

**Minutes of the Board of Ko Taku Reo meeting held on 5 December 2020 commencing
at 9.30am, in Christchurch**

Present:	Denise Powell (Chairperson), James Le Marquand, Crystal Skinley, Krista Clifford, Rachel Coppage, Anthonie de Heer, Katya Blair, Lukas Gill, Louis Tomlinson, Sina Aiolupotea-Aiono (on Zoom)
Apologies:	Matthew Koning
Secretary:	Cindy Cascalheira
Interpreters:	Nichola Robertson , Liz Kay
In Attendance:	Mike Rondell, Chris France, Terri Johnstone

APOLOGIES – Matthew Koning

WELCOME

Denise Powell welcomed everyone to the Board meeting.
James Le Marquand opened with a Karakia

CONFLICT OF INTEREST DECLARATIONS

Mike Rondell joined the meeting at 9:30am

FINANCE

Financial Reports - Mike Rondel presented

Finance Report – Taken as read

In a good financial position

The size of surplus will reduce as we fill the current vacancies next year

Banked Staffing

Mike explained the current situation re banked staffing which is the resourcing we get for paying teachers that we employ.

We are expecting the surplus to track positively throughout the year and we are in a positive position.

Currently we have a Project manager – contract role to help set up plans and processes to manage the current ‘project workload’

Finance statement

The Finance statement shows a strong cash position which is positive.

We have some funding that we have kept aside to be used for current projects

Action: February board meeting will have the graphs / presentations of the financial results

Resource Notice

The resourcing notice has arrived from the MoE. Overall,

financially things look good with just a few changes to reporting

There has been additional funding for NZSL through the NZSL Immersion hubs. The MoE has signaled a

major review will be happening on NZSL@ schools in 2021

Property report

Taken as read

No further current updates

We are continuing to move on some refurbishment at Matai house and the Wharekai as was indicated at an earlier meeting.

The Kendal Ave site in Christchurch will have some staff based there early next year to bring them closer to the students they are serving.

Good news that the Otago resource Centre opening 8 December 2020 after resolving some issues around responsibility for maintenance.

Mike Rondell left the meeting at 10:27am

PREVIOUS MINUTES

Moved: That the minutes of the 6 November 2020 meeting be accepted as true and correct

Crystal Skinley / Rachel Coppage

CARRIED

ACTION points from the last meeting

- Schooldocs – Denise checked that all board members can log on. Important that policies are reviewed as per the review cycle.
- The use of Instagram for disseminating news to stakeholders – Cindy to follow up with the Comms team
- We need to keep a log of Board members hours – this can be done through the evaluation form or through the claims form. There is a section on both which can be used.
- Deaf Action: Rachel Coppage has drafted the letter, this needs to be approved by Boardchair and then Cindy Cascalheira to send this out.

PRINCIPAL'S REPORT

Taken as read and accepted

HR report to be taken as read and accepted

This is the first attempt at a new way of reporting

Working on a change process to better the current HR systems as well as implementing new ones.

The Deaf strategic Lead will be working on the induction plan and having a deaf lens over this as well.

There are 31 (.4 FTE) positions to cover as there are 18 new study awards for 2021 and 13 currently in training, making a total of 31 teachers who require .4 release.

Student Pathways Model

This Student pathway model is to ensure we have a pathway that leads from

- Screening to
- Early Years to
- School Years to
- Transition years

A trajectory that students can transition smoothly at different points throughout the pathway is desirable.

The idea is to create a model that allows you to drill deeper into the different phases of the model.

This model will allow us to look at ways to be more efficient, do things more effectively and this might require some changes to take place to the current method of working. The current RTD pilots will feed into this work.

Note: the resourcing notice now refers to Early involvement as opposed to Early intervention

Resourcing notice and implications linking to Proposed reporting process 2021

The Principal's report going forward will align with the Resourcing Notice, this way staff don't have to be rewriting reports to suit various needs.

The new suggested way of reporting would have 'templated' sections / headings that then link to the resourcing notice and will have the NAGS linked to this, therefore cover a number of requirements in one reporting format.

Note: Assurance needs to be covered in the Principal's report and we need to ensure the board's focus is on governance rather than focusing too much operational depth

Student Data Focus and Organization Chart updates

We need to ensure that the Board is provided with meaningful data that is then able to be analysed.

Ko Taku Reo now has a Senior Leader dedicated to Curriculum, Planning and Assessment which is a focus area for the school

Note: The board has identified a real need to get true reflective data which is able to be analysed.

Te Ao Maori Strategy

The Senior Leadership team completed a 2 day hui working on the Te Tiriti o Waitangi Excellence Framework document

They will be using this framework to guide them in the development of a Maori Strategic plan for next year and beyond

Staff will be spending staff Pd days focusing on Ka Hikitia

Note: There is a Maori achievement Strategy on our website and the Board is to investigate including this as part of our strategic goals.

This needs to be part of our strategic planning / thinking/ vision created at the February 2021

Action: to develop a strategic goal around Maori education linking to the Treaty, this is to be decide on in the February 2021 meeting.

Action: The board needs to be looking very closely at their Maori Representation

The act is explicit in what is legally required of us in the area of Maori education

Action: Cindy to share the Te Tiriti o Waitangi Excellence Framework with the Board

Denise Powell thanked James Le Marquand for the information provided in the Principals report.

In-Committee at 12.23pm

Moved: That Terri Johnstone be permitted to remain at this meeting after the public has been excluded because of her knowledge on the matters to be discussed as this will assist the Board.

Rachel Coppage/James Le Marquand

CARRIED

Out of Committee at 12:31pm

Crystal Skinley /Louis Tomlinson

CARRIED

ITEMS TO BE RATIFIED

Board Meeting dates for 2021

Meeting dates were presented and discussed.

Action: Cindy to confirm that there aren't any clashes with the all school calendar before dates and venues are added to the website.

Louis Tomlinson /Lukas Gill

CARRIED

Memo re EOTC approvals

All accepted, Cindy to include the attendees in the Memo that was sent out to Board member

Note: the board only need to sign off overnight EOTC trips

Board Workplan

We need to ensure we have all prizegivings and main events included in the board work plan

Annual Plan Draft

14-15 December the Senior leaders will be working on the annual draft plan

Action: Management plan / Annual plan to be presented to the board prior to the February board meeting for board to read through and discuss in the February meeting

Action: The Charter will be discussed at the February meeting

Principals Appraisal feedback

The Executive Principal's appraisal is in progress with an external appraiser. It is a requirement that the principal must be appraised every 12 months. Due to Ko Taku Reo coming into being in the middle of the year, the appraisal cycle will be from July –July. A final appraisal will be provided mid 2021.

General Business

Constitution

The Board continued their review of BOT constitution

We need to push through with this, and have previously confirmed 2 student board members.

Constitutions can be changed but it's a long process so the Board need to have fundamental discussions to work through this, ensuring we get it right.

Currently the board is looking at two options which have been discussed with governance advisors from the MoE. Each option has positives and negatives.

Action: Workshop on this at the February 2021 meeting

The board recognizes the need to co-opt Turi Maori voice to the board as a priority.

Motion: The board will approach TTT (Tu Tangata Turi) and ask them to nominate a representative to be co-opted on to the board for one year.

Crystal Skinley / Louis Tomlinson
CARRIED

Chris France left at meeting at 2:30pm

CORRESPONDENCE

Inwards / Outwards

Received through BoardPro

Moved: That the inwards/outwards correspondence be accepted.

Anthonie De Heer / Rachel Coppage
CARRIED

Values discussion

James le Marquand led a further session on our values. The board recognizes that our values need to include a Maori lens and a Deaf lens

The board agreed that there is a need to re-evaluate and relook at the strategic goals and values / our vision currently stated on the school website

Meeting closed ta 3:24pm with a Karakia

.....
Denise Powell
Chairperson

.....
Date