

**Te Kura Board of Trustees Meeting**  
**Minutes of meeting held Wednesday 10 November 2021**  
**Zoom**

<b>Present</b>	Barbara Ala'alatoa (Chair), Maxine Moana Tuwhangai, Stuart Middleton, John Nisbet (in part), Mele Wendt, Barbara Cavanagh, Simon Heath, Ruma Karaitiana
<b>In Attendance</b>	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), Anne Coster (Deputy Chief Executive, Curriculum)
<b>Scribe</b>	Sandra Rekatsinas (Board-Executive Administrator).
<b>Apologies</b>	

**PROCEDURAL**

Section	Subject
	<p><b>APOLOGIES</b> John Nisbet from 12noon onwards.</p>
	<p><b>STRATEGIC SESSION:</b>  <b>Noted</b> that Climate Change was identified as an item for the strategic session with a focus on the KPMG report presented to the September Risk Assurance Committee.  <b>Noted</b> the briefing and summary of the KPMG slides about Te Kura's contribution to climate change and how it is affected by the various evolutions as a way forward.</p> <p>Feedback and perspectives were sought, drawing on themes for becoming a climate conscious school. Talking points included:</p> <ul style="list-style-type: none"> <li>• The concept of leadership 'to do' rather than 'lead' and adopting a clear structured plan to reflect how well Te Kura is doing before moving into leadership space was noted.</li> <li>• Further research into how other Boards enact themselves and advocating for climate change was also discussed.</li> <li>• The need to have strong input into the curriculum refresh to ensure climate change is articulated, and given high priority, so it is clear and concise due to the significant amount of work to be done towards becoming compliant by 2023.</li> </ul> <p>The Board <b>accepted</b> the findings of the KPMG Climate Change Maturity Assessment report. Noting overall as positive. It noted that whilst the report had gaps and lacked content on core business, it agreed to implement and adopt the key areas of focus.</p> <p><b>Next steps:</b></p> <ul style="list-style-type: none"> <li>• <b>Agreed</b> to embark on Evolution one (<i>top right-hand corner</i>) to further identify and clarify Te Kura's current shape and key areas of focus.  <b>Recommendation:</b> A discussion at the first Board meeting in 2022 as part of the rotation of Te Kura's three year-cycle on strategic priorities.</li> <li>• <b>Requested</b> a copy of the one-page roadmap to be published into Convene to give the Board a first phase detailed review of where Te Kura sits and its educative position.</li> </ul> <p>Amongst other things:  <b>Discussed</b> the new approach for noting papers submitted to Board. The intent is that these papers are solely for the purpose of noting unless otherwise deemed a governance discussion.  <b>Noted</b> the Charter and Annual Plan will be published into Convene and using this as an opportunity to draw on future strategic discussions.</p> <p><i>The Board adjourned for lunch at 11:15am.</i></p>
	<p><b>OPENING KARAKIA</b>  Whakataka te hau ki te uru  Whakataka te hau ki te tonga  Kia mākinakina ki uta  Kia mātaratara ki tai</p>

Section	Subject
	<p style="text-align: center;">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 formal part of the Board meeting open at 10:00am, setting the scene for the meeting.</p>
<p><b>1</b> <b>1.1</b></p>	<p><b>MEETING ADMINISTRATION</b> <b>Conflict of Interest Register</b> <b>Noted</b> the Conflicts of Interest Register with one addition to be made to Board member, Mele Wendt's declaration: <i>Add:</i> Board member - Tāwhiri Board (the body which runs the International NZ Festival of the Arts, the Lexus Song Quest and the Wellington Jazz).</p>
<p><b>1.2</b></p>	<p><b>Agenda Review</b> <b>Noted</b> the Agenda as circulated.</p>
<p><b>1.3</b></p>	<p><b>Minutes of the Board meeting</b> The Board <b>received</b> the Minutes of the Meeting held on 10 September 2021 and <b>approved</b> them as a true and accurate record subject to one correction to item 2.1 to read...<i>to have the new membership of the Employer Committee set up in October 2021.</i> <b>Moved:</b> Barbara Ala'alatoa <b>Seconded:</b> Stuart Middleton</p>
<p><b>1.4</b></p>	<p><b>Action items</b> <b>Noted</b> progress on the action points, including the following:</p> <ul style="list-style-type: none"> <li>• The date for the meeting with Minister Kelvin Davies is 17 November 2021.</li> <li>• A meeting to be set up with Hon Jan Tinetti to present the <i>final ERO review report</i> after its release. At the same time, extend an invitation to Hon Jan Tinetti to attend a future Board meeting.</li> </ul> <p>Amongst other things: <b>Received</b> confirmation that the end of year prizegiving ceremonies will mostly be held online except for a couple of advisory based face to face ceremonies to be held.</p> <p>The Board to receive a list of cross-regional prizegiving programmes once some of the technical challenges and privacy matters have been resolved. <b>Noted</b> the format for the December 2021 Board meeting is still to be confirmed as changes to alert level settings are still pending.</p>
<p><b>1.5</b></p>	<p><b>Board Meeting Schedule 2021</b> <b>Noted</b> the Board Meeting Schedule 2021 <b>Noted</b> the Board Meeting Schedule 2022.</p>
<p><b>2</b> <b>2.1</b></p>	<p><b>COMMITTEE REPORTING</b> <b>Employer Committee Work Plan 2021</b> <b>Noted</b> the Employer Committee Work Plan 2021. <b>Noted</b> the Employer Committee Minutes held on 20 October 2021. <b>Approved</b> the Employer Committee Terms of Reference with changes as recommended by the Committee. <b>Approved</b> the updated CE Performance Appraisal Policy and Procedures with changes as recommended by the Committee. <b>Noted</b> a summary of matters considered at the October Employer Committee held on 20 October 2021. <b>Moved:</b> Barbara Ala'alatoa</p>
<p><b>2.2</b></p>	<p><b>Draft Risk Assurance Committee Minutes held on 23 September 2021</b> <b>Received</b> the draft Risk Assurance Committee Minutes held on 23 September 2021. Emphasis was placed on the August financial position, and feedback from the Climate Change report. <b>Moved:</b> Maxine Moana-Tuwhangai <b>Seconded:</b> Barbara Ala'alatoa</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 as October 2021 to be taken as read.</p>
<p><b>3.3</b></p>	<p><b>Chief Executive Monthly Progress Report.</b> <b>Received</b> affirmation that Te Kura is involved in all of the points raised at this morning's Climate Change strategic discussion.</p>

Section	Subject
	<p><b>Highlights</b> from the Chief Executive’s report.</p> <ul style="list-style-type: none"> <li>• <b>Vaccination Health Order:</b> Progressing this significant piece of work alongside the complexities and processes as part of Te Kura’s response plan. Given the size of the school, there has been a good result to date.</li> <li>• <b>MOE Emergency Gateway:</b> Access to this gateway is progressing very well and that enrolments are increasing steadily week on week. There have been strong promotional activities run by the MOE to lift awareness. Summer School promotion is underway through various channels, including reference in the Education Bulletin. The Reintegration Gateway for ākonga who are not eligible for the emergency gateway is also being encouraged as a result of Covid-19.</li> <li>• <b>TK300 for Auckland:</b> The establishment of TK300 is in progress. The intent is to use the He Oranga Mahuru approach for this cohort. It is anticipated that the full programme will be in full swing in (Terms 1 and 2 - 2022). Allocation of funding has been given for this initiative.</li> <li>• <b>Becoming a Bilingual Organisation:</b> A small rōpū within the Central North region has been set up due to increasing demand from Kaupapa Māori learners who would like to attend bilingual huinga ako and would like their learning in te reo Māori. Te Kura is also partnering with other organisations to develop pedagogical curriculum based in te reo Māori and finding ways in which to deliver to total immersion schools.</li> <li>• <b>Department of Corrections:</b> A Memorandum of Understanding is being developed to deliver Kaupapa Māori to its ākonga. The nature of the Agreement is based on relationship and trust, and also Te Kura’s strong alignment with Corrections’ direction.</li> </ul> <p>Amongst other things:</p> <ul style="list-style-type: none"> <li>• <b>Suggested</b> drawing on opportunities for partnering with NZCER about <i>Telling Our Story</i> on Te Kura’s Curriculum pedagogy practice within the context of learning in an online environment.</li> <li>• <b>Discussed</b> Te Kura becoming part of the MOE development of a new Te Rito platform across the education system. Further work to be done to plan for these requirements into the future.</li> </ul> <p><b>Received</b> the CE Monthly Board Report for November 2021. Noting the progress update on the Centenary is well underway given the Covid-19 pandemic. The Communications Manager was acknowledged for all the mahi done to date on these arrangements.</p> <p><b>Requested action:</b> A comprehensive high-level overview of the Centenary programme of events to be presented to the December Board meeting.</p> <p><b>Noted</b> the matters arising from the pre-Board meeting discussion.</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></p> <p><b>Financial Reports</b></p> <p><b>Noted</b> and <b>approved</b> the September Financial Report.</p> <p><b>Moved:</b> Barbara Ala’alatoa</p> <p>The Deputy Chief Executive, Systems and Support provided a summary of key points from the financial report for the month of September 2021 results. Noting overall a favourable position to budget for the month, year-to-date and year-end. The August 2021 results were also provided in the report and taken as read.</p> <p><b>Discussed</b> that level of engagement has slightly dropped compared to the same time last year. The decision to not run the non-returners process for the last couple of months could show EFTS as overstated and changes to alert level settings and lockdowns are both contributing factors.</p> <p><b>Discussed</b> that Segment 3 has been reforecast down to reduce the number of EFTS which is still higher than budget to allow a conservative approach for not allowing the non-returners process to run and the impact of alert level changes.</p> <p><b>Discussed</b> the remaining surpluses from Segment 3 over budget will be utilized through retained earnings in the 2022 financial year to help cover known costs – e.g. the Curriculum Refresh.</p> <p>Noted overall, Te Kura is tracking very well against Budget.</p>
<p><b>5.</b> <b>5.1</b></p>	<p><b>APPROVALS</b></p> <p><b>Donations Scheme – Opt-in for 2022</b></p>

Section	Subject
	<p><b>Agreed</b> to opt-in to the Donations Scheme for 2022 and minute the decision, and record that the Board has read and accepted the conditions of the Donations Scheme for 2022.</p> <p><b>Provided comment</b> that this is based on Te Kura’s Resourcing Notice.</p> <p><b>Provided comment</b> that the Board is required to opt into the Donations Scheme on an annual basis to meet the criteria of the funding.</p> <p>The Board agreed to the conditions written in the paper and suggested that best practice in the future would be to approve via the resolution room in Convene and formalise at the next meeting.</p> <p><b>Moved: Barbara Ala’alatoa</b>  <b>Seconded: Maxine Moana-Tuwhangai</b></p> <p>Prior to the moving to item 6.1, Curriculum and Assessment review and refresh roadmap discussion, the Board Chair, Barbara Ala’alatoa introduced the paper. She sought the Board’s initial insights into the direction of the New Zealand Curriculum Refresh framework and change programme of learning over the next 5 years.</p>
<p><b>6</b> <b>6.1</b></p>	<p><b>DISCUSSION</b></p> <p><b>Curriculum and Assessment review and refresh roadmap</b></p> <ul style="list-style-type: none"> <li>• <b>Noted</b> the <i>draft</i> roadmap for Curriculum and Assessment Review and Refresh 2021-2025 which appears as Attachment 1.</li> <li>• <b>Noted</b> there are budget and resource considerations for current and outyears.</li> <li>• <b>Provided comment</b> on the approach proposed and rationale for the level of detail planning presented.</li> </ul> <p>The DCE, Curriculum provided context and the nature behind Te Kura’s response to the New Zealand Curriculum Refresh and review of achievement standards overlayed by Te Ara Pounamu to create a curriculum that responds to ākongā, here and now and into the future.</p> <p>The Board acknowledged the work done on the Curriculum and Assessment review and refresh roadmap as impressive and making use of the opportunities ahead. It also encouraged that no matter what shifts are made along the way, to continue with the proposed approach and detailed planning presented. The Board endorsed that Te Kura is well positioned with the methodology produced for the next stage.</p> <p>The Senior Advisor Finance was also recognised for her input into this paper.</p>
<p><b>7.</b></p>	<p><b>NOTING AND INFORMATION</b></p> <p><b>Received</b> letter from MOE dated 5 November 2021 to introduce the new Hautū – Te Puna Rangatōpu (Deputy Secretary – Corporate Group) for Tāhuhu o te Mātauranga.</p> <p><b>Received</b> letter from Hon Chris Hipkins about the establishment of a leadership centre within the Teaching Council</p> <p><b>CONVENE: REVIEW ROOM</b></p> <ul style="list-style-type: none"> <li>• Whanau voice Term 4 – Noted with feedback on availability for visits but then deferred due to Alert level settings.</li> <li>• CE Board Report – October 2021 – Noted.</li> <li>• Human Resources Report – October 2021 – Noted with one comment seeking further detail to be provided regarding the Kaimahi Wellbeing Survey (September 2021) on the sorts of things that kaimahi said/suggested in summary. (Response had been shared with the Board on 1 November 2021).</li> <li>• Projected EFTS 2022 and draft 2022 Resourcing Notice – Noted and discussed alongside Budget 2022 discussions.</li> </ul> <p><b>CONVENE: RESOLUTIONS ROOM</b></p> <p><b>Considerations:</b></p> <ul style="list-style-type: none"> <li>• 2021/2022 Annual Insurance Renewal - Resolution was passed outside of the meeting.</li> </ul> <p><b>Moved: Maxine Moana-Tuwhangai</b>  <b>Seconded: Barbara Ala’alatoa</b></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 at 1.20pm.</i></p>

Section	Subject
7	<b>NEXT MEETING</b>
	December 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, Anne Coster, Te Rina Leonard, 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: 10 November 2021