

Te Kura Board of Trustees Meeting
Minutes of meeting held Wednesday 7 August 2019
Level 2 Pohutukawa/Rata rooms, Portland Crescent, Thorndon

Present	Karen Sewell (Chair), Maxine Moana-Tuwhangai, John Chemis, Ruma Karaitiana, Mele Wendt, Stuart Middleton
In Attendance	Mike Hollings (Chief Executive), Regan Dooley (Chief Advisor, Strategy), Sanjay Goyal (Acting Deputy Chief Executive, Te Kura Systems and Support), John Nisbet (ex-officio), Te Rina Leonard (Deputy Chief Executive, Learning, Design and Evaluation), Anne Coster (Chief Advisor, Curriculum).
Scribe	Sandra Rekatsinas (Board-Executive Administrator).
Apologies	Viv Rogers

PROCEDURAL

Section	Subject
1.	APOLOGIES
1.1	MEETING ADMINISTRATION Conflict of Interest Register Noted the Conflicts of Interests Register.
1.2	Agenda Review Noted the Agenda.
1.3	Minutes of the Board meeting The Board received the Minutes of the Meeting held on 3 July 2019 and approved them as a true and accurate record. Matters arising: Noted that fundraising for the impending Hawaii trip is underway. This included packs of Gift Cards. Moved John Chemis Seconded: Ruma Karaitiana
1.4	Action items Noted the progress on the action points. Requested action: Confirmed that Andrew Becroft will be attending the November Board meeting.
1.5	Board Meeting Schedule 2019 Noted the Board Meeting Schedule 2019.
1.6	Board Meeting Schedule 2020 Noted the Board Meeting Schedule 2020 as confirmed meetings for next year.
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 as submitted. 7 August 2019 Employer Committee Noted the Employer Committee meeting held this morning.
1.10	Draft Risk Assurance Committee Minutes held on 18 July 2019 Received the draft Risk Assurance Committee Minutes held on 18 July 2019. The main emphasis of the meeting was the explanation of policy items and the new Risk Register framework presented. Noting the discussion was very helpful.
2.	CHAIR'S REPORT.
2.1	Chair's report Noted this item.
3.	CHIEF EXECUTIVE REPORTS
3.1	STRATEGIC Noted this item.

Section	Subject
3.2	<p>Health and Safety Dashboard</p> <p>a) Noted the Health and Safety monthly dashboard for June 2019.</p> <p>b) Noted there has been a reduction in the number of reported accidents and incidents, and we are currently investigating a lost time injury.</p> <p>c) Noted similar sick leave was taken this June compared with June 2018. When comparing year to date sick leave with the same period in 2018, 3.9% more sick leave has been taken in 2019.</p> <p>d) Noted there have been no new bullying incidents. Two bullying cases have been reported this year. This is one less than the three reported for the whole of 2018.</p>
3.3	<p>Chief Executive Monthly Progress Report.</p> <p>The Chief Executive provided members with an overview of the key highlights of the report:</p> <ul style="list-style-type: none"> • The review of Curriculum is underway to determine how it will be delivered across the school. • Progress on the implementation of Big Picture across the school has been pleasing and very positive. Noting positive student engagement indicators in My Korowai in supporting students with their personalised learning journey. • IT Developments included: <ul style="list-style-type: none"> - An Inplace software programme for managing internship progress with students will be demonstrated on 19 August 2019 to the Runanga and SLT. Te Kura has expressed an interest so that it can be part of the initial testing process when it is launched in the regions. - The EQUELLA Learning Object Repository, a searchable online library of Te Kura resources soft-launched this week. Initially it will only be available for internal use but ultimately it will allow Te Kura to share its resources with the wider education community to benefit NZ as a society. - An onboarding database is being developed that would allow agencies to refer full-time students online; minimise administration, streamline the enrolments process and give agencies nationwide access to students that they have referred on to Te Kura. - The Salesforce platform has been introduced as a helpdesk system. All requests for help will now be automated through the Salesforce platform. - A proposal is being presented for the next Board meeting to move emails into the office 365 cloud. This will bring significant savings to server costs that are due for replacement. - Further enhancements made in My TeKura such as the Quick Eval functionality that teachers will be able to see all unmarked work in one place. Also, a Wellbeing survey will be released through My Korowai for responses. The survey will be launched on Monday 12 August and will be trailed until end of the year. <p>Received the Chief Executive's Monthly Progress report for August 2019. Noting: the following acknowledgements:</p> <ul style="list-style-type: none"> - The Chief Executive's presentation on '<i>Local Learning Ecosystems: Emerging Models</i>' was well received by the Ministry of Education's Education Infrastructure Services Board. - Very good progress made by the Big Picture team on the implementation of Big Picture across the School. - Reference to the video on Te Kura student Opotiki's Tame Cole (TC) Koroheke Satele selected as representative in the Youth Parliament.
4. 4.1	<p>FINANCE</p> <p>Financial Report</p> <p>Highlights included: \$1m additional expenditure approved at the June Board meeting and the \$320k Pilot funding (confirmed in the 2019 budget announcements) has been incorporated in the forecast position. It was discussed that the EFTS calculation has been adjusted to reflect the Segment 2 result as if the non-returners process had been run in March with the EFTS claim reduced accordingly.</p>
5. 5.1	<p>APPROVALS</p> <p>Governance policies</p> <p>Approved the amended Governance Procedures on recommendation of the 18 July 2019 Risk Assurance Committee meeting:</p> <ul style="list-style-type: none"> - Gift and Koha Noted good judgement be used when accepting invitations from Te Kura providers, as referenced in previous discussion about perception. If required, a conflict of Interest declaration to be completed.

Section	Subject
	<p>Moved: Stuart Middleton Seconded: Mele Wendt Approved the Governance policy items on recommendation of the 18th July 2019 Risk Assurance Committee meeting:</p> <ul style="list-style-type: none"> - Capital Management <p>Moved: Maxine Moana-Tuwhangai Seconded: John Chemis</p> <ul style="list-style-type: none"> - Purchasing Card <p>Moved: Mele Wendt Seconded: Ruma Karaitiana</p>
5.2	<p>Te Rautaki Reorua mo Te Aho o Kura Pounamu</p> <p>a) Approved the attached Te Rautaki Reorua mo Te Aho o Kura Pounamu with minor corrections agreed at the meeting.</p> <p>b) Noted progress has been made against all four Pou (principles) of Te Rautaki Reorua mo Te Aho o Kura Pounamu.</p> <p>Moved: Ruma Karaitiana Seconded: John Chemis</p> <p>Board members were provided with a summary of progress to date and next steps towards the revitalisation and sustainability of te reo Maori. Noting, the importance of pronunciation but also encouragement to use te reo as much as possible.</p> <p>The Board acknowledged the extraordinary achievement that has been made to date.</p> <p>The Board Chair, Karen Sewell thanked the Lead Advisor, Deputy Chief Executive, Learning, Design and Evaluation, and the Chief Executive for his leadership. She said that the discussion has been thought provoking, and challenging and appreciates how much staff are willing to work together to learn.</p>
6 6.1	<p>NOTING AND INFORMATION</p> <p>Inwards Correspondence/Outwards Correspondence</p> <p>Received <i>tabled</i> letters dated 21 May 2019 from the Secretary of Education regarding support for students with learning support needs, Te Kura's reply, and subsequent response by the Ministry of Education dated 23 July 2019. Two meetings have been arranged with the Ministry of Education on Thursday 8 August 2019 about this and matters relating to Budget.</p>
6.2	<p>Enrolment Statistics.</p> <p>Noted the report and the fact that there has been a drop in the snapshot roll as a result of the non-returners process. There has been an increase in full-time student enrolments, mainly from referrals.</p>
6.3	<p>Monthly Progress Report against 2019 Charter and Annual Plan</p> <p>Noted the July 2019 progress report against the 2019 Charter & Annual Plan as highlighted in the paper.</p>
6.4	<p>Q2 Report Health and Safety</p> <p>Noted the Organisation Health report. Overall stress levels are lower this year and the <i>new sit-to-stand</i> desks have made a difference to the wellbeing of staff.</p> <p>Noted that we have had a substantial increase in the use of counselling services this year compared to last year, particularly for personal reasons.</p>
6.5	<p>The Pasifika, Engagement and Communications Plan</p> <p>Board members noted the discussion at its 11.30am session.</p>
6.6	<p>July Roll Return</p> <p>Noted this report and there has been an increase in Adult numbers for years 14-15 students. This is due to the Ministry of Education changing their roll tables.</p> <p>Requested action</p> <p>The Acting Senior Business Analyst will advise on the rationale behind the Ministry of Education excluding students studying Te Reo Maori through Te Kura from their 'Highest Level of Maori Language Learning'.</p>
	<p>GENERAL BUSINESS</p> <p>There were no general business items discussed.</p>
7	<p>NEXT MEETING</p> <p>7 August 2019</p>

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, Sanjay Goyal, Te Rina Leonard, Regan Dooley, John Nisbet, 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:



Karen Sewell
Board Chair

Date: 7 August 2019