

Te Kura Board of Trustees Meeting
Minutes of meeting held Wednesday 8 July 2020
Skype for Business

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

PROCEDURAL

Section	Subject
	APOLOGIES
	<p>The Board meeting was declared open 11:15am, starting with a <i>Karakia</i>...</p> <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 noted that the DCE Systems and Support, Viv Rogers will be retiring from her position in September 2020. She acknowledged Viv for her expertise and her passion for doing good things for children via Education.</p> <p>This was endorsed by the Chief Executive who expressed his sadness that Viv Rogers will be retiring. He noted her significant contribution to system changes and ensuring within her realm of responsibilities that students are at the centre. Recruitment plans are underway to fill the position.</p> <p>The Board will formally farewell the Deputy Chief Executive, Systems and Support in person at its face to face Board meeting on 5 August 2020.</p>
1	MEETING ADMINISTRATION
1.1	Conflict of Interest Register Noted the updated Conflict of Interest Register.
1.2	Agenda Review Noted the Agenda was reviewed.
1.3	Minutes of the Board meeting The Board received the Minutes of the Meeting held on 3 June 2020 and approved them as a true and accurate record. Moved Stuart Middleton Seconded: Maxine Moana-Tuwhangai
1.4	Action items Noted progress on the action points.
1.5	Board Meeting Schedule 2020 Noted the Board Meeting Schedule 2020.
1.8	COMMITTEE REPORTING Employer Committee Work Plan 2020 Noted the Employer Committee Work Plan 2020. Noted that an independent person has been commissioned to undertake an external review in July. An Extraordinary Board meeting will be held in the next couple of weeks to set out parameters for conducting the review.

Section	Subject
	Noted the intent is to invite the appointed reviewer to be present at the August Board meeting as an observer.
2. 2.1	CHAIR'S REPORT. Chair's report Noted there will be an update from the Chair at the August meeting.
3. 3.1	CHIEF EXECUTIVE REPORTS STRATEGIC Noted this item.
3.2	Health and Safety Dashboard <ol style="list-style-type: none"> a) Noted the below Health and Safety monthly statistics for May 2020. There have been twelve reported work incidents in 2020, an increase of one reported incident since last month's report. b) Noted that we are planning to review the criteria for how we classify accidents, incidents and near misses to provide the board a more accurate view of how Te Kura is performing. c) Noted Graphs 1 and 2. Graph 1 shows Sick Leave Days taken in May 2020: <ol style="list-style-type: none"> i. Te Kura employees have taken a total of 49.5 days of sick leave in May this year. This continues the trend shown in last month's report of sick leave taken in 2020 being significantly lower than 2019 in both the year to date and direct monthly comparison. ii. Year to date there is a 39% decrease in overall sick leave taken when compared to the same period in 2019. iii. When comparing sick leave taken by employees in May 2020 to sick leave taken in May 2019 there has been a 90% decrease overall. iv. We attribute these significant decreases in sick leave to different factors relating to Covid-19. Further information is provided on the impact of Covid in conjunction with Graph 2 and have shown comparisons between 2020 and 2019 in Graph 2. d) Noted Graph 3. There have been no new incidents of stress reported through Taangata however the Kaimahi Wellbeing programme highlighted that in general staff had higher stress levels than before Covid-19 and the nationwide lockdown. e) Noted Graph 4. There have been no new bullying incidents recorded for May 2020.
3.3	Chief Executive Monthly Progress Report. The Chief Executive covered the following matters in his report: <ul style="list-style-type: none"> • Remote Working Equipment orders: Sought confirmation if all equipment requests have been received. • Enrolment policy: An update on the issue with the Enrolment Policy in the context of the Education Act, which prevents overseas domestic students from enrolling at Te Kura for a fee. (<i>Reference was made to recent correspondence to the Secretary for Education; the Hon MP Nick Smith about the overseas gateway criteria and the exemption that was granted for a student</i>). The Ministry will be reviewing the Enrolment Policy before the end of the year. • Funding Review: A meeting will be sought with the Secretary for Education about the intent to complete a wider review of the funding for Te Kura. A letter that outlines the issues from Te Kura's perspective is being finalised. • KidsCan: A signed Memorandum of Understanding for providing kai to Huinga ako will start in Term 3. • Becoming a Bilingual Organisation is progressing well and there is an increasing level of comfort with use of language. • Building systems capability: Improvements continue in the way that online arrangements are working. Noting that Te Kura has entered into agreement with Education Perfect to offer a complete package for years 7-13 digital technology programmes. • Telling our story: The online provision of ClassroomNZ2020 has had good traction and positive feedback received. To-date, there has been 103 expressions of interest pending and 762 teachers who have signed up to use the platform. • Learning Support delivery: The project has identified a number of significant learning support needs with no provision of funding. Discussions are underway with MOE about aligning with its

Section	Subject
	<p>National Learning Support Register. This will help to reveal the learning support needs of Te Kura's akonga and is an opportunity to become part of the wider Te Kura's funding review.</p> <ul style="list-style-type: none"> • HR: The 2020 appointments made via online access over the Covid-19 period was successful – this was a huge achievement for HR. • Te Ara Pounamu Mission Statement (<i>Connect, Engage, Affirm, Empower</i>) has been consulted widely. Work is being done on a conceptual framework that guides learning design at Te Kura. Work will commence in Terms 3 and 4. It is intended that the expansion of the plan will be ready for 2021/2022. • The CE Advisory Group's strong focus with reviewing the entire NCEA qualifications, including simplifying the qualification system for levels 3-6 could potentially impact on vocational qualifications. • Review of Tomorrow's Schools: Some of the larger fundamental changes that were announced in the review are likely not to happen. Further noting the importance of keeping discussions ongoing on some of the agenda reforms that could occur sooner rather than later. <p>Received the Monthly CE Progress report for July 2020. Noting:</p> <ul style="list-style-type: none"> • An acknowledgment of the work carried out by the DCE, Curriculum and DCE Learning Delivery on the Te Ara Pounamu curriculum statement, which has been positively received by kaimahi. <p>Actioned required: There will be a report back to Board on the Te Ara Pounamu Mission Statement in the next couple of months.</p> <p>Moved: Barbara Ala'alatoa Seconded: Stuart Middleton</p>
<p>4. 4.1</p>	<p>FINANCE Financial Report Noted this report.</p> <p>The Deputy Chief Executive Systems and Support provided Board members with the key highlights of the report. Further noting the contributing reasons for the decrease in revenue and expenditure as outlined in the paper.</p> <p>Noted that projections show a slight increase in revenue for the next month in light of recent analysis that show the potential for increase in engagement levels.</p> <p>Moved: Stuart Middleton Seconded: Maxine Moana-Tuwangai</p>
<p>5. 5.1</p>	<p>APPROVALS Governance policies Noted this item.</p>
<p>6 6.1</p>	<p>NOTING AND INFORMATION Inwards Correspondence/Outwards Correspondence Noted this item.</p>
<p>6.2</p>	<p>Enrolment Statistics Noted this report and trends show as very positive.</p>
<p>6.3</p>	<p>June Progress Indicators Report Against 2020 Charter and Annual Plan Noted the June Progress Indicators Report against the 2020 Charter and Annual Plan and summary of engagement progress and achievement rates on how Te Kura is tracking against its goals across all cohorts.</p> <p>Noted the decrease in dropbox submissions rates for Full-Time, Young Adults and Maori cohort as the primary contributor to the decrease in engagement.</p> <p>Noted the decrease in achievement rates for all four priority groups despite identical numbers of standards achieved between 2019 and 2020 YTD due to an overall rise in enrolments.</p> <p>Noted that literacy and numeracy numbers are up significantly over 2019 (+90 literacy standards and +170 numeracy standards for FT/YA cohorts) due to the work regional teams have put into raising literacy and numeracy achievement.</p> <p><i>The Board adjourned for lunch at 12.30pm and reconvened at 12:50pm.</i></p>

Section	Subject
6.4	<p>Whanau voice</p> <p>Noted the schedule of Team Talks for Term 3 and Board members' interests in attending some of the regional visits.</p> <p>Noted the purpose of having a Board presence is to provide an opportunity for whanau voice to be heard by the Board.</p> <p>Requested action: The Board requested clarity about the format and expectations of individual events be provided to any attending Board members by Regional Managers prior to the event.</p>
6.5	<p>Responsiveness to Pacific Akonga</p> <p>a) Noted the Te Kura Pacific Strategy is being reviewed and revised.</p> <p>b) Noted the updated Te Kura Pacific Strategy (2021-2025) will be presented to the Board for approval in September 2020, following consultation and aim to achieve greater alignment with the Charter and Annual Plan</p> <p>c) Noted the attached status update on the current strategy.</p> <p>Discussed using data to help identify effective approaches to lift Pacific ākongā engagement and achievement.</p> <p>Confirmed that the implementation and monitoring of the Pacific Strategy sits within the Curriculum wahanga</p> <p>Noted the discussion about whether capacity is sufficient to effectively implement the Strategy.</p> <p>The Board requested to be kept regularly appraised to keep track on progress.</p>
	GENERAL BUSINESS
7	NEXT MEETING
	August 2020

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, 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.

Moved: Barbara Ala'alatoa



Barbara Ala'alatoa
Board Chair

Date: 8 July 2020