

**Minutes of the Board of Ko Taku Reo meeting held on 29 October 2021 commencing  
at 10:00am, in Dunedin**

**Present:** Denise Powell (Chairperson), Crystal Skinley, Krista Clifford, Rachel Coppage, Anthonie de Heer, Katya Blair, Lukas Gill, Louis Tomlinson, Karen Pointon, Sam Te Maari, James Le Marquand, Sina Aiolupotea-Aiono

**Apologies:** Mike Rondell

**Secretary:** Cindy Cascalheira

**Interpreters:** Fran Collins and Jodine Williams

**In Attendance:** Matthew Koning and Mike Rondell - for Finance section.

---

**APOLOGIES** – none

**WELCOME**

Denise Powell welcomed everyone to the Board meeting.  
James Le Marquand opened with a whakataukī  
***“Let the uniqueness of the child guide our work”***

**HOUSE KEEPING**

Due to lockdown we have a few people on zoom today  
‘Raise the hand icon’ will need to be used for this meeting to help facilitating  
Closed captions have been turned on as well

**CONFLICT OF INTEREST DECLARATIONS**

None

## **FINANCE**

### **Financial Reports**

3 months report received

Year to date result September- 2021

\$2.2mil surplus

\$1mil banked staffing

\$1.2 savings

### **PROPERTY UPDATE**

Same issues continue with some of the Resource Centers

Meeting with the MoE 26 November to discuss these issues

SIP funding of \$100k for the Sumner site, we have been reimbursed for this money

The Auckland marae work has gone out to tender and waiting for that to be finalised

**The Board** thanked the finance team for the new visuals that are being provided and requested if it was possible for visuals to be done for the property update

**ACTION:** Finance team to look into this for the future as it's a vision to have this available to the public and through our website in the future as well

### **PROJECT OVERVIEW**

Project summary received and taken as read

\$1mil has been set aside of which \$100k has been spent

SMS project is progressing well

HRIS is in the due diligence stage

Moving slowly due to nature of the projects, time, resources, and some delay due to Covid

### **Risk identified**

- Resourcing mainly capacity and capability

### **Property Report**

Taken as read

### **HR REPORT**

Taken as read

**Motion:** That Steve Papps and Matthew Koning be allowed to remain inattendance during in-committee session because of what they can add to the conversation

Denise Powell / Crystal Skinley  
**CARRIED**

**In-Committee at 10:25am**

**Out of Committee at 10:43am**

Crystal Skinley / Rachel Coppage  
**CARRIED**

**Finance Professional Development session**

Steve Papps ran a Finance PD session with the board  
Powerpoint and notes are with each board member

The Board thanked Steve Papps for his time and training today, and for making it short and understandable, bringing it back to basics.

**PRESENTATIONS:**

A number of Senior Leaders attended the board meeting to present on their areas of the school and the major pieces of work they are currently working on and their vision for 2022.

**LYNNE GUY – HEAD OF OUTREACH SCHOOL**

Lynne presented information about the suite of services offered by the Outreach team and gave an overview of high level data

**SARAH DE HEER – HEAD OF EARLY YEARS**

Sarah presented an overview of the work being done in the Early Years area of the school as well as providing some future focus.

**GINNY NEAL – HEAD OF CURRICULUM, ASSESSMENT AND REPORTING**

Ginny provided an overview for the board around the new SMS system as well as future focus for the development of curriculum and assessment.

**AMANDA EVERITT – DEAF STRATEGIC LEAD**

Deafhood – Amanda shared a video with us on Deafhood

At the end of each presentation the board expressed their thanks for all the positive work being done by the Senior Leaders.

## **PREVIOUS MINUTES**

**Moved:** That the minutes of the 6 August meeting be accepted as true and correct

Katya Blair / Rachel Coppage

**CARRIED**

## **PRINCIPAL'S REPORT**

Taken as read and accepted

### **GENERAL COVID**

A lot happening in the Covid space

Primary school MAY be opening on 15 November – MoE still in negotiations, nothing confirmed

Ko Taku Reo opened on Tuesday this week for our year 11-13 NCEA students in Auckland –

Kelston Boys and Ormiston Secondary and Junior high opened

All students are being well supported by Ko Taku Reo staff

Approximate 60% return rate from this group which is significant

Kelston girls – closed and will not open at this stage as the families have decided not to send their children in so this will remain online for these students at this stage

Ko Taku Reo explored the possibility of opening the residential services – no one was very keen, so this remain closed at this stage in Auckland and online support continues

Enrolled school online support has been very successful

As a national school we have had our school across different covid levels making it interesting to manage.

Attendance rate online and in person has been very similar in Auckland which is good news.

### **VACCINATIONS**

15 November – EVERY staff member and Board of Trustee member in Ko Taku Reo MUST have had their first vaccination and needs to have their second one by the 1 January 2022.

We are required by law to collect that information and work on those who are unvaccinated.

Employment can no longer continue after 1 January 2022 if a person is unvaccinated – more clarity on this to come

16 November you will NOT be allowed on site at any school while children are present if you have not yet received your 1<sup>st</sup> vaccination.

**Risk** – we have a group of people who are not intending to be vaccinated so they will need to be making some significant decisions in the weeks to come.

We are ensuring that we are communicating to staff on a regular basis to ensure we are giving these staff clear and concise messaging directly from the MoE

Those onsite currently MUST have had a negative covid test until November 15 when vaccination is mandatory

**ACTION:** all board members are required to abide by those vaccination dates if they are planning to attend Board meetings

**The Board** asked how are we managing our vaccination records currently?

This is being kept through Ko Taku Reo's confidential payroll database. A form is sent to staff requesting confirmation of vaccine status as well as asking them to inform the school if they are not going to vaccinated and this will too be noted.

### **WORK WITH DEAF AOTEAROA AND THE HEARING HOUSE**

The relationship with these two organisations is helping us together be more proactive and combine our efforts to better meet the needs of our Deaf and Hard of Hearing students and communities. Very positive relationships building here.

The Board thanked the Executive principal and the team who submitted the Board Report on Teaching and Learning. It is heartening to see the progress being made in this area.

### **GENERAL**

#### **NZSTA STRATEGIC PLANNING AND REPORTING WEBINAR FEEDBACK**

Thank you for those we have taken the time to watch this

The Board now has a resource available and will be addressed again in the next meeting when we focus on Strategic Planning.

We will be working with NZSTA to ensure more of their resources have been interpreted to make them accessible.

#### **MEETING PLAN FOR 2022**

Covid has shown us that board meetings can be challenging and we have had to work differently

Face to face meetings are becoming more difficult to plan and manage

Currently have board meetings every 6 week

The proposal for 2022 is:

Term 1

2 board meetings

Term 2

1 board meeting

Term 3

1 board meeting

Term 4

2 day board meeting

The requirements are to hold board meeting at least every 3 months.

**ACTION:** CC to share suggested dates with the board to start thinking about dates/venues for 2022

### **SUCCESSION PLANNING**

Some of our board members have indicated that they will not be standing for the board next year, we must have a plan in place

We have the option of another 2 co-opts and we could use these to create some continuity  
The board have received a bio of a potentially suitable co opt member. This person has identified that they would be interested in assisting the Board over the next year initially as this takes us past the next election cycle.

### **MOTION:**

**Moved:** That the board co-opt Jennifer Smith to the board for one year, from December 2021

Krista Clifford / Rachel Coppage  
**CARRIED**

### **POLICY REVIEW**

To be reviewed in Term 4

- Harassment
- Maori Educational success

**REMINDER:** please have a look on School Docs at these policies from a Board perspective and provide any feedback online.

GEIT survey results

**ACTION:** Feedback to be sent to CC to collate for the next meeting

Krista offered to facilitate a meeting with some board members to collate some of the feedback and send through together

## **CORRESPONDENCE**

### **Inwards / Outwards**

Received through BoardPro

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

Rachel Coppage / Crystal Skinley

**CARRIED**

### **KVP update from Rachel Coppage**

The principal from Kelston Boys have confirmed that they have employed 5 staff for a wellbeing hub, this includes:

- 1 x Counsellor
- 2 x youth mentors
- 1 x Admin assistant
- 1 x Clinical lead

The principal has proposed this with Carmel Sepuloni and the Deputy Education Minister Jan Tinetti

They are considering setting up a trust so that they are able to apply for funding – this is still in discussion

They are using social development funding for this work, shaped into a way that can benefit this initiative

The Executive Principal advised that Ko Taku Reo has not yet contributed to the funding at this stage

### **STAFFING**

We have had a number of staff resignations,

Estimate 5% of our staff may not be vaccinated, but we can't plan for this until we know

Covid aside - 10-15% turnover is quite normal for a school so at this stage there is no risk to the board

### **HR committee terms of reference**

Sina Aiolutepoa-Aiono, Rachel Coppage, James Le Marquand, Graeme Biseker, Alison Kagen will form the committee and will be meeting monthly bringing more structure and clarification in the area of HR. A terms of reference document similar to the Finance and Property Terms of Reference to be developed.

We have new employees in the area of HR which will mean AK is freed up to do more of this work and address these areas of need

**ACTION:** The board to receive a report showing the total # of staff that have resigned year to date as a % to help us to understand where we are at as a school – Graeme Bisseker

**ACTION:** NZSL@schools report to be discussed at the next meeting if it has been released

**James Le Marquand** ended the meeting with a Karakia at 2:25pm.

“Our work today has finished,  
We go our separate ways  
In peace and harmony but as one”

.....  
Denise Powell  
**Chairperson**

.....  
**Date**

DRAFT