

Te Kura Board of Trustees Meeting
Minutes of meeting held Wednesday 1 May 2019
Level 2 Pohutukawa/Rata rooms, Portland Crescent, Thorndon

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

PROCEDURAL

Section	Subject
1.	APOLOGIES
	<p>The Board wished Antonia Wallace, the Communications Specialist, well as she shortly departs on parental leave for 1 year starting mid-May 2019. The Board Chair, Karen Sewell took the opportunity to acknowledge her work – specifically noting she was particularly grateful for her continued support.</p> <p>The Communications Specialist’s role will be filled by Gael Woods, a former education reporter, who has extensive experience in the Education sector.</p>
1.1	MEETING ADMINISTRATION Conflict of Interest Register Noted the Conflicts of Interests Register.
1.2	Agenda Review Noted the Agenda was reviewed to bring forward discussion item...’5.2 Full Year 2018 Annual Financial Statements’ and item ‘6.7, Equal Employment Opportunity Programme’ was withdrawn. This report will be tabled at the June Board meeting.
1.3	Minutes of the Board meeting The Board received the Minutes of the Meeting held on 3 April 2019 and approved them as a true and accurate record. Moved Ruma Karaitiana Seconded: Stuart Middleton
1.4	Action items Noted the progress on the action points and will continue to try to find a time with Andrew Becroft as soon as his time permits.
1.5	Board Meeting Schedule 2019 Noted the Board Meeting Schedule 2019. Noted the Risk Assurance Committee Meeting to be held on 23 May 2019 will be rescheduled and will now be held before the Board meeting on 5 June 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. Received the following Employer Committee Meeting Minutes as ratified at previous Employer Committee meetings: <ul style="list-style-type: none"> • Employer Committee meeting Minutes held on 4 December 2018 • Employer Committee meeting Minutes held on 7 February 2019 • Employer Committee meeting Minutes held on 6 March 2019 • Employer Committee meeting Minutes held on 3 April 2019. Moved: Maxine Moana-Tuwhangai Seconded: Stuart Middleton

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1.10	<p>CE Performance Agreement 2019 Approved the Chief Executive Performance Agreement for 2019 as included in the papers. Noting the CE Performance Agreement reflects the work carried out by the Chief Executive and has a focus on Te Kura's Strategic direction, professional leadership and development. Moved: Maxine Moana-Tuwhangai Seconded: John Chemis</p>
2. 2.1	<p>CHAIR'S REPORT. Chair's report The Board discussed the following matters at its 11.30am session:</p> <ul style="list-style-type: none"> • <i>Update – Decision on Review of Te Kura's Support for Learning.</i> • <i>Te Kura's response to the tragedy in Christchurch on 15 March 2019.</i>
3. 3.1	<p>CHIEF EXECUTIVE REPORTS STRATEGIC Noted this item.</p>
3.2	<p>Health and Safety Dashboard Board members noted the Health and Safety Dashboard for March 2019. Notably sick leave is down, this may have been influenced by the number of staff members away on long term sick leave last year.</p>
3.3	<p>Chief Executive Report- General The Acting Chief Executive provided members with an overview of current matters, including updates on:</p> <ul style="list-style-type: none"> • Progress to date on the next steps to be taken in Christchurch and the aftermath of the terrorist attack held on 15 March. • The decision on the Review of Te Kura's Support for Learning which was shared with staff on 8 April. • The non-returners process was run last night for the first time since the terrorist attack and the Regional Manager, Central South is providing support to the Nelson office to give the Regional Manager more time in Christchurch. <p>Received the Chief Executive's report for May 2019. Noting the Board acknowledged Te Kura for the huge contribution it makes to Education in New Zealand.</p>
4. 4.1	<p>FINANCE Financial Report Noted the key features highlighted in the report included three things; the revenue position continues to be above budget for both the month and YTD; the increase in Summer School enrolments as reflected in the Snapshot roll and that the surplus is accordingly above budget. It was discussed that a firmer revenue position will be included in the April report as Segment One concludes at 30 April 2019.</p> <p>Discussed that under-expenditure is in Personnel and operational items proportionate to the budget split between personnel and operating expenditure.</p>
5. 5.1	<p>APPROVALS Governance policies Noted this item.</p>
5.2	<p>Full Year 2018 Annual Financial Statements</p> <ol style="list-style-type: none"> 1. It is recommended that the Board: <ol style="list-style-type: none"> a) Noted the receipt of the following documents: <ol style="list-style-type: none"> a. School Annual Accrual Report Certification; b. Letter of Representation to the Deputy Chief Executive (DCE) Operations & Performance and the Chief Executive; c. Representation Letter to Deloitte from the Chief Executive and the Chair of the Board; d. Draft Independent auditor's Report from Deloitte; and e. Final version of the report to the Board for the year ended 31 December 2018. b) Approved the 2018 Annual Report as represented for audit review. Moved: Maxine Moana-Tuwhangai Seconded: Ruma Karaitiana c) Noted the assurances provided in the Letter of Representation in the intention to sign by the DCE Operations & Performance and Chief Executive.

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	<p>d) Approved the signing the following documents: Moved: Maxine Moana-Tuwhangai Seconded: John Chemis</p> <ul style="list-style-type: none"> a. School Annual Accrual Report Certification by the Chief Executive and the Chair of the Board; b. Representation Letter to Deloitte by the Chief Executive and the Chair of the Board c. Statement of Responsibility included in the body of the Annual Report by the Chief Executive and the Chair of the Board. <p>e) Noted that the completion of these processes finalises the 2018 Annual Report for submission to the Ministry of Education prior to the 31 May 2019 statutory deadline.</p> <p>Noted the discussion about whether the 2018 Annual Financial Statements still need to be initialed on each page as a matter of process prior to filing with the Ministry of Education by 31 May 2019. The auditors have said that this is no longer necessary.</p> <p>Board members acknowledged the work of the Senior Planning and Reporting Advisor and Finance team for the early completion of the 2018 Financial Accounts. Moved: Maxine Moana-Tuwhangai Seconded: Karen Sewell</p>
<p>6 6.1</p>	<p>NOTING AND INFORMATION Inwards Correspondence/Outwards Correspondence Noted and received letter dated 24 April 2019 from the Hon Chris Hipkins Office acknowledging Te Kura’s response to the Review of Tomorrow’s Schools as tabled at the meeting</p>
<p>6.2</p>	<p>Enrolment Statistics. Noted the report, and the fact both cumulative and snapshot enrolments are up and this is reflected in the revenue. Discussed there has been a reasonably significant increase in full time enrolments this year. Furthermore, Fee-paying students from private schools is an assumed contributor to the drop in Dual enrolments.</p>
<p>6.3</p>	<p>Monthly Progress Report against 2019 Charter and Annual Plan</p> <p>f) Noted the April progress report against the 2019 Charter & Annual Plan and the proposal to move to a new layout that gives a high-level summary sheet, colour-coding and basic statistics on movement from the previous year.</p> <p>The Board agreed to receive the redesigned summary sheet with the view to being informed on any significant changes in the data.</p>
<p>6.4</p>	<p>Policies Status Register Noted this report and the summary of the status of routine reviews of policies and supporting items. Board members raised that some papers haven’t been reviewed for some time. In particular, papers relating to Health and Safety, Gifts and Koha; Theft and Theft Prevention, Property and Procurement.</p> <p>Health and Safety policies: In 2017, Van Schaik, Health and Safety Solutions reviewed Te Kura’s Health Safety documents in light of the new Health and Safety at Work Act. Te Kura is still working through some of the recommendations. A project team involving Managers, Human Resources and Finance has been established and Policy documents are being reviewed/rewritten.</p>
<p>6.5</p>	<p>Risk Analysis update Noted the progress on the draft Strategic Risk Framework. Discussed that KPMG will be running one more workshop with SLT which will focus on assessing the likelihood and consequence of all the risks identified. This may also lead to further refinement of risks identified. Notably, the new Risk register will provide a useful, more balanced, greater degree of coverage and focus on key risks associated with Te Kura’s Strategic Priorities.</p>
<p>6.6</p>	<p>Board Assurance Statement Noted this report and an area of non-compliance relating to Physical restraint rules. Noted there is one correction to be made - a tick to be inserted in <i>clause 10, Section 1 – Board Administration</i> relating to receiving regular and useful information about the achievement of Maori students in the school.</p>

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	Noted that Board Assurance Statement is a requirement of the Education Review Office before its review. However, Te Kura self-reviews itself annually to ensure compliance. Requested action The Board asked that the list of <i>asterisks</i> through-out the document are noted on the cover sheet for ease of reference.
6.7	Equal Employment Opportunity Programme (EEO) Programme report Noted the Equal Employment Opportunity (EEO) Programme report has been withdrawn due to further work to be done. The paper will be submitted to the June Board meeting.
	GENERAL BUSINESS There were no general business items discussed.
7	NEXT MEETING
	5 June 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 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: 1 May 2019