

Unitec New Zealand Limited

Open Meeting

Thursday, 30 July 2020, 11.30 am
Manukau Institute of Technology, Otara Campus

DIRECTORS

Peter Winder, Chair

Peter Parussini

Robert Reid

Ziena Jalil

Monique Cairns

Andrew Lesa

Steven Renata

IN ATTENDANCE

Merran Davis
Interim Chief Executive

Ali Sarginson
Interim Executive Director - Finance

Mary Johnston
Executive Director – People & Infrastructure

Simon Nash
Executive Director - Ako

David Glover
Executive Director – Partnerships and Student
Success

Gus Gilmore
Chief Executive – Manukau Institute of Technology

Glenn Mckay
Tumu Tauwhirowhiro Maori & Executive Director Student
Experience

Nick Sheppard
Executive Director - Schools and Performance

Lynnette Brown
Board Secretary – Unitec Institute of Technology

Antoinette Wood
Board Secretary – Manukau Institute of Technology

Karakia

1. **Apologies – No apologies**

2. **Disclosure of Interests Register**

Monique Cairns provided an update to her interests advising that as at 1 July she is no longer a Director on the Board of NZ Lotto.

3. **Board Business**

3.1. **Approval of the minutes of the Unitec Board Meeting held 25 June 2020**

Resolved:

The Board approved the minutes of the Open Board meeting held 25 June 2020 as a true and accurate record of the meeting.

Moved: Peter Winder
Seconded: Steven Renata
MOTION CARRIED

3.1.1. **Matters Arising**

There were no matters arising.

3.1.2. **Action List**

The Board noted the action list.

3.2. **Schedule of Board Membership of Committees 2020**

The Board noted the schedule.

4. **Chief Executive's Report**

4.1. **Update from Interim Chief Executive**

The Board received the report. In respect of online delivery, the Board asked Management to consider what authentication processes can be put in place for students, particularly international students' assessments and examinations undertaken on line.

Recommendation

The Board received the Interim Chief Executive's report.

Moved: Peter Winder
Seconded: Monique Cairns
MOTION CARRIED

5. **Items for Information**

5.1. **Health and Safety Report May 2020**

The Board noted the report and that work continues with MIT to align reporting.

Resolved:

The Board received the Health and Safety Report.

Moved: Peter Winder
Seconded: Robert Reid
MOTION CARRIED

5.1.1. **Covid-19 Health and Safety Response Review**

The Board thanked Management for the report and noted the findings from the self-assessment.

Resolved:

That the Board received the Covid-19 update.

Moved: Peter Winder
Seconded: Peter Parussini
MOTION CARRIED

5.2. **Staff Wellbeing Survey**

The Board noted the initial results of the recent Unitec Wellbeing survey, in particular the sections around flexible working options and the Christmas closedown period. Management advised that a set of principle around the working from home is being developed and should soon be available.

Resolved:

The Board received the summary of the initial analysis of the Unitec Wellbeing survey results

Moved: Peter Winder
Seconded: Andrew Lesa
MOTION CARRIED

Ziena left the meeting at 2.00 pm

6. **Reports and Minutes from Committees**

6.1. **Te Noho Kotahitanga Report**

Management spoke to the report and in response to the question of leadership opportunities for Maori and Pacific commented that there has been growth in numbers of Maori and Pacific in middle management in the region of 30%. There is additional work being done in the appointment process to ensure that promotion of roles is undertaken in market areas that support the continued growth in diversity of staff.

Resolved:

The Board received the report.

Moved: Peter Winder
Seconded: Peter Parussini
MOTION CARRIED

6.2. **Academic Board Report May and June Updates and Minutes of Meeting Held 6 May 2020**

Management spoke to the report and commented that they are confident that there is good oversight to risks and issues in relation to systems, academic quality compliance, and student success. Looking beyond EER, this activity should continue as business as usual.

Resolved:

The Board received the Report and noted the Academic Board Minutes of the meeting held 6 May 2020.

Moved: Peter Winder

Seconded: Andrew Lesa

MOTION CARRIED

6.3. **Academic Board Report June and July Updates and Minutes of Meeting Held 3 June 2020**

Resolved:

The Board received the Report and noted the Academic Board Minutes of the meeting held 3 June 2020

Moved: Peter Winder

Seconded: Andrew Lesa

MOTION CARRIED

6.4. **Academic Quality Action Plan Update**

Resolved:

That the Board receives the update on progress with Unitec's Academic Quality Action Plan and EER response.

Moved: Peter Winder

Seconded: Andrew Lesa

MOTION CARRIED

7. **Formal motion for moving into Confidential Session**

The Chair moved that the public be excluded from the remainder of the meeting. This resolution will be made in reliance on section 48(1) of the Local Government Official Information and Meetings Act 1987 (LGOIMA) and the particular interests protected by section 9 of the Official Information Act 1982 which would be prejudiced by the holding of the relevant parts of the proceedings of the meeting in public.

The general subject of each matter to be considered while the public is excluded, the reason for passing the resolution in relation to each matter and the specific grounds under section 48(1) of LGOIMA for the passing of the resolution are as outlined.

And that Chief Executives Gus Gilmore, Merran Davis, and members of the Executive Leadership Team, be permitted to remain at the meeting. after the public has been excluded, because of their knowledge in relation to the above items, together with Lynnette Brown and Antoinette Wood for their support of the activities of the Board. This knowledge, which will be of assistance in relation to the matters above to be discussed, is relevant to those matters because they have assisted in the preparation of such matters.

Agenda Item	General subject of each matter to be considered	Reason for passing resolution in relation to each matter	Grounds under section 48(1) for the passing of the resolution
3.1	Confidential Minutes of the meeting held 30 July 2020	<p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
3.2	Matters Arising	<p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
3.3	Action List	<p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
4.1	Chief Executive's Report	<p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).

Agenda Item	General subject of each matter to be considered	Reason for passing resolution in relation to each matter	Grounds under section 48(1) for the passing of the resolution
		information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	
5.1	July Monthly Report	<p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
6.1	Enrolment Update	<p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p> <p>Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p> <p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
6.2	Property Update	<p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p> <p>Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p> <p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).

Agenda Item	General subject of each matter to be considered	Reason for passing resolution in relation to each matter	Grounds under section 48(1) for the passing of the resolution
		conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty	
6.3	Risk Register	<p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p> <p>Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p> <p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).

Moved: Peter Winder
Seconded: Andrew Lesa
MOTION CARRIED

The Meeting Closed at 2.10 pm with a Karakia

Next Meeting: 27 August 2020



Peter Winder, Chair 27 August 2020