

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

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

**PROCEDURAL**

Section	Subject
<b>1.</b>	<b>APOLOGIES</b>
	The Board Chair, Karen Sewell expressed the Board's sympathy and aroha to the victim's families, the people of Christchurch Ōtautahi, and to Te Kura Christchurch office staff following the tragic events of Friday 15 March 2019. Karen commented that the terrorist attacks in Christchurch have had a profound impact on Aotearoa New Zealand and we must face and address the fact that there is a strong streak of racism in our country. Karen also said that we are lucky to be involved in Education where we can make a real difference to our learners and to our society.
<b>1.1</b>	<b>MEETING ADMINISTRATION</b> <b>Conflict of Interest Register</b> <b>Noted</b> the Conflicts of Interests Register. Board member, Stuart Middleton noted changes to his standing interests as follows: <i>Add...</i> Member of the Ministry of Education Workforce 2032 <i>Add...</i> Member of the NZQA Experts Group Assessment
<b>1.2</b>	<b>Agenda Review</b> <b>Noted</b> the Agenda.
<b>1.3</b>	<b>Minutes of the Board meeting</b> The Board <b>received</b> the Minutes of the Meeting held on 6 March 2019 and <b>approved</b> them as a true and accurate record. <b>Moved</b> Mele Wendt <b>Seconded:</b> Maxine Moana-Tuwhangai
<b>1.4</b>	<b>Action items</b> <b>Noted</b> the progress on the action points and will continue to try and find a time with Andrew Becroft as soon as his time permits.
<b>1.5</b>	<b>Board Meeting Schedule 2019</b> <b>Noted</b> the Board Meeting Schedule 2019.
<b>1.8</b>	<b>COMMITTEE REPORTING</b> <b>Risk Assurance Committee Work Plan 2019</b> <b>Noted</b> the Risk Assurance Committee Work Plan as submitted to the Risk Assurance Committee.
<b>1.9</b>	<b>Employer Committee Work Plan</b> <b>Noted</b> the Employer Committee meeting held on 6 March 2019. The Chair of the Committee, Stuart Middleton provided a summary of the CE Performance Agreement with final additions as outlined at the meeting.  Board members noted that the draft CE Performance Agreement 2019 was ratified at this morning's Employer Committee meeting and referred to Board for endorsement as the final version.  The Board will receive the CE Performance Agreement mid-year review at its August meeting.

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1.10	<p><b>Draft Risk Assurance Committee Minutes held on 21 March 2019</b>  <b>Received</b> the draft Risk Assurance Committee Minutes held on 21 March 2019. Noting various points of focus were on the findings of the review of Cyber Security and staff obligations regarding the responsible use of information and communication technologies.  Members of the Risk Assurance Committee noted the meeting held separately with Auditors was positive and there were no significant issues to report.</p>
<p><b>2.</b>  <b>2.1</b></p>	<p><b>CHAIR'S REPORT.</b>  <b>Chair's report</b>  The Board Chair, Karen Sewell noted the following items were discussed at the Board's 11.30am session:</p> <ul style="list-style-type: none"> <li>• <i>Te Kura's report to the Taskforce Committee for the Review of Tomorrow's School.</i></li> <li>• <i>Verbal report on Te Kura's response to the tragedy in Christchurch on 15 March 2019.</i></li> </ul> <p><b>EOTC:</b>  The Board discussed the two proposals submitted for approval in principle for staff to proceed with preparations. They were:</p> <ul style="list-style-type: none"> <li>- Visit to New Caledonia as an immersion into French culture in July 2019.</li> <li>- Proposed change of field trip visit from Vietnam to Hawaii. The visit will focus on history, cultural interactions, and gaining Media Studies and English standards from this experience.</li> </ul> <p>Board members agreed that further consideration be deferred to the next Board meeting until more information on programme details, feasibility and relativity to learning outcomes is sought, having acknowledged the proposal to go to Vietnam as a good example.</p> <p>Board members suggested the possibility of deferring the same trips to later in the year to give more time for fundraising and other preparations prior to submitting to Board.</p>
<p><b>3.</b>  <b>3.1</b></p>	<p><b>CHIEF EXECUTIVE REPORTS</b>  <b>STRATEGIC</b>  Noted this item.</p>
<p><b>3.2</b></p>	<p><b>Health and Safety Dashboard</b>  Board members <b>noted</b> the Health and Safety Dashboard for March 2019.  Discussed that since this report was released, there has been one stress report which was received on Friday.</p>
<p><b>3.3</b></p>	<p><b>Chief Executive Report- General</b>  The Chief Executive provided members with an overview of current matters, including updates on the following:</p> <ul style="list-style-type: none"> <li>• The Chief Executive's recent meeting with the Secretary for Education.</li> <li>• Good feedback received from Big Picture Champions, Team Leaders and staff on the operationalisation of Big Picture.</li> <li>• The review of Te Matatini 2019 is now complete. A report is being written with some recommendations to consider for 2021. Overall, the finding of the review was good.</li> <li>• Pasifika Stakeholder Management Plan will be implemented soon. Noting the plan has a more strategic focus rather than operational. Noted that more emphasis is needed on promoting Te Kura to specific audiences, and Te Matatini was a good example of this.</li> <li>• Online learning programme is almost complete. There are seven Maths modules and two 000 courses in Te Reo Maori remaining.</li> </ul> <p><b>Received</b> the Chief Executive's report for April 2019. Noting the following updates:</p> <ul style="list-style-type: none"> <li>• The Chief Executive's visit to the Global Education Leaders Partnership (GELP) held in Tel Aviv, Israel from 3-6 March 2019.  Board members received an overview of the programme of events, areas of focus and names from other Education agencies who attended. Background material on the PISA framework and the Holon IQ <i>Education in 2030: Global Scenarios</i> report were also tabled at the meeting. Alongside this, was an update on the highlights from Valerie Hannon's report on indicators of engagement and achievement.</li> </ul> <p>A report from the Innovation Unit will be provided to Board members as soon as it becomes</p>

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	<p>available.</p> <ul style="list-style-type: none"> <li>An update on the highlights of ADAPT IT Conference held 11-13 March 2019 attended by the Chief Executive, Deputy Chief Executive, Operations and Performance and Chief Information Officer to explore the latest developments, including the migration of SMS 4.1.</li> </ul>
<p><b>4.</b> <b>4.1</b></p>	<p><b>FINANCE</b> <b>Financial Report</b> <b>Noted</b> the report. <b>Moved: Maxine Moana-Tuwhangai</b> <b>Seconded: Stuart Middleton</b></p>
<p><b>4.2</b></p>	<p><b>2018 Financial Statements</b> The Board considered and noted the 2018 Financial Statements and the report on them from the external auditors, Deloitte. The Risk Assurance Committee had met with Deloitte on 21 March 2019 and recommended that the Board receive the Statements and Report.</p> <p><b>Discussed:</b> there were no significant differences from previous reports. <b>Discussed:</b> the Payroll assurance report in relation to the Holidays Act is complex and is yet to be finalised. This report is with Ernst and Young and the Ministry of Education. Noting this will take some time to resolve.</p> <p><b>Acknowledged</b> the Auditor's comments on the recent media attention about the School's overseas travel spend. He specifically noted that there has been no breach of process and that approved travel is legitimate. Auditors suggested that Te Kura investigate the value of including accommodation costs as well as transport costs in its reports. <b>Moved: Maxine Moana-Tuwhangai</b> <b>Seconded: Ruma Karaitiana</b></p>
<p><b>5.</b> <b>5.1</b></p>	<p><b>APPROVALS</b> <b>Governance policies</b> <b>Noted</b> this item.</p>
<p><b>5.2</b></p>	<p><b>Establishment of Banking Mandate with Kiwibank</b> The Board considered and <b>approved</b> this request as recommended by the 21 March 2019 Risk Assurance Committee.</p> <p>Board members noted the driver for expanding banking services to is to take advantage of better interest rate offers at various times. <b>Moved: Stuart Middleton</b> <b>Seconded: Maxine Moana-Tuwhangai</b></p>
<p><b>5.3</b></p>	<p><b>Internal Audit Plan 2019</b> <b>Approved</b> the 2019 Internal Audit Plan and noted the 4 areas of focus for review as recommended by KPMG, as follows:</p> <ul style="list-style-type: none"> <li>Risk framework (completion)</li> <li>Sensitive expenditure</li> <li>Privacy/GDPR</li> <li>Tax compliance</li> </ul> <p><b>Moved: Ruma Karaitiana</b> <b>Seconded: Stuart Middleton</b></p>
<p><b>5.4</b></p>	<p><b>New Bank Account for Fundraising Activities</b></p> <ol style="list-style-type: none"> <li><b>Noted</b> that the March Risk Assurance Committee considered this paper and agreed to forward and request the Board to consider the approval of opening of a new bank account subject to having financial delegations confirmed</li> <li><b>Noted</b> financial delegations have been confirmed</li> <li><b>Agreed</b> to open a new Westpac bank operating account to be used for recording Te Kura approved student-related fundraising activities.</li> </ol>

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	<p><b>Noted</b> the purpose of the paper is to set up a new bank account to segregate the funds for Te Kura approved fundraising activities.</p> <p><b>Discussed</b> that P-Card's will be associated with the account for advance purchases.</p> <p><b>Received</b> clarification that the same approval process will apply to add new signatories to its existing list</p> <p><b>Received</b> clarification that any donations would be refunded in the event fundraising activities has been deferred over a long period of time or cancelled.</p> <p><b>Moved:</b> Mele Wendt</p> <p><b>Seconded:</b> Stuart Middleton</p>
<p><b>6</b> 6.1</p>	<p><b>NOTING AND INFORMATION</b> <b>Inwards Correspondence/Outwards Correspondence</b> Noted this item.</p>
<p>6.2</p>	<p><b>Enrolment Statistics.</b> <b>Noted</b> the report, and the fact that there has been an increase in fee-paying students. This is mainly due to the new criteria for the enrolment of students from private schools. <b>Noted</b> there has also been a decrease in the number of duals. Further analysis to be done on the reason for the decrease.</p>
<p>6.3</p>	<p><b>Draft 2018 Annual Report Narrative</b> <b>Noted</b> the draft 2018 Annual Report narrative with the inclusion of Māori translation and final additions as mentioned at the meeting. The intent is to align the Annual Report with the Bilingual Strategy. <b>Noted</b> that as final NCEA results will not be released by NZQA until mid-April the NCEA results will not be included in the Annual Report. An NCEA report will be published on our website once the final results are available. <b>Discussed</b> that there will be a reference in the Achievement section of the Annual Report saying that NCEA results will be available on Te Kura's website. <b>Noted</b> that any further feedback on the Annual Report is due by this week.</p>
<p>6.4</p>	<p><b>Health and Safety Q4 Report 2018</b> <b>Noted</b> this report including that following work place assessments, there has been an increase in 'sit to stand desks'.</p>
<p>6.5</p>	<p><b>March Roll Return</b> <b>Received and noted</b> this report. <b>Discussed</b> whether this format has kept pace with other technologies and whether this information can be sourced by the Ministry of Education from elsewhere.</p>
<p>6.6</p>	<p><b>Pasifika PLD Update – Term 1</b> Board members noted the findings of the report and an action plan will be developed for areas of improvement. <b>Discussed</b> the feedback that has been sent to Core Education.</p>
<p>6.7</p>	<p><b>Risk Analysis Update</b> That the Board, as per the Risk and Assurance Committee's recommendation:</p> <ol style="list-style-type: none"> <li>a) <b>Noted</b> the draft Risk Assessment Matrix – 5 x 5.</li> <li>b) <b>Noted</b> the draft Strategic Risk Dashboard related to two of the strategic priorities: Implement Big Picture and Build Systems Capability.</li> <li>c) <b>Noted</b> that KPMG is working with SLT and other senior managers to complete the risk assessments relating to the other three strategic priorities: <ul style="list-style-type: none"> <li>• Focus on Young Adults and NEETS</li> <li>• Tell our Story</li> <li>• Become a bilingual organisation.</li> </ul> </li> </ol> <p>Board members noted the draft Risk Dashboard is a new reporting framework and gives visibility to strategic risks to generate discussion at that level. It was also discussed the importance of identifying and management of risks but not necessarily removing a risk.</p> <p><b>Noted</b> the next step is to look at the inherent risk ratings and fully populating the Risk Dashboard for report back to a future Board meeting.</p>
	<p><b>GENERAL BUSINESS</b></p>


Section	Subject
	<ul style="list-style-type: none"> <li>The decision not to run the non-returners process nationwide for the month of March in the wake of events held in Christchurch on 15 March 2019. Noting there may be some revenue implications to be sorted.</li> </ul>
<b>7</b>	<b>NEXT MEETING</b>
	1 May 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, 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: 3 April 2019