

Te Kura Board of Trustees Meeting
Minutes of meeting held Thursday 7 February 2019
Level 2 Pohutukawa/Rata rooms, Portland Crescent, Thorndon

Present	Karen Sewell (Board Chair), John Chemis, Ruma Karaitiana, Maxine Moana-Tuwahangi, Stuart Middleton, Mele Wendt
In Attendance	Mike Hollings (Chief Executive), Viv Rogers (Deputy Chief Executive, Operations and Performance), Regan Dooley (Chief Advisor, Strategy), Te Rina Leonard (Deputy Chief Executive, Research, Evaluation and Design), John Nisbet (ex-officio), Anne Coster (Acting Deputy Chief Executive Ako)
Scribe	Sandra Rekatsinas (Board-Executive Administrator).
Apologies	

PROCEDURAL

Section	Subject
1.	APOLOGIES
	<p>Briefing from Megan Richards, Partner, MinterEllison Rudd Watts – Employment Act (11:30am) Board members noted the briefing on potential impacts of changes to the Employment Act. A summary report of the employment law changes was <i>tabled</i> at the meeting.</p> <p>The Board Chair, Karen Sewell extended her warmest congratulations to Board member, Mele Wendt who recently became a member of the NZ Order of Merit for services to governance, the Pacific Community and Women. She also said how proud we all are of her award and delighted to be working with Mele.</p>
1.1	<p>MEETING ADMINISTRATION Conflict of Interest Register Noted the Conflicts of Interests register to include three new declarations to be made to Board member, Stuart Middleton’s interests’:</p> <ul style="list-style-type: none"> • MOE, Education Workforce Strategy Group • NZQA Experts Group: Assessment • Sir George Elliot Charitable Trust.
1.2	<p>Agenda Review Noted the Agenda.</p>
1.3	<p>Minutes of the Board meeting The Board received the Minutes of the Meeting held on 5 December 2018 and approved them as a true and accurate record. Moved John Chemis Seconded: Stuart Middleton</p>
1.4	<p>Action items Noted the progress on the action points to continue to find a time for Andrew Becroft to meet with the Board and Senior Leadership Team.</p>
1.5	<p>Board Meeting Schedule 2019 Noted the Board Meeting Schedule 2019.</p>
1.9	<p>COMMITTEE REPORTING Risk Assurance Committee Work Plan 2019 Noted the Risk Assurance Committee Work Plan 2019 will be submitted to the March Risk Assurance Committee for confirmation.</p>
1.10	<p>Employer Committee Noted the Employer Committee meeting held on 7th February 2019 at 8:30am. Noted the Employer Committee draft Work Plan is now complete and ready for submission to the March Board meeting.</p>
2.	CHAIR’S REPORT.
2.1	<p>Chair’s report Review of Tomorrow’s Schools</p>

Section	Subject
	<p>Received information about Te Kura’s submission to Tomorrow’s Schools Taskforce; the link to Tomorrow’s Schools Review report, and associated documentation on the report recommendations as <i>tabled</i> at the meeting.</p> <p>Board members were provided with a summary of the general direction in which Te Kura could respond to the Review Committee. After discussion, the Board agreed on the direction of its response having considered the nature of the review, implications for Te Kura and next steps, being:</p> <ul style="list-style-type: none"> • Prepare a paper that focusses on Te Kura as well as providing a separate commentary section on the broader issues discussed at the meeting. • The paper to be emailed to Board members for ongoing feedback over the time period leading up to the submission due date of April 7. • The draft report to be presented for consideration at the March meeting. A final decision will be made on next steps and whether the response will be in one of two parts. • Agreed to release copies of the response to the Minister of Education and Secretary for Education. <p>Ella Tavernor, Senior Advisor Planning and Reporting joined the meeting at 1.22pm for this part of the discussion and to meet with Board members.</p>
<p>3. 3.1</p>	<p>CHIEF EXECUTIVE REPORTS STRATEGIC Noted this item.</p>
<p>3.2</p>	<p>Health and Safety Dashboard Board members noted the report as a positive trend when compared with the 2018 reports.</p>
<p>3.3</p>	<p>Chief Executive Report- General The Chief Executive provided members with an overview of the most current matters, including updates on the following:</p> <ul style="list-style-type: none"> • Matters relating to changes to funding arrangements for private schools accessing Te Kura. • The review of Te Kura’s Support for Learning commissioned late last year included; recommendations, and timelines for consultation. A Change Manager has been appointed to manage the change process. Noting, the Board will be informed on the outcome of the consultation. A copy of the report will be emailed to Board members. • Good developments have been made in the My Korowai pastoral online space for Big Picture. The tool has been simplified to make it user friendly for students to navigate and design their own personal plan. • Progress is underway for a budget bid by the Ministry to extend the funding to continue with the Big Picture pilots this year. It is still to be decided how the funding will be apportioned across the regions. • Regions - the scaling up of Big Picture is underway. Expectations and bottom lines have been sent out to help design Big Picture learning services in Te Kura. Feedback on direction has been very positive. • Bilingual Strategy - a Powhiri and signing ceremony of the 2019 Mahi Tahi Agreement will be held on 19th February 2019 to formalise a partnership agreement between Te Taura Whiri I te Reo Maori Maori Language Commission and Te Aho o Te Kura Pounamu. • Pasifika Strategy – progress includes the implementation of two training modules and the Ministry confirming our ability to deliver to Realm countries for dual students. The PLD modules with Core Education are in the process of being implemented. <p>Requested action: The Board expressed an interest in receiving the Pasifika Stakeholder Management Plan.</p> <ul style="list-style-type: none"> • The ECH Programme has been repurposed to online for international students. <p>Received the Chief Executive’s report for February 2019. Noting, the following will feature at Te Matatini week:</p> <ul style="list-style-type: none"> • The whanau picture book, entitled... <i>Te Haka a Tenerore</i>”, illustrated by Robyn Kahukiwa. • Screen time interviews to promote Te Kura students and staff on Maori television, as well as the launch of Te Kura’s partnership arrangement with Hetet School of Art for online weaving. Te Kura is intending to run a pilot for 200 Young Adult students.

Section	Subject
<p>4. 4.1</p>	<p>FINANCE</p> <p>November 2018 results</p> <p>Noted the highlights of the report included; November and December EFTS figures are showing slightly above budget. This will have a flow on effect on revenue forecast for 2019 which will be adjusted accordingly. It was proposed using the increased revenue in 2019 only. It will be applied as savings for 2020 and outyears against the \$4m difference in 2019 and 2020 budgets.</p> <p>Noted that progress on the completion of the Full Year Financial Accounts is slightly behind schedule for reasons outlined at the meeting. Auditors are in the process of completing the work that has been prepared to date.</p> <p>Noted the next step: the Full Year Financial Accounts will be presented to the Board meeting as soon as the Auditors have completed the work and final figures on the capitalisation of the Online Strategy have been included.</p>
<p>5. 5.1</p>	<p>APPROVALS</p> <p>Governance policies</p> <p>Approved the Board Procedures on:</p> <ul style="list-style-type: none"> - Conflict of Interest <p>Moved: Ruma Karaitiana Seconded: Maxine Moana-Tuwhangai</p> <ul style="list-style-type: none"> - Privacy and Confidentiality <p>Moved: John Chemis Seconded: Stuart Middleton</p>
<p>6 6.1</p>	<p>NOTING AND INFORMATION</p> <p>Inwards Correspondence/Outwards Correspondence</p> <p>Noted this item.</p> <p>Received a Christmas card from Marg McLeod, the former DCE Ako, thanking the Board and Te Kura for the warm farewell and gift.</p>
<p>6.2</p>	<p>Enrolment Policy.</p> <p>Noted the report and summary of changes that have been made in the new Te Aho o Te Kura Pounamu Enrolment and Dual Tuition policy.</p>
<p>6.3</p>	<p>Progress Report against 2018 Charter and Annual Plan</p> <p>Board members were provided with a verbal update on the February progress report against the 2018 Charter and Annual Plan. Noting, the 2018 analysis on the year end position will flow into the Annual Report.</p> <p>Discussed that it is too early to report on enrolments as its only week 3. It was noted that enrolments are trending upwards and are likely to be ahead from last year's results.</p>
<p>6.4</p>	<p>Feedback from 2019 Charter and Annual Plan consultation</p> <p>Noted the report and feedback on the draft 2019 Charter and Annual Plan for submission to the Ministry of Education by 1 March 2019.</p> <p>Discussed that the 2018 year-end position informs the baselines against performance measures in the Charter and Annual Plan. The data will be included closer to the time of publication to allow for NCEA results to be as up-to-date as possible.</p> <p>Noted the main emphasis reflected in the feedback was on timeframes for consultation and capturing student and whanau voice.</p> <p>Noted the importance of further engagement with representatives of the Ministry of Education to discuss feedback in more detail. Further focus is required on effective ways for capturing student and whanau voice</p>
<p>6.5</p>	<p>2019 Resourcing Notice</p> <p>Noted this report, the changes to funding and the next steps.</p> <p>Noted Te Kura is proposing to put together a business case to discuss a broader level of pilot funding that could be made available for all relevant students.</p> <p>Clarified that student generated funding will be updated following the conclusion of the collective bargaining to include any resulting increases.</p>
	<p>GENERAL BUSINESS</p> <p>The Board Chair, Karen Sewell declared the meeting closed at 3:55pm.</p>

Section	Subject
7	NEXT MEETING
	6 March 2019

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 [OIA.1982 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, Viv Rogers, Regan Dooley, John Nisbet, Anne Coster and Sandra Rekatsinas as be permitted to remain at this meeting after the public has been excluded because of their knowledge of these matters.



Karen Sewell
Board Chair

Date: 7 February 2019