

**Te Kura Board of Trustees Meeting**  
**Minutes of meeting held Wednesday 9 June 2021**  
**L7, Waitemata Meeting Room – Te Kura Auckland Office**  
**Flight Centre Building, 124 Vincent Street, Auckland**

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

**PROCEDURAL**

<b>Section</b>	<b>Subject</b>
	<b>APOLOGIES</b>
	<b>Noted</b> the Board's strategic session was held on 8 June at 4-5pm to discuss the Treaty of Waitangi strategic theme and a range of other matters.
	<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  Tihei mauri ora!</p> <p>The Board Chair, Barbara Ala'alatoa declared the formal part of the Board meeting open at 1:00pm, starting with acknowledgements:</p> <ul style="list-style-type: none"> <li>A warm welcome to the two new Board members, Simon Heath and Barbara Cavanagh and gave background to their skills and experience.</li> <li>The passing of former Chief Information Officer, Sanjay Goyal was acknowledged with deep sadness. The Board Chair noted his commitment, significant contribution, enthusiasm, and creativity. The huge contribution and support Sanjay had given to Te Kura was also endorsed by the individuals around the table.</li> <li>Two very good presentations given to stakeholders this morning: <i>Modern, Flexible Learning for Schools</i> and <i>TK400 Intervention</i>. More specifically noting, the TK400 presentation was impressive and made a lot of sense. Feedback from stakeholders was that it was unfortunate that this intervention is no longer funded.</li> </ul>
<b>1</b>	<b>MEETING ADMINISTRATION</b>
<b>1.1</b>	<p><b>Conflict of Interest Register</b>  <b>Noted</b> the Conflicts of Interest Register.  <b>Noted</b> the declarations of interests from Board member, Simon Heath have been received and will be updated for the August Board meeting.</p>
<b>1.2</b>	<p><b>Agenda Review</b>  <b>Noted</b> the Agenda as circulated.</p>
<b>1.3</b>	<p><b>Minutes of the Board meeting</b>  The Board <b>received</b> the Minutes of the Meeting held on 12 May 2021 and <b>approved</b> them as a true and accurate record.  <b>Moved:</b> Barbara Ala'alatoa  <b>Seconded:</b> John Nisbet</p>
<b>1.4</b>	<p><b>Action items</b>  <b>Noted</b> progress on the action points.</p>
<b>1.5</b>	<p><b>Board Meeting Schedule 2021</b>  <b>Noted</b> the Board Meeting Schedule 2021.  <b>Confirmed</b> the 11 August 2021 is the date for the next scheduled meeting in Wellington (face to face).</p>

Section	Subject
<p><b>2</b> <b>2.1</b></p>	<p><b>COMMITTEE REPORTING</b> <b>Employer Committee Work Plan 2021</b> <b>Noted</b> and <b>approved</b> the new draft Employer Committee Work Plan 2021 as presented. <b>Provided comment</b> that there will be a refresh of the Board’s sub-committee membership list once the new Board members have been inducted. A discussion will be held at the August Board meeting where interests for sub-committee membership will be sought. The Board Chair, Barbara Ala’alatoa <b>moved</b> that the new Employer Committee Work Plan 2021 be approved. <b>(Mele Wendt)</b></p>
<p><b>2.2</b></p>	<p><b>Draft Risk Assurance Committee Minutes held on 21 May 2021</b> <b>Received</b> the <i>draft</i> Risk Assurance Committee Minutes held on 21 May 2021. Noting emphasis was placed on the Annual Report discussion, including the endorsement of the Annual Financial Statements for publication. <b>Moved:</b> Maxine Moana-Tuwhangai <b>Seconded:</b> Mele Wendt</p>
<p><b>3.</b> <b>3.1</b></p>	<p><b>CHIEF EXECUTIVE REPORTS</b> <b>STRATEGIC</b> <b>Noted</b> this item.</p>
<p><b>3.2</b></p>	<p><b>Human Resources report</b> <b>Noted</b> the Human Resources Report for May 2021 which is now incorporated with the Health and Safety Dashboard. <b>Provided feedback</b> on the shape of the report and to remove some level of detail unless seen as significant.  <b>Noted</b> the question raised about COVID-19 and whether anyone has travelled recently overseas. <b>Discussed</b> that Te Kura has no expectations on Covid-19 vaccinations for kaimahi. <b>Discussed</b> that while sick leave balances are down, higher annual leave balances remain a concern. It is being encouraged that kaimahi take their annual leave for wellbeing. <b>Discussed</b> there has been no reports of stress or near misses.</p>
<p><b>3.3</b></p>	<p><b>Chief Executive Monthly Progress Report.</b> <b>Highlights</b> from the Chief Executive’s report reported:</p> <ul style="list-style-type: none"> <li>• Remote Working Arrangements work is underway and will be formalised before consultation begins. Te Kura has engaged the services of PWC consultants to assist with the change and how Te Kura best utilises its building space. <b>Provided comment</b> that a reference group will be set up to engage with staff throughout the process and beyond to ensure continuous improvement. (Education based sub-leasing arrangements will also be considered in the mix as part of the utilisation of space).</li> <li>• Te Kura’s support of Tauhara College is a good model for Te Kura forming better partnerships with schools. The usefulness of ClassroomNZ2020 and the establishment of the new gateway for emergency situations, following the Christchurch earthquake was also mentioned.</li> <li>• Feedback from the ERO review was very positive – in particular, Te Kura’s online offering seen as world leading; a good picture of Te Kura’s operations; the speed of enrolments and teaching practices. Te Ara Pounamu was noted as impressive.</li> <li>• The embedding of Te Ara Pounamu through national training will aid and strengthen the mahi of Mana Ōrite mō Te Mātauranga Māori and Literacy &amp; Numeracy.</li> <li>• EnviroSkills is a very successful programme and is thoroughly enjoyed by akonga.</li> <li>• Te Kura gateway placements is progressing. Noting the need to consider a strategic view of the NEETS – more specifically, the establishment of relationships that could assist with allocation of resources and forming relationships with communities.</li> <li>• An update provided on Te Kura’s partnership arrangement with Literacy and Numeracy Aotearoa in Turangi, and the establishment of one other group in the Hamilton region.</li> <li>• Discussions are in progress with providers of ImBlaze, a tool for managing a database of internships.</li> </ul> <p><b>Noted</b> the discussion on whether Te Kura has a disaster recovery plan to protect its IT system enabling access to backup of data, in light of recent Waikato DHB Cyber-attacks. The importance of ensuring Te Kura’s records is protected and easily accessed so that akonga can continue with the next part of their journey was also discussed. <b>Noted</b> the explanation and assurance given on Te Kura’s existing server operations and existence of infrastructure. Whilst this may not be best practice, it is proposed that the next steps be:</p> <ul style="list-style-type: none"> <li>• A staged progression plan of action that moves towards best practice and conduct a review of the demarcation of Te Kura’s systems.</li> </ul>

Section	Subject
	<ul style="list-style-type: none"> <li>The development of a Systems strategic direction Road Map towards future System investments, security and disaster recovery into the next 5 years.</li> <li>Reminding all kaimahi not to open email attachments of suspicious nature.</li> </ul> <p><b>Provided comment</b> that most kaimahi have completed their Privacy training about handling sensitive information.</p> <p><b>Received</b> confirmation that Te Kura is fully compliant with the new Privacy Act and there is nothing in the new Act that could cause Te Kura to be non-compliant, except when there is heightened regime for reporting if any serious breaches take place.</p> <p><b>Confirmed</b> that the Board will receive the KPMG Data Governance Review. The findings of the review to include discussions on disaster recovery, costs benefit of data analysis and direction of funding with greater emphasis placed on data analysis.</p> <p><b>Suggested</b> a broader discussion in the future about the current NZ education system about people sections of NZ communities, predominantly Pacific and Maori, and the perspectives of bias. More specifically, Te Kura having significant system influence and opportunities to demonstrate strong leadership in this space.</p> <p><b>Received</b> the CE Board Monthly progress report. Noting, overall that the huinga ako sessions visited by the Board were impressive. The level of engagement and language shown was very special. Noting the Learning Support and He Oranga Mahuru work undertaken have changed the lives of akonga.</p> <p><b>Moved:</b> Barbara Ala'alatoa  <b>Seconded:</b> Ruma Karaitiana</p>
<p><b>4.</b>  <b>4.1</b></p>	<p><b>FINANCE</b>  <b>Financial Reports</b>  <b>Approved</b> the April 2021 Financial Report.</p> <p>The Deputy Chief Executive, Systems and Support introduced the paper, speaking to slides summarizing the major variances for month of April and YTD full year forecast.</p> <p><b>Provided comment</b> on the <i>Student Resources and Materials</i> line item and that some devices issued to akonga by the provider are substandard, very old and not fit for purpose. The common standard of devices issued to be explored further.</p> <p><b>Moved:</b> Barbara Ala'alatoa  <b>Seconded:</b> Mele Wendt</p>
<p><b>5.</b>  <b>5.1</b></p>	<p><b>APPROVALS</b>  <b>Noted</b> this item.</p>
<p><b>6</b>  <b>6.1</b></p>	<p><b>NOTING AND INFORMATION</b>  <b>Inwards Correspondence/Outwards Correspondence</b>  <b>Noted</b> this item.</p>
<p><b>6.2</b></p>	<p><b>Enrolment Statistics</b>  <b>Noted</b> the summary of progress on Enrolments since the last update received.  <b>Provided</b> comment that cumulative enrolments YTD are up by 12%, the same time as last year and overall enrolments are up across the board, except for Young Adults and Fee payers. Also, noting that full-time figures are up across all areas and that Young Adult and fee paying are tracking marginally below.</p>
<p><b>6.3</b></p>	<p><b>June Progress Indicators Report against the 2021 Charter and Annual Plan</b>  <b>Noted</b> the June progress indicators report against the 2021 Charter &amp; Annual Plan.  <b>Provided comment</b> that the goals give an indication in the shift in variance since the last update to Board.  <b>Noted</b> the focus will be on the ongoing engagement within My Korowai.  <b>Noted</b> that full-time Māori and Pasifika akonga is marginally down since last year but the trend has improved.  <b>Noted</b> that ERO is looking at school leaving data which does not match with the way Te Kura measures data. This is being investigated in more detail.</p>
<p><b>6.4</b></p>	<p><b>Legislative Compliance Framework</b>  <b>Noted</b> this report and summary of changes since the last report, including the changes to the delegated responsibility section.  <b>Provided comment</b> that this report has been submitted to ERO.  <b>Noted</b> the question raised about the reason position titles are referenced in non-Maori given Te Kura is moving towards becoming a bilingual organisation. It was advised that this content has te reo equivalence for the Learning Delivery and Curriculum roles which is widely used in emails signatures. It will be decided when Māori names will be changed in official documentation.</p>
<p><b>6.5</b></p>	<p><b>Te Kura Centenary 2022 update</b>  <b>Noted</b> the work underway with promoting the <i>Telling our Story</i> strategic priority:</p>

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	<ul style="list-style-type: none"> <li>Meetings held with reporters of the Dominion Post, Stuff and that the Education Gazette will feature a 6-page spread on Te Kura's Centenary.</li> <li>Work is underway to support Leaving to Learn social media campaigns and brochures.</li> <li>Careers Expo, support for Realm countries and new collaterals, all of which will be branded with Centenary brand.</li> </ul> <p><b>Noted</b> this Centenary report and summary of progress, including:</p> <ul style="list-style-type: none"> <li>An increase in the use of the Centenary logo and there has been an influx of emails from kaimahi on ideas, including support for akonga involvement for competitions next year.</li> <li>The Centenary 2022 Steering Group meetings have now commenced.</li> <li>The latest idea of a centre-piece touch screen kiosk to be placed in Wellington and in the regions. The kiosk will display all Te Kura visual material and audio content and used at regional roadshows.</li> </ul> <p><b>Noted</b> the idea of utilizing space in various Malls to raise awareness of Te Kura's role in addition to other locations. Also having one major event will be considered.</p>
6.6	<p><b>Proposed date for Induction of two new Board members (July/August)</b></p> <p><b>Noted</b> a date for the induction of the two new Board members to be decided.</p>
	<p><b>CONVENE: RESOLUTION   REVIEW ROOM</b></p> <p><b>Considerations:</b></p> <p><b>Noted</b> 2021 CE Performance Agreement.</p> <p><b>Noted</b> the submission on proposed changes for the Education and Training Amendment Bill (No.2) which was approved.</p>
	<p><b>GENERAL BUSINESS</b></p> <p><b>Noted</b> there were no items of general business.</p> <p><i>The Board moved into the In Committee part of the meeting.</i></p>
7	<p><b>NEXT MEETING</b></p> <p>11 August 2021 (Face to Face in Wellington)</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, Ella Tavernor, Simon Heath, Barbara Cavanagh 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 June 2021