

**Minutes of the Board of Ko Taku Reo meeting held on 7 May 2021 commencing at 9.00am, in Auckland**

- Present:** Denise Powell (Chairperson), Crystal Skinley, Krista Clifford, Rachel Coppage, Katya Blair, Lukas Gill, Louis Tomlinson, Karen Pointon, James Le Marquand
- Apologies:** Sina Aiolupotea-Aiono, Sam Te Maari, Anthonie de Heer
- Secretary:** Cindy Cascalheira
- Interpreters:** Jodine Williams and Lynx
- In Attendance:** Matthew Koning and Steve Papps - for Finance section.

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**APOLOGIES** – Sina Aiolupotea-Aiono, Sam Te Maari, Anthonie de Heer

**WELCOME**

**CONFLICT OF INTEREST DECLARATIONS**

James Le Marquand is a member of the Paihere Trust – a trust to support students with trauma  
Update Rachel Coppage’s daughter now works for Ko Taku Reo -

**FINANCE**

**Financial Reports** Steve Papps and Matthew Koning Joined the meeting at 9:05am

Financial statements are now with the auditors

These need to be finalized by the end of the month to get to the MoE

Matthew demonstrated the new formatting – 3.1D with dashboards

**Note:** after wages, travel is the biggest expense due to the nature of our nationwide school

Currently our spending is below budget for the year but it is noted that most costs for our school happens in the middle of the year

Discussions were had around understanding of the new dashboard representation of the financials.

Rachel Coppage thanked Matthew Koning and Steve Papps for the work done on this to show the financials to the board in a more illustrative way.

**Noted** that the dashboard is great but the Board would still like the full details provided in the pack.

Budget allocated vs budget % spent suggested to quickly show how are tracking against the budget  
Suggested we highlight any areas of concern that the board need to be looking at, making these stand out for the board.

The idea long term is for the different Senior Leaders to add a 'commentary' to their area's budget to better understand how the budget is being used, why it's not being used etc.

Denise thanked Steve and Matthew for their work on this as this is what the board was asking for

Question around the happiness fund – currently this is not being spent, in the past it was being used for KIT days which now falls under 'business as usual'.

**ACTION:** the finance committee to report to the board suggestions on how and where to spend the happiness fund

### **Banked staffing**

We still have vacancies that need to be filled

The Senior Leaders will be meeting to discuss how we can fill these roles

### **Property update**

Steve Papps explained that \$300k of the \$400k is going to be allocated to the Marae project work and the additional

\$100k will be used for refurbishment of space in Sumner

Discussions were had around the development of the marae and connecting the marae to the community and the school

Matai house will be developed into an educational supportive wharekai. There will be meeting / sleeping rooms, office space, Tikanga spaces etc. the idea is to serve the wider community

Raintree is now part of the marae complex as well

Raintree development / refurbishment is not included in this \$300k renovation work

The Marae Komiti is leading this work.

**Motion 1:** Move that the Board approve the allocation of School Investment Package (SIP) funding as follows:

1. \$300,000 to the Kelston Marae Complex Upgrade
2. \$100,000 to the Sumner Site Refurbishment.

Rachel Coppage / Crystal Skinley  
**CARRIED**

**Motion 2:** Move that the Board approve the expenditure of \$150,000 on the Sumner site's electrical infrastructure and heating upgrade as currently identified:

1. \$25,000 towards electrical engineer's costs
2. \$72,000 towards electrical system upgrade
3. \$53,000 towards heat pump purchase and installation

And that the costs be charged against the CSR funds as permitted.

Lukas Gill / Crystal Skinley  
**CARRIED**

Property occupant documents (POD) agreements need to be held top of mind

Note that as part of the financial report there is also a programme management report

Denise Powell thanked Matthew Koning and Steve Papps

*Matthew Koning and Steve Papps left at 10:13am*

## **PREVIOUS MINUTES**

**Moved:** That the minutes of the 26 March 2021 meeting be accepted as true and correct

Katya Blair / Rachel Coppage  
**CARRIED**

## **PRINCIPAL'S REPORT**

Taken as read and accepted

**Ruaumoko Marae** – work is underway to raise the profile of the marae and we now have a

Kaumātua now working full time on the marae 3 days a week

Trilingual Marae Coordinator position has been advertised – this will be an admin role as well as responsible for creating resources for the marae

**Maori strategic lead** needs to be a teaching position, the job description has been finalized and we will be advertising this role in the next few weeks.

This position is a strategic position, therefore reporting directly to the board at times and therefore a board representation on the interview panel will be needed

**ACTION:** Board representation on the interview panel is needed – Karen Pointon was nominated and accepted

**Access to Kura** is becoming an issue for our students

James Le Marquand has started a project with the Ministry to determine a way forward working with the local community and the iwi to establish key factors of success and ideas, this is a way we can then blueprint these across the country effectively.

### **Beacon schools project**

School, service and ministry of education working together to service cohorts better

Simply – we adopt a school, a deaf friendly school that is set up and ready to take on a cohort of students.

These student generate resource / funding which we then put in bulk into the school creating a more supportive pedagogy environment for those students to learn in. All students hearing and deaf will benefit from this way of working.

This project allows us to build community

This project also allows us to put resources such as Speech Language Therapists and others into these schools.

### **NCEA results**

Reported on and taken as read

### **HR projects / initiatives**

Reported on and taken as read

**ACTION:** Requested that in future this is condensed into summary version

### **Responsive curriculum**

Reported on and taken as read

### **MoE reporting requirements**

- Work force data
  - **ACTION:** the workforce data that was sent to the MoE needs to be provided to the board
- Outcomes data
- Student demographics
  - **ACTION:** Follow up required on the attendance % for Kelston Primary and Tu Kokiri

### **Consultation on sexuality/health curriculum**

In Term 3 2019 van Asch DEC last consulted with parents on the curriculum content and teaching plan of Sexuality / Health Curriculum. The first consultation for parents of Ko Taku Reo enrolled school students will take place in Term 3 2021.

### **General**

- **Boardchair vs Presiding member motion –**

**Motion:** That the Ko Taku Reo Board continue to refer to their Presiding Member as Board Chair

Rachel Coppage / Crystal Skinley

**CARRIED**

*Crystal lost connection at 11:23am*

- **ICED conference**

**ACTION:** Expression of interest from the board to be sent to the Board Secretary by Friday 14 May. This will be at home, on zoom for 4 days

Feedback will be given to the board from those members who do attend

- **Board members PD –**

NZSTA provide amazing PD and board members need to be taking advantage of this

Boardchair encourages all board members to visit the NZSTA website and make the effort to upskill in different areas

- **Succession Planning**

Things that the board need to be considering in this area as succession planning hasn't been an area consciously addressed previously.

We need to be thinking about what we want and need in terms of skills and expertise for the board

**Noted** we need to acknowledge that the role of the board chair in THIS school is huge and replacing the current Boardchair is a concern. We will find it difficult to find someone who has the skills and capability of the current Boardchair and is willing to put in the hours that is required around this. The Board needs to be thinking about this now rather than just prior to elections in 2022.

**Ideas**

- Allow people who are interested to come and visit the board and experience it for themselves
- Do we need a board member mentorship program
- Advertising through facebook and Instagram

Discussions were had around ideas for succession planning

**ACTION:** to be added to the agenda for next board meeting

- **Principals' appraisal update**

Postponed as the cycle for reporting is only at the end of term 3.

**No business to conduct in-committee**

**Update on constitution feedback**

The date for feedback to be received has been moved to the 21<sup>st</sup> May

**ACTION:** added as an agenda item for next meeting

**Policy review feedback**

Curriculum policy was reviewed and it was suggested that we use – school docs policy

Appointment policy was reviewed and it was suggested that we use – school docs policy

Intellectual property was reviewed and it was suggested that we use – school docs policy

Behaviour and physical restraint policy was reviewed and it was noted that the NZSTA policy on boardpro is the better policy, but that individual plans section on school docs was more detailed –need to combine strengths of both and create our own version.

Complaints procedure – was reviewed and it was suggested that we use – school docs policy

**ACTION:** compile into a pack and approve at next board meeting

**CORRESPONDENCE**

**Inwards / Outwards – no outwards correspondence**

Received through BoardPro

**Moved:** That the inwards correspondence be accepted.

James Le Marquand / Katya Blair  
**CARRIED**

**James Le Marquand** ended the meeting with a Karakia at 12:02pm.

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Denise Powell  
**Chairperson**

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**Date**