

Te Kura Board of Trustees Meeting
Minutes of meeting held Wednesday 5 August 2020
L2, Rata/Pohutukawa meeting rooms

Present	Barbara Ala'alatoa (Chair), Maxine Moana-Tuwhangai, John Chemis (by phone), Mele Wendt, Stuart Middleton (by phone), Ruma Karaitiana,
In Attendance	Mike Hollings (Chief Executive), Ella Tavernor (representing 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) Susan Huria (Observer).
Scribe	Sandra Rekatsinas (Board-Executive Administrator).
Apologies	Regan Dooley, Chief Advisor Strategy

PROCEDURAL

Section	Subject
	<p>APOLOGIES Regan Dooley</p>
	<p>The Board Chair, Barbara Ala'alatoa declared the meeting open at 11.30am, 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>Noted there were brief introductions and a welcome to Susan Huria as an observer. Susan Huria was recently commissioned to undertake an external review of the Board.</p>
1	MEETING ADMINISTRATION
1.1	<p>Conflict of Interest Register Noted the updated Conflict of Interest Register.</p>
1.2	<p>Agenda Review Noted the Agenda was reviewed.</p>
1.3	<p>Minutes of the Board meeting The Board received the Minutes of the Meeting held on 8 July 2020 and approved them as a true and accurate record. Moved Mele Wendt Seconded: Maxine Moana-Tuwhangai</p>
1.4	<p>Action items Noted progress on the action points.</p>
1.5	<p>Board Meeting Schedule 2020 Noted the Board Meeting Schedule 2020. Draft Board Meeting Schedule 2021 Noted the <i>draft</i> Board Meeting Schedule 2021 with meetings to be held on the 2nd Wednesday of every month. The Board-Executive Administrator to be advised if any of the given dates are not suitable.</p>
1.8	<p>COMMITTEE REPORTING Employer Committee Work Plan 2020 Noted the Employer Committee Work Plan 2020. Employer Committee Meeting held on Wednesday 5 August 2020 Noted matters considered by this morning's Employer Committee. In particular, the 2020 CE mid-year Performance Review discussion. The Committee was complimentary about the extent to which the report reflected - positive improvements in the right direction, quality of work and a clear picture of direction – more specifically it showed a highly efficient operation that brings great value to a number of learners.</p>

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	<p>The Employer Committee resolved that the 2020 CE Performance Objectives (mid-year) be circulated to the full Board at its September meeting for inclusion in the In Committee part of the meeting.</p>
<p>1.9</p>	<p>Draft Minutes of Risk Assurance Committee held on 23 July 2020 Received the draft Risk Assurance Committee Minutes held on 23 July 2020. Moved: Maxine Moana-Tuwangai</p>
	<p>Prior to moving to the Chief Executive's reports, the Board Chair, Barbara Ala'alatoa noted her attendance at the Auckland Team Talks on Monday this week. She acknowledged the opportunity to hear the voice of kaimahi directly on perspectives, shared views on priorities and to give feedback about Covid-19 experiences. The comments received from kaimahi were positive and good ideas for moving forward were conveyed.</p> <p>Kaimahi expressed gratitude to the Board for providing equipment which overall has made a huge difference to their ability to work remotely.</p>
<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 below Health and Safety monthly statistics for June 2020:</p> <ol style="list-style-type: none"> i. There have been thirteen reported work incidents in 2020, an increase of one reported incident since last month's report. <p>b) Noted Graph 1. Sick Leave Days taken in June 2020:</p> <ol style="list-style-type: none"> i. Te Kura kaimahi have taken a total of 117 days of sick leave in June this year. This continues the trend shown in the last reports 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 44% decrease in overall sick leave taken when compared to the same period in 2019. iii. When comparing sick leave taken by kaimahi specifically in June 2020 to sick leave taken in June 2019 there has been an 67% decrease. <p>c) Noted Graph 2. Year to Date Sick Leave Comparison:</p> <ol style="list-style-type: none"> a. While there is still a significant decrease in sick leave being taken by kaimahi in a direct month to month comparison between 2019 and 2020 you can see that the difference is less than the last few months. Future reports will confirm whether this is an anomaly or the reduction in sick leave being taken due to Covid-19 and remote working is slowly reducing. <p>d) Noted Graph 3. There have been no new incidents of stress reported through Taangata.</p> <p>e) Noted Graph 4. There has been one new bullying incident recorded in June 2020.</p> <p>Board members noted the highlights from the Health and Safety Dashboard report. Also noted that there is still some under-reporting of stress and a need to explore a different reporting mechanism that will give kaimahi confidence to report stress.</p>
<p>3.3</p>	<p>Chief Executive Monthly Progress Report.</p> <p>The Chief Executive covered the following matters in his report:</p> <ul style="list-style-type: none"> • Non-Returners process: The running of this process has resumed as at July 2020. It is likely to result in quite a few ākongā being removed from the roll. There has been a strong focus with Kaiako on engagement and further clarification will be provided to help Kaiako understand the funding mechanism for Segments 1, 2 and 3. • ClassroomNZ2020: There has been huge interest from Education Agencies for Te Kura to support other schools in the wider sector. • Summer School: It is expected that there will be a lift in enrolments for Summer School this year as school principals are responding to Covid-19 and the recent changes to NCEA arrangements for next year. Preparation is underway to increase staffing for Summer School. • Student Journey: A tool is being developed to get ākongā onboard and engaged as soon as possible, including Young Adults and Adults. This tool is being tested with a view to potentially implementing in Term 2 next year (so it does not compromise the conclusion of Summer School in Term 1). • YA/NEETS: – There been some good activity to-date, especially with Enviroskills. Low engagement and the need to increase the conversion rates for funding remain an issue.

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	<ul style="list-style-type: none"> • Salesforce tool: There has been very little progress due to Covid-19. The initial implementation is with IT helpdesk and there are frameworks in place for multiple areas in the school to use this front-end helpdesk tool. Implementation to those areas will be towards the end of the year. • Telling our Story: Sadly, we received a resignation from the Communication Specialist, Antonia Wallace. It was expressed that this is a pivotal role and the importance of appointing a person as soon as possible. • D2L Excellence Award: Te Kura was proud to receive an award for the delivery of innovative, collaborative and successful learning experiences. (The link to this will be available on the Intranet on Monday, including the Twitter comment). Te Kura is targeting Career Expos and other events to increase its presence nationally. • Learning Support Project: Work is underway to simplify internal processes, collecting data and consolidating teacher aide work. The aim is to look at immediate improvements over the next six months and to draft a three-year plan. • Pacific Ākonga Success: The Samoan Language courses for levels 1 and 2 are complete. Discussions moved to matters relating to the financial viability for developing language courses and having a planned approach to offer multiple specific languages. An idea of promoting offerings to schools and communities through the Pacific Strategy was suggested. Noted the need for further kōrero on identifying new course and subject offerings in the longer-term and considering the investment needed. Noted the Ministry for Pacific Peoples has recently established an entire team to work on providing specific languages across Aotearoa. Management action: The Board to receive information on the Academic Committee Terms of Reference for information. <p>Received the Monthly CE Progress report for August 2020. Received a video clip on the Equella Learning Objective Repository and a demonstration of My Korowai – My Plan. The aim is to promote the My Korowai tool to other schools. Noted a key priority for the CE for the month is the Learning Object Repository (LOR). <i>The Board adjourned for lunch at 12.45pm for 30 minutes.</i></p>
<p>4. 4.1</p>	<p>FINANCE Financial Report Noted this report. The Deputy Chief Executive Systems and Support provided Board members with the key highlights of the report. The main emphasis being the increased revenue position and that expenditure is down and projecting it could remain low due to the Covid-19 impact.</p> <p>The Board noted the discussion about ongoing funding challenges, the deficit budget, budget assumptions for next year and the identification of possible further savings from the current budget. Noted that funding rates for teacher aides, pay equity adjustments and the high teacher-student ratio were all noted as significant matters. Moved: Maxine Moana-Tuwahangai Seconded: Mele Wendt</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 the fact that cumulative enrolment continues to track above the prior year (4%). The July non-returners process will be evident in next month's report. Noted the request to do a projected analysis of which categories could be impacted in the July non-returners process to identify the possible revenue effect.</p>
<p>6.3</p>	<p>July Progress Indicators Report Against 2020 Charter and Annual Plan</p>

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	<p>Noted the July 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 Goal 1 (Engagement in My Korowai) and Goal 3 (Wellbeing) are expected to be achieved.</p> <p>Noted the decrease in dropbox submissions rates for FT, YA and Māori cohorts, and the rise in FT referral enrolments, 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 with rise in enrolments as the primary contributor to the decrease in achievement.</p> <p>Noted that literacy and numeracy proportions have dropped for FT and Pacific ākonga, however achieved LIT and NUM standard numbers are up significantly over 2019 (+120 literacy standards and +200 numeracy standards for FT/YA cohorts). The drop is attributed to the rise in enrolments, particularly for Northern, over last month.</p>
6.4	<p>Legislative Compliance Framework report</p> <p>Noted this report and summary of key changes in the Legislative Compliance Framework report.</p> <p>Received information that the Education and Training Bill has been passed and given royal assent. The framework will be updated for the next iteration to the Board.</p> <p>Noted some impacts for Te Kura include:</p> <ul style="list-style-type: none"> - having an elected Staff Representative on the Board. Te Kura will run an election process for this. - the offshore provision of NCEA. <p>Further information on the Act and key changes are available at the Ministry of Education website at https://www.education.govt.nz/our-work/legislation/education-and-training-act-2020/</p>
6.5	<p>Curriculum annual reporting update</p> <p>Noted the update and that the report gives assurance that Te Kura is meeting its obligations under the National Administration Guidelines (NAGs).</p>
6.6	<p>Te Ara Pounamu – local Big Picture Curriculum</p> <p>Noted this paper that guides learning design at Te Kura and sets out the elements of our local curriculum and framework. Te Ara Pounamu comprises three interdependent elements:</p> <ul style="list-style-type: none"> • Ngā Mātāpono - the guiding philosophy and principles on which we base all learning conversations and decision making • Ngā Āheinga - skills, attitudes, dispositions and values for living, lifelong learning and wellbeing • Ara Ako - diverse, personalised contexts for active learning. <p>The next step is to socialise this further at the upcoming Huinga Kaiwhakahaere on 27/28 August 2020, and to embed a shared language for learning used and understood by kaimahi, ākonga and whānau.</p> <p>The Board was extremely complimentary of the paper and noted the language was articulated in a such beautiful way. The Deputy Chief Executive, Curriculum and kaimahi involved in Te Ara Pounamu together were also acknowledged.</p> <p>The Chief Executive noted that the embedding of Big Picture has been heartening and the change in attitude on what Curriculum looks like is remarkable.</p>
6.7	<p>2021 Planning and Reporting update</p> <p>Noted this report and progress to date.</p> <p>Noted a Managers' hui was held on 28 July to set the scene for planning and budgeting for 2021 and beyond, including high-level budget assumptions and the timeline for 2021 budget and Charter and Annual Plan preparation.</p> <p>Management action:</p> <p>It was recommended that the draft Strategic Objectives for 2021-2023 as part of the 2021 Charter and Annual Plan be presented to the September Board meeting. Provision to be made on the agenda for discussion.</p>
6.8	<p>July Roll Return – data summary</p> <p>Noted this report and overview of the purpose of the two Roll Returns that are due for submission in March and July of each year.</p>

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	Received an explanation that the March Roll Return relates to FTE calculation for face-to-face schools and checks the number of ākongā enrolled. The July report is a roll information update.
	GENERAL BUSINESS The Board External Review Susan Huria left the meeting prior to the Board moving into the In Committee part of the meeting. She advised that the draft Evaluation report will be available on 18 August 2020. The results will be presented to the 9 September Board meeting.
7	NEXT MEETING
	September 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, Ella Tavernor, 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: 5 August 2020