

Te Kura Board of Trustees Meeting
Minutes of meeting held Wednesday 10 March 2021
Held by Zoom

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

PROCEDURAL

| Section | Subject |
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| | 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 Tīhei mauri ora!</p> <p>The Board Chair, Barbara Ala'alatoa declared the meeting open at 11:00am, followed by opening remarks:</p> <p>Meeting with Minister Tinetti: Te Kura's Board Chair, and Chief Executive met with Minister Tinetti on 25 February 2021 to discuss Te Kura's role in the sector.</p> <p>Provided comment that the Minister is a big advocate of equity and would have an interest in championing the work of Te Kura. Regular meetings will be set up with the Minister, and that representatives from Te Kura will also be invited.</p> <p>ERO Review: Background on the composition of the ERO Review Team, the nature of the team, its portfolio and responsibilities. ERO will be formally welcomed to Te Kura on 26 March 2021, starting with a Pōhiri.</p> <p>Received a briefing from Board member, Mele Wendt on her Royal Commission of Inquiry community engagement meetings, . Noting two points of interest:</p> <ul style="list-style-type: none"> • Emphasis on Education as part of improving social cohesion and having more korero in schools to implement policies and programmes for educating people about different faiths and ethnicities. • Te Kura's contribution to diversity and education to ensure there is increased focus on diversity and social inclusion. <p>Provided comment on Te Kura's response to the review of its Policy framework underway. There will be a desire from staff to be closely consulted on policy review, including the introduction of National Education and Learning priorities (NELP) towards embedding by 2023. Further, some policies will reflect the guidelines and will be co-constructed for keeping ākonga at the centre.</p> |
| | <p>STRATEGIC SESSION: Board's Initial thinking on the 5-10 year goals</p> <p>Board members revisited the table that identifies the Board's initial thinking on the 5 and 10 year goals; its purpose and next steps.</p> <p>Noted that the priorities are to be framed to focus attention on medium to longer-term goals that are determined as most important with a view to change as new priorities eventuate in the shorter to medium term environment.</p> <p>Board members regrouped and canvassed the views on the Climate Change discussion from the February Board meeting.</p> <p>The Board Identified the two themes for discussion at the May Board strategic session being; <i>Te Tiriti o Waitangi</i> and <i>Equitable access to Te Kura</i>.</p> |

| Section | Subject |
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| 1 1.1 | MEETING ADMINISTRATION Conflict of Interest Register Noted the Conflicts of Interest Register. |
| 1.2 | Agenda Review Noted the Agenda was reviewed to include a Board only session before the Board adjourns for lunch. |
| 1.3 | Minutes of the Board meeting The Board received the Minutes of the Meeting held on 10 February 2021 and approved them as a true and accurate record. Moved: Stuart Middleton Seconded: Mele Wendt |
| 1.4 | Action items Noted progress on the action points: Centenary 2022: Minister Hipkins and Secretary for Education have both expressed a strong interest in attending the 2022 Centenary opening. Koru Club Memberships: Discussed travel criteria and adhering to Te Kura’s policy given there are fewer Board meetings and keeping track of the number of Koru Club memberships to ensure it does not exceed the threshold given the reduced travel as a result of COVID-19. Agreed to defer any decisions for a further year given the current circumstances and being an outlier year with the impact of COVID-19. Moved that the Board is comfortable that any Koru Club memberships are to be renewed consistent with levels of membership in 2020, and that Kaimahi memberships will be reviewed on a case by case basis. The policy will be looked at when we are at normal business as usual levels of travel (Maxine Moana-Tuwahangi) Seconded: Ruma Karaitiana |
| 1.5 | Board Meeting Schedule 2021 Noted the Board Meeting Schedule 2021. The Board indicated its preference for an earlier start when a Board meeting is held by Zoom. Agreed that Board meetings held via Zoom to commence at 9.30am and that Employer Committee meetings be scheduled simultaneously with the meetings held with the Chair of the Risk Assurance Committee and Finance Team. |
| 2 2.1 | COMMITTEE REPORTING Employer Committee Work Plan 2021 Noted the Employer Committee Work Plan 2021 and matters considered by this morning’s Employer Committee: <ul style="list-style-type: none"> • The revised Employer Committee Work Plan for 2021; its key priorities and delivering those priorities in a timely way to ensure the Board has the final approval. • Agreed to hold an Employer Committee meeting in April (via Zoom) to work through the priorities and timelines. In addition, it will consider a review of the Board Membership list for both Committee(s). The outcome will be discussed and confirmed at the May Board meeting. Moved: Barbara Ala’alatoa Seconded: Mele Wendt/Ruma Karaitiana |
| 3. 3.1 | CHIEF EXECUTIVE REPORTS STRATEGIC Noted this item. |
| 3.2 | Health and Safety Monthly Dashboard Noted the Health and Safety monthly statistics for January 2021. The Board noted their concern about potential liability for accidents at home while remote working in the context of the recent Health and Safety Act changes. Board members also noted that interactions with ākonga need to be done in an appropriate way to ensure the monitoring and tracking of student safety, given the current environment. After much discussion, the Board confirmed its comfort that there are sufficient processes in place to mitigate and monitor the wellbeing of kaimahi in the context of online and keeping within boundaries. |

| Section | Subject |
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| | <p>Work is underway to ensure risk-based work-place assessments are done and that photos of everyone's workplace are included on file to give the Board confidence that any risks are being appropriately managed.</p> |
| <p>3.3</p> | <p>Chief Executive Monthly Progress Report. Received the CE Board Monthly progress report. Noting,</p> <ul style="list-style-type: none"> • COVID-19 TK400 continues to be a great success story and well managed. It demonstrates the huge commitment and flexibility of our kaimahi and how much impact Te Kura has on re-engaging ākonga into learning. The ERO team who is evaluating TK400 is sharing its findings with the ERO Review team. It was noted that systems contribution implications will be part of the ERO review and will set the scene for the review. The amazing work of the young kaiāwhina was also acknowledged. • Summer School: The numbers of ākonga have been lower than anticipated. The results achieved are lower than last year. More analysis to be done before providing a full report to the Board. • Te Ara Pounamu: Developments are ongoing on the Onboarding tool which will automate processes to make ākonga experiences in Te Kura smoother. • Focus on Young Adults: There are huge demands for trades academies places that can be filled, including STAR. • Becoming a Bilingual Organisation: A fully run immersion Māori Huinga Ako for ākonga who have been in previous immersion programmes, kura or kura a iwi. • Building Systems Capability: There has been increased developments and activity within My Korowai across all areas. There will be a strong focus on kaiako and team leaders to increase ākonga awareness of the tool. • Maori Success Framework. Progress is underway to implement My Te Reo, Tau Mai Te Reo and Ka Hikitia strategies in the School. • Enhanced Engagement Wellbeing (EEW): A Bilingual Huinga Ako will be running through the work of the EEW. There is also work on integration between strategies and implementation through the EEW work programme to prioritise priority groups that are 'at risk' of Māori and Pacific ākonga. • Police vetting and conflict of interest. Meeting with Police about a special arrangement to help with their literacy and numeracy programmes. • Good feedback has been received from Huinga Ako on positive experiences, despite there being some areas that Te Kura cannot proceed with due to resourcing constraints. • ClassroomNZ2020 implementation has been disappointing and not to Te Kura's expectation. • Expecting announcements on the Ministry of Education re-design. <p>Amongst other things, the Board discussed the fact there will be fewer Board meetings and the need to have monthly financial reporting to Board.</p> <p>Agreed for financial reporting (where there is no Board meetings) to be sent to the full Board via the Chair of the Risk Assurance Committee. Monthly meetings with the DCE, Systems and Support and Finance Team will be held with the Chair of the Risk Assurance Committee. A paper will be provided to the next Risk Assurance Committee with the proposed format and reporting schedule for monthly engagement with the Risk Assurance Committee Chair.</p> <p>Moved: Maxine Moana-Tuwahangi Seconded: Stuart Middleton</p> |
| <p>4. 4.1</p> | <p>FINANCE January 2021 Financial Report Received the January 2021 Financial Report. Noted the presentation and highlights of the results. Overall, the cash position and variance around retained earnings was positive. The Deputy Chief Executive, Systems and Support placed emphasis on the cash position which will be maintained to reinvest in key systems replacements and asset replacements.</p> |
| <p>4.2</p> | <p>2020 Financial Statements Received the 2020 Financial Statements and next steps. Provided comment that further work is to be done with the Auditors throughout April to finalise the Annual Financial Statement for inclusion in the Annual Report. The Annual Accounts will be presented for review and endorsement at the Risk Assurance Committee before presenting to the May Board meeting for approval, prior to submission to the Ministry of Education by 31 May 2021.</p> |

| Section | Subject |
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| | The Board complimented the Deputy Chief Executive, Systems and Support for a well-presented report. It acknowledged the surplus position in the draft 2020 Financial Statements as a good result. |
| 4.3 | <p>2020 EFTS Resourcing Revenue Audit by Ministry of Education</p> <p>a) Noted the resourcing auditors have completed their audit and identified that 1.548 EFTS (\$6,494) have been over-claimed.</p> <p>b) Noted that the audit result has been confirmed and the audit report is attached</p> <p>Acknowledged the outcome of the audit as a good result; the auditors were complimentary about the way in which the EFTS have been calculated. The work of the Finance Manager, and Senior Advisor, Finance was also acknowledged.</p> |
| 5. 5.1 | <p>APPROVALS</p> <p>Board Code of Conduct</p> <p>Approved the amended Code of Conduct with one minor amendment to the name of the signatory. Noted that the Ministry of Education will be issuing its own Board Code of Conduct in line with the new Education and Training Act.</p> <p>Moved: Ruma Karaitiana</p> <p>Seconded: Maxine Moana-Tuwahangi</p> |
| 6 6.1 | <p>NOTING AND INFORMATION</p> <p>Inwards Correspondence/Outwards Correspondence</p> <p>Noted this item.</p> |
| 6.2 | <p>Enrolment Statistics</p> <p>Noted there has been a positive variance across all areas.</p> <p>Discussed that Department of Corrections and Young Adults are down (drop by 5%). Noting this is early days as Te Kura is still in the period of high enrolments. Noted that statistics will be clearer in May or June for Young Adults.</p> |
| 6.3 | <p>2020 Annual Report Update</p> <p>Noted the report.</p> <p>Provided comment that there is no April Board meeting, therefore the draft Annual Report narrative will be put through the resolutions part of Convene for feedback at the end of March. The updated narrative will accompany the Annual Accounts which will be approved at the May Board meeting.</p> <p>Received a demonstration on the Resolutions room in Convene for Board members to review and provide comments on the Annual Report narrative.</p> |
| 6.4 | <p>Legislative Compliance Framework</p> <p>Noted this report and summary of changes.</p> <p>Highlighted the work around our Policy Framework and the need to consult wider with kaimahi on any changes to policies and supporting items. Noting the next step is to review the Policy Framework in its entirety as new reporting requirements come into effect in 2023. In particular, the shift in practice towards introducing National Education Learning Priorities (NELP).</p> |
| 6.5 | <p>Te Kura Centenary 2022 update</p> <p>Noted this report and summary of the initial responses to the pānui.</p> <p>Provided comment:</p> <ul style="list-style-type: none"> • There have been over half of kaimahi who have responded, to-date. • An Expressions of Interest has been called seeking the interest of kaimahi involvement in Centenary arrangements. This will inform the Working Party group. • The Centenary logo is awaiting licensing. <p>Noted that conversations are already underway with the Ministry of Education on next steps, including its involvement and role in Te Kura's Centenary.</p> |
| | <p>GENERAL BUSINESS</p> <p>Noted there were no items of general business.</p> <p>Board member, Ruma Karaitiana left the meeting at 2.30pm.</p> <p><i>The Board moved into the In Committee part of the meeting.</i></p> |
| 7 | <p>NEXT MEETING</p> <p>12 May 2021 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 |
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| 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 March 2021