

Te Kura Board of Trustees Meeting
Minutes of meeting held Wednesday 3 July 2019
Level 2 Pohutukawa/Rata rooms, Portland Crescent, Thorndon

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

PROCEDURAL

Section	Subject
1.	APOLOGIES Noted apologies from Karen Sewell, Stuart Middleton, Regan Dooley and Anne Coster. <i>The Acting Chair, Maxine Moana-Tuwhangai declared the formal part of the meeting open at 11.30am.</i>
1.1	MEETING ADMINISTRATION Conflict of Interest Register Noted the Conflicts of Interests Register.
1.2	Agenda Review Noted the Agenda as meeting for the day. Moved: John Chemis Seconded: Mele Wendt
1.3	Minutes of the Board meeting The Board received the Minutes of the Meeting held on 5 June 2019 and approved them as a true and accurate record, subject to one minor correction being made to the surname for Andrew Becroft. Matters arising: Item 3.3: The Pasifika Engagement and Communications Plan and the Bilingual Strategy will be presented to the August Board meeting. Requested action: The Pasifika, Engagement and Communications Plan to be included on the Action points. Moved Mele Wendt Seconded: Ruma Karaitiana
1.4	Action items Noted the progress on the action points. Requested action: A discussion to be held with the Board Chair about inviting other external stakeholders to attend a Board meeting, and also to confirm whether to continue with pursuing a time with Andrew Becroft to attend a Board meeting.
1.5	Board Meeting Schedule 2019 Noted the Board Meeting Schedule 2019.
1.8	COMMITTEE REPORTING Risk Assurance Committee Work Plan 2019 Noted the Risk Assurance Committee Work Plan as submitted.
1.9	Employer Committee Work Plan Noted the Employer Committee Work Plan as submitted. Board member, John Chemis to contact the Chair of the Employer Committee, Stuart Middleton to progress with preparations ahead of the August Employer Committee meeting.
1.10	Draft Risk Assurance Committee Minutes held on 5 June 2019 Received the draft Risk Assurance Committee Minutes held on 5 June 2019.
2.	CHAIR'S REPORT.
2.1	Chair's report Noted this item.

Section	Subject
<p>3. 3.1</p>	<p>CHIEF EXECUTIVE REPORTS STRATEGIC Noted this item.</p>
<p>3.2</p>	<p>Health and Safety Dashboard</p> <p>a) Noted the Health and Safety monthly dashboard for May 2019, and discussed that a number of staff may be exhibiting elements of stress but are not reporting it. Staff are encouraged to report incidents.</p> <p>b) Noted there has been a reduction in the number of reported accidents and incidents. We are currently investigating two incidents with the same student - one occurring in late May and the other in June 2019.</p> <p>c) Noted significantly more sick leave was taken this May compared with May 2018. When comparing year to date sick leave with the same period in 2018, marginally more sick leave has been taken in 2019.</p> <p>d) Noted there have been no new bullying incidents. Two bullying cases have been reported this year. This is one less than the three reported for the whole of 2018.</p> <p>Briefed on two near miss incidents with the same student. Noting, that the right processes were in place and instructions were carried out correctly.</p> <p>Supported the view that a student should not attend face to face learning if there are safety concerns. A discussion to be held with the Ministry of Education to ensure that all required information has been received to ensure safe practices are in place for Teacher Aides as we are not always aware of the severity of the problem. Until the information is received the student will only do online learning.</p> <p>Noted that discussions are in progress with the Ministry of Education and Waikato University to look into Positive Behaviour for Learning that supports a restorative practice model. The Board also noted that procedures on Learning and Behaviour at Advisories and the use of Physical Restraint and de-escalation training is underway.</p>
<p>3.3</p>	<p>Chief Executive Monthly Progress Report.</p> <p>The Chief Executive provided members with an overview of the key highlights of the report:</p> <ul style="list-style-type: none"> • The two written letters to the Secretary for Education highlighted the issues with resourcing and the review of Te Kura’s funding model as there has been no funding review since 2006. Good interrelationships have been made and discussions held already to pre-empt eligibility and development of future budgets on new initiatives. • Attendance at the recent AE Hui by the Chief Executive and Deputy Chief Executive Design, Learning and Evaluation. Te Kura will be a suitable provider for enrolling students through a contractual arrangement approach subject to agreement by the Ministry of Education. • Progress to date with Big Picture Champs is heartening to see and there have been positive results. • Work on the Wellbeing survey is progressing. Feedback will see the need to address concerns with responding to vulnerable students. This will be supported by a professional learning development focus on student wellbeing in Term 3. • Good progress is being made on the Bilingual Strategy with some work to be done to align it with other strategies. • Te Kura has made a significant effort in finding ways to promote its priority, <i>‘Telling our Story’</i>. The Chief Executive and some Te Kura representatives will be attending the <i>Digital Divides, Dividends and Dangers</i> conference in Dunedin as an opportunity to promote Te Kura in a keynote space and promotional stand. • The Regional Manager, Central North, Anil Singh has been appointed to the role of Project Manager, Student Journey for Terms 3 and 4. The project will focus on how to successfully engage (full-time and young adult) students in their learning from the first point of contact with Te Kura. • The Network for Learning (N4L) upgrade has gone relatively smoothly. Discussions in progress with N4L about a solution for students to access ultra-fast broadband at home. The Style Learning Management System is also being explored for managing internships. • The new Learning Object Repository (LOR) is positive and will allow advance searching of learning objects that will support a student with their work. • The Kaitoku Tikanga positions in each region have made a significant difference in increasing capability with Te Reo, Tikanga and stakeholder support.

Section	Subject
	<ul style="list-style-type: none"> The Pasifika Strategy is progressing, including further work to be done with expanding Early Childhood services internationally subject to agreement reached by the Ministry of Education to include REALM countries. <p>Received the Chief Executive's Monthly Progress report for July 2019. Noting: the new reporting format as very good and its emphasis on the 5 Strategic Priorities. Noted one change for position titles to be in full, and names written next to the titles.</p> <p>Noted the new Regional Manager, Overseas Students and Early Childhood, Wendy Talbot-Aspin. Wendy was welcomed by the Board members.</p> <p>Moved: John Chemis</p> <p>Seconded: Maxine Moana-Tuwhangai</p>
<p>4. 4.1</p>	<p>FINANCE</p> <p>Financial Report</p> <p>The report was taken as read.</p> <p>Noted the extra money for this year's one-off priorities and the additional funding for authentic learning will be reflected in the next report.</p> <p>Discussed that the increase in revenue and enrolments and under-budgeted expenditure will have some effect on the outturn forecast position.</p> <p>Noted there appears to be a slight upward trend in ECE enrolments. It was clarified that it is slightly up against budget, but actuals last year show as dipped.</p> <p>Moved: Mele Wendt</p> <p>Seconded: Maxine Moana-Tuwhangai</p>
<p>5. 5.1</p>	<p>APPROVALS</p> <p>Governance policies</p> <p>Approved the amended Governance Policy on Child Protection:</p> <p>Board members noted the summary of the changes. Noting the definition of 'workers' as provided in the Health and Safety at Work Act 2015 will be referenced in all of the policies where applicable for consistency purposes.</p> <p>The Board acknowledged that this Policy has been positively amended and supported the removal of information to keep it policy high level.</p> <p>Moved: John Chemis</p> <p>Seconded: Ruma Karaitiana</p>
<p>6 6.1</p>	<p>NOTING AND INFORMATION</p> <p>Inwards Correspondence/Outwards Correspondence</p> <p>Received a copy of the latest Link up magazine.</p> <p>Requested action:</p> <p>Board members to receive copies of the two letters written to the Ministry of Education relating to funding matters as referenced in the CE Progress report.</p>
<p>6.2</p>	<p>Enrolment Statistics.</p> <p>Noted the report that shows the roll is up in full-time students and fee-paying students and down in dual enrolments.</p>
<p>6.3</p>	<p>Monthly Progress Report against 2019 Charter and Annual Plan</p> <p>Noted the June 2019 progress report against the 2019 Charter & Annual Plan including verbal updates as follows:</p> <ul style="list-style-type: none"> 1.1: Ensure families and Whanau are satisfied with Te Kura's Early Childhood programme 2.3: Reduce proportion of non-engaged students 3.3: Minimise proportion of full-time and Young Adults students removed as non-returners with 0 credits. <p>Board members indicated a preference to having data noted as narrative in the Executive Summary of the paper rather than a verbal update. This will give them more time to understand and take in the results ahead of a Board meeting.</p> <p>Requested action:</p> <p>Board members to receive a copy of the updated paper that includes the narrative of results.</p>
<p>6.4</p>	<p>2018 NCEA by the numbers infographic</p> <p>Noted the 2018 NCEA by the numbers infographic and the change of format for ease of reference.</p>

Section	Subject
	The Board asked that the new infographic format for next year include data to show comparisons from the previous year.
	GENERAL BUSINESS There were no general business items discussed.
7	NEXT MEETING
	7 August 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 [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, Viv Rogers, Te Rina Leonard, Swasti Arya, John Nisbet, and Sandra Rekatsinas as be permitted to remain at this meeting after the public has been excluded because of their knowledge of these matters.

Moved: John Chemis

~~Maxine Moana-Tuwhangai~~

~~Acting Board Chair~~

Date: 3 July 2019