

Te Kura Board of Trustees Meeting
Minutes of meeting held Wednesday 8 September 2021
Zoom

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| Present | Barbara Ala'alatoa (Chair), Maxine Moana Tuwhangai, Stuart Middleton, John Nisbet, Mele Wendt, Barbara Cavanagh, Simon Heath |
| In Attendance | 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) |
| Scribe | Sandra Rekatsinas (Board-Executive Administrator) |
| Apologies | |

PROCEDURAL

| Section | Subject |
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| | <p>APOLOGIES Ruma Karaitiana</p> |
| | <p>STRATEGIC SESSION: Noted and discussed the approach to annual planning and reporting that will take place for 2023 as a three year-cycle, when the new requirements in the Education and Training Act 2020 come into force. We will use the existing strategic priorities of Te Kura for 2022 planning and explore the possibility of any changes to the six strategic priorities during 2022. Discussed that 2022 is a transitional year to plan a three-year approach on Te Kura's strategic thinking – more specifically talking to whanau about their aspirations for ākonga and a having a full review of strategic goals. Budget as a numerical representation to be considered as part of the discussion.</p> <p>Identified a strategic hui to be held at the November Board meeting to look at the next three years, Te Kura's operations in a Covid-19 environment and a plan in place that is aspirational within those constraints. The Centennial year and the development of a new strategy was also noted.</p> <p>Next steps:</p> <ul style="list-style-type: none"> • Management to provide some intel and feedback on what the future could look like on issues and trends that will help inform the Board's strategic planning; stock take around priorities, pressures, and opportunities. <p>Requested action: The Board Chair Barbara Ala'alatoa to circulate some reference material on...'The future of education leadership: Five signposts from Valerie Hannon and Anthony Mackay' ahead of the strategic hui.</p> |
| | <p>OPENING KARAKIA</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 Tīhei mauri ora!</p> <p>The Board Chair, Barbara Ala'alatoa declared the formal part of the Board meeting open at 11:18am. She gave a huge mihi aroha to the Chief Executive and his senior leadership team for all the mahi that has led to a very good unconfirmed ERO review of Te Kura. Noting, this is a reflection in the way Te Kura operates and staying true to what is important through the quality of teaching to those vulnerable ākonga.</p> <p>The Chief Executive provided feedback and gave context to the significant elements of the report. Noting overall that the report was pleasing for Te Kura. He acknowledged the DCE Learning Delivery for her leadership as part of the ERO review team for Te Kura. Noting the review was done with integrity and passion, and that Te Kura was well served by ERO.</p> |

| Section | Subject |
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| | <p>Acknowledged the regional managers for the wonderful job with promoting Te Kura through their manaaki and ngā mātāpono.</p> <p>Received and endorsed the Unconfirmed ERO Review report as outstanding and exceptional, and a great win for Te Kura.</p> <p>The Board reinforced its congratulations, thanks and well done to the team for such a good review.</p> <p>Noted the next steps:</p> <ul style="list-style-type: none"> • Consider reinforcing publicity as part of the strategic priority: <i>Telling our Story</i> and leveraging off this report to a wider audience. • Preparation and planning for a press release and commentary once the report has been confirmed was also suggested. |
| 1 | MEETING ADMINISTRATION |
| 1.1 | <p>Conflict of Interest Register</p> <p>Noted the updated Conflicts of Interest Register.</p> |
| 1.2 | <p>Agenda Review</p> <p>Noted the Agenda as circulated.</p> |
| 1.3 | <p>Minutes of the Board meeting</p> <p>The Board received the Minutes of the Meeting held on 11 August 2021 and approved them as a true and accurate record.</p> <p>Moved: Mele Wendt</p> <p>Seconded: John Nisbet</p> |
| 1.4 | <p>Action items</p> <p>Noted progress on the action points, including a discussion today on the Enhanced Wellbeing Report.</p> <p>Noted an invitation to Associate Ministers to a future Board meeting. To be pursued, in light of strategic planning into 2023; relationship with partners and the ERO report (Barbara Ala'alatoa).</p> |
| 1.5 | <p>Board Meeting Schedule 2021</p> <p>Noted the Board Meeting Schedule 2021 and the next scheduled Board meeting will be face to face in Hamilton, alert levels permitting. Noting that, in the event of a change in alert levels, logistics for this meeting will be reviewed.</p> <p>Received the Board Meeting Schedule 2022.</p> <p>Suggested that this year's meeting schedule be evaluated in this current environment and frequency of meetings for the 2022 year.</p> |
| 2 | COMMITTEE REPORTING |
| 2.1 | <p>Employer Committee Work Plan 2021</p> <p>Received the Employer Committee Work Plan 2021.</p> <p>Noted a report back on the new composition of sub-committee membership of the Board.</p> <p>Advised that Board member, Mele Wendt has been appointed as the new Chair of the Employer Committee.</p> <p>Noted the intent is to have the new membership of the Employer Committee set up in October 2021.</p> |
| 2.2 | <p>Employer Committee Minutes</p> <p>Received the Employer Committee Minutes held on 19 April 2021 as approved.</p> <p>Received the draft Employer Committee Minutes held on 11 August 2021 for confirmation at its next meeting.</p> <p>The Chair of the Employer Committee, Stuart Middleton provided context on each of these meetings.</p> <p>Moved: Stuart Middleton</p> <p>Seconded: Maxine Moana-Tuwahangai</p> |
| 3. | CHIEF EXECUTIVE REPORTS |
| 3.1 | <p>STRATEGIC</p> <p>Noted this item.</p> |
| 3.2 | <p>Human Resources report</p> <p>Noted the Human Resources Report for August 2021 and the fact that sick leave is lower in comparison to previous years and is trending downwards.</p> <p>Provided comment that Te Kura has been recruiting for staff over the COVID-19 period and is continuing to staff up on the gateway for dual providers.</p> <p>Noted that regional managers have been resourceful in identifying and locating staff, despite the challenges ahead with recruiting for Kaiako Years 7-10 ākongā.</p> |
| 3.3 | <p>Chief Executive Monthly Progress Report.</p> <p>Highlights from the Chief Executive's report:</p> <p>Covid-19 update:</p> |

| Section | Subject |
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| | <ul style="list-style-type: none"> • Key points on Alert Level 2 requirements and guidelines to reflect Alert levels 2, 3 and 4, including advice from MOE. Kaimahi are encouraged to stay with remote working for now unless they have expressed some difficulties with working from home. Te Kura offices will be open next week following safety checks being conducted and cleaning of premises. Provided comment that laptop and connectivity for ākongā and kaimahi have been delivered through Te Kura’s provider. Discussed the need to test provision to ensure all ākongā have connectivity and ensure equity to be considered as part of a longer-term plan. Noting, that Policy reflects that no ākongā should be without any connectivity or device. Discussed that Te Kura is currently reviewing the LAC approach as some ākongā cannot pay for total connectivity. Te Kura only provides a subsidy. The vision is to ensure ākongā have ultra-fast broadband and working with N4L to resolve this. • Non-returners process will not run for the remainder of the year. Noting the need to ensure that Te Kura doesn’t incorrectly claim EFTS. • Gateway programmes are on hold. Some STAR programmes operating under level 2. There is some reliance on tertiary providers for gateway programmes. • The School Emergency Gateway gives access to schools in Alert level 3 and 4 to register for dual tuition who otherwise couldn’t. Recent feedback received from Tauhara College is that the school will be setting up the option of a timetabled online learning to give ākongā the opportunity to choose some of their timetable lines with Te Kura. Discussed the uncertainty around the number of expected enrolments. In light of this, the MOE has agreed to underwrite the cost of hiring 13 additional staff to ensure that there is capacity required. • There have been 95 teachers enrolled into My Te Kura to give them access to Te Kura’s resources given there is no longer access to ClassroomNZ2020.. • Auckland Covid Interventions has been an outstanding success. Acknowledged the Deputy Chief Executive, Learning Delivery, Regional Manager, Northern and the Senior Planning and Reporting advisor to ensure it was a huge success. Provided comment that the launch of the TK400 report had been deferred due to Covid-19 and relaunched. The TVNZ Breakfast interview with ERO recently held, had no mention of Te Kura. • An update on the work of funding review underway; the framing of the budget bid and next steps to be taken. Acknowledged the mahi of the Senior Advisor, Finance with providing background material and evidence to MOE to reach this stage of the process. Suggested the setup of a meeting with Associate Ministers of Education to influence and inform them of the recent ERO review report; highlighting the inequities of the system; Te Kura’s funding gap; and support for Te Kura’s budget bid. Agreed to progressing an initial meeting with the Associate Minister, Hon Jan Tinetti as the first step to discuss Te Kura’s priorities. • Kaiako Matua review – a briefing is set for this afternoon (8 September 2021) on the decisions resulting from the Kaiako Matua Review - Proposal for Change following two rounds of consultation this year on how to strengthen the implementation of Te Kura Big Picture and prepare for the refresh and Review of Achievement Standards. Acknowledged the Deputy Chief Executive, Curriculum and Regional Manager, Northern for their mahi. <p>Amongst other things:</p> <ul style="list-style-type: none"> • The Review of Achievement Standards (RAS) will be one of the priorities considered for Budget 2022. • Young Adults: A update on the He Oranga Mahuru project into the new year, the dynamics for the kaimanaaki/kaiawhina roles and practices and best value. Noting the role of the kaiawhina has been hugely valuable in terms of connections and re-engaging akonga and pastoral care. |

| Section | Subject |
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| | <ul style="list-style-type: none"> Pacific Success: Te Kura's involvement in the Pasifika Advance Secondary School Literacy and Numeracy programme. The Hong Kong student teacher exchange programme 2021 in conjunction with the VUW was incredibly successful and insightful for these teachers. The programme gave Te Kura good publicity with the intent to be piloted for next year. Te Wiki o Te Reo Maori – nominations for Te Reo Maori Recognition Awards programme is underway with over 100 nominations been received. <p>Received the CE Monthly Board Report for September 2021. Noting:</p> <ul style="list-style-type: none"> The key findings from the Enhanced Wellbeing Fund Report to MOE for Terms 1 and 2 2021 as excellent. The report gives evidence on the significant difference Te Kura has made to increase ākongā engagement and the way in which it has supported 'at-risk' ākongā. Work is underway in preparing a more qualitative report for the Ministry of Education to enable continuation of this programme. The Chief Executive's attendance as a panellist at the Social Innovation New Zealand Conference in Auckland. Invited speaker at the Rotary Club about distance, online learning, and history of Te Kura. <p>Moved: Barbara Ala'alatoa Seconded: Mele Wendt</p> <p><i>The Board reconvened at 1pm to discuss the July Financial Report.</i></p> |
| <p>4. 4.1</p> | <p>FINANCE Financial Reports</p> <p>Received the July 2021 Financial Report. The Deputy Chief Executive, Systems and Support provided a summary of key points from the financial report for the month of July 2021. Noting that both revenue and expenditure are favourable to budget both for the month and year-to-date.</p> <p>Provided comment that the full-year expenditure forecast is unfavourable. This is largely due to the increase in ākongā and the need to continue to recruit more teachers to meet the demand.</p> <p>Discussed that recruiting additional personnel for new Kaiako and the Donations Scheme Funding of \$750k will both be allocated and updated into the full-year forecast.</p> |
| | <p>Budget 2022 Guest, Vicki Forsyth, Senior Advisor, Finance joined the meeting at 1pm.</p> <p>Noted the presentation on Budget 2022 and proposed approach, providing context to Te Kura's revenue projection to be used for next year's budget before allocating to wahanga to budget expenditure against.</p> <p>Noted the Teaching Resource Demand Model will inform next year's baseline and revenue projections, and will be a useful tool to forecast future teaching requirements based on projected EFTS as a result of numbers of ākongā and engagement.</p> <p>Noted a list of other budget considerations to be factored in preparing 2022 baselines, and the timeline for developing the 2022 Budget to be presented for approval at the November Board meeting.</p> <p>Noted the purpose of this presentation was to give the Board some confidence and direction on the proposed approach, plan of action and timeframe.</p> <p>Requested action: The presentation on the <i>Teaching Demand Model</i> material to be shared with the Board via the Convene Review Room.</p> <p>Suggested that the date for the November Risk Assurance Committee meeting be moved forward to give assurance to Board on Budget 2022 discussions before submission to the November meeting. (A possible date to be decided closer to the time).</p> <p>Requested action: The presentation on the <i>Teaching Demand Model</i> material to be shared with the Board via the Convene Review Room.</p> |
| <p>5. 5.1</p> | <p>APPROVALS Noted this item.</p> |

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| 6 | NOTING AND INFORMATION |
| 6.1 | Inwards Correspondence/Outwards Correspondence Received letter dated 25 August 2021 from the Ministry of Education relating to the School Emergency Dual Tuition Gateway. |
| 6.2 | Enrolment Statistics Noted the summary of progress on Enrolments since the last update received. Of note, there have been 70 enrolments from four schools through the Covid-19 Dual Emergency Gateway since the start of September 2021. |
| 6.3 | September Progress Indicators Report against the 2021 Charter and Annual Plan Noted the overview of the September progress indicators report against the 2021 Charter & Annual Plan as highlighted in the paper. |
| 6.4 | 2022 Charter and Annual Plan update Noted the overview of paper and next steps to be taken for next year (2022) and considering any legislative changes in 2023. Provided comment that the 2022 Charter and Annual Plan remains in a similar format for next year. |
| 6.5 | Update report on Legislative Compliance Noted the summary of changes since the last report was presented to Board. |
| 6.6 | Te Kura Centenary 2022 update Noted a progress report to be presented to the next Board meeting. This work has been overtaken by the School Emergency Gateway for dual schools and internal communications on Alert level updates. |
| | CONVENE: RESOLUTION REVIEW ROOM Considerations: Noted 2021 Insurance Brokering Services provider – Approved via resolution as approved CONVENE: RESOLUTION REVIEW ROOM (RISK ASSURANCE COMMITTEE) Noted this item. |
| | GENERAL BUSINESS Noted there were no items of general business discussed. <i>The Board moved into the In Committee part of the meeting.</i> |
| 7 | NEXT MEETING |
| | November 2021 (face to face in Hamilton). |

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 |
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| 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, Ella Tavernor, 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: 8 September 2021