> <p>Noted the update from the pre-Board meeting discussion and response to the questions raised. Topics of discussions were:</p> <ul style="list-style-type: none"> • The proposed approach for meeting with kaimahi • Quarterly meetings with the Union • Governance and management. • Use of NZSTA professional development for Board members • Climate change and reduction of trips to Wellington. <p>In addition, the question was raised about Koru membership policy and threshold for kaimahi. The Policy to be reviewed and presented to Board (Deputy Chief Executive, Systems and Support).</p>
7	<p>NEXT MEETING</p> <p>March 2021 by zoom</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, Regan Dooley and Michael Tompson, 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: 10 February 2021