

Unitec New Zealand Limited

Open Meeting

Thursday, 27 August 2020, 1.30 pm
Via Zoom videoconference

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

Antoinette Wood
Board Secretary – Manukau Institute of Technology

Karakia

1. Apologies

There were no apologies.

2. Disclosure of Interests Register

Robert Reid provided an update to his interests advising that he has resigned from the Forest Industry Safety Council.

3. Board Business

3.1. Confirmation of Appointment of Chief Executive & Delegated Power

Resolved:

The Board confirmed:

1. the appointment of Gus Gilmore as Chief Executive of Unitec with effect from 31 August 2020 (Date of Appointment) and the actions taken by the Board and the Board chair through an emergency meeting on 9

August 2020 and through subsequent emails approving the appointment and the terms and conditions of the appointment;

2. that from the Date of Appointment, the Board has delegated to Mr Gilmore the day to day management of Unitec and full authority as the Chief Executive of Unitec in accordance with Unitec's policies and procedures, the Companies Act 1993, the Education Act 1989 and all other relevant legislation;
3. that Mr Gilmore's total remuneration will be paid by MIT through the MIT payroll system and that MIT will recover half of the costs of his total remuneration from Unitec through regular invoicing; and
4. that Mr Gilmore is authorised to initiate a review of Unitec's existing delegation schedules and recommend to the Board such amendments as are necessary or helpful to align the financial delegations of Unitec and MIT (Unitec's sister company) with each other and with the Reserved Matters set out in Schedule 2 of their respective Company Constitutions.

Moved: Peter Winder

Seconded: Ziena Jalil

MOTION CARRIED

3.2. **Approval of the minutes of the Unitec Board Meeting held 30 July 2020**

Resolved:

The Board approved the minutes of the Open Board meeting held 30 July 2020 as a true and accurate record of the meeting.

Moved: Peter Winder

Seconded: Monique Cairns

MOTION CARRIED

3.2.1. **Matters Arising**

There were no matters arising.

3.2.2. **Action List**

The Board noted the action list.

3.3. **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.

Resolved:

The Board received the Interim Chief Executive's report.

Moved: Peter Winder

Seconded: Robert Reid

MOTION CARRIED

5. **Items for Information**

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

The Board received the report and noted the priorities and action plans which provided visibility to the work that continues to be done in this area.

Resolved:

The Board received the Health and Safety Report.

Moved: Peter Winder

Seconded: Monique Cairns

MOTION CARRIED

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

The Board received the update and noted that the focus was now on managing the return to campus for staff and students.

Resolved:

The Board received the Covid-19 2.0 update as at 20 August 2020.

Moved: Peter Winder

Seconded: Steven Renata

MOTION CARRIED

5.1.2. **Safe365**

The Board noted the paper which informed them of the programme that is used by Unitec to support Health and Safety activities and compliance with legislative requirements under the Health and Safety at Work Act 2015.

In respect of workforce engagement and the principles of WEPR Management to address this in their next report to the Board.

Resolved:

The Board received the Safe 365 Tool information paper.

Moved: Peter Winder

Seconded: Andrew Lesa

MOTION CARRIED

ACTION: Management to include workforce engagement and principles of WEPR in their next Board report.

5.2. **Staff Wellbeing Survey**

The Board received the summary of the full analysis of the Unitec Staff Wellbeing survey results. Management emphasised that workload and access to well-being initiatives were highlighted as areas of concern for staff. Management also noted that in the light of the property sale, how staff travel to and from work is an area where considerable work needs to be done and will be a focus for next year.

Resolved:

The Board received the summary of the full analysis of the Unitec Wellbeing survey results.

Moved: Peter Winder
Seconded: Peter Parussini
MOTION CARRIED

6. **Reports and Minutes from Committees**

6.1. **Priority Group Reports**

The Board received and endorsed the approach to reporting. The Board noted the improvement in course completion rates and first year retention of Maori. Although too early for this reporting period, Management expressed confidence that the 'I See Me' initiatives and Learner Outreach Project are having a positive impact and evidence of this will be provided in future reporting.

The Board noted its appreciation for the way in which this information was presented and encouraged management to shift towards greater use of infographics to present information.

Resolved:

The Board received the report.

Moved: Peter Winder
Seconded: Steven Renata
MOTION CARRIED

6.1.1. **Unitec Pathways College Mid-Year Update**

Resolved:

The Board received the Unitec Pathways mid-year update

Moved: Peter Winder
Seconded: Robert Reid
MOTION CARRIED

6.2. **Academic Board Report July and August Updates and Minutes of Meeting Held 1 July 2020**

Resolved:

The Board received the Report and noted the Academic Board Minutes of the meeting held 1 July 2020.

Moved: Peter Winder
Seconded: Monique Cairns
MOTION CARRIED

6.3. **Academic Board Report - Academic Quality Action Plan**

Resolved:
 The Board received the penultimate update on progress with Unitec's Academic Quality Action Plan and EER response.

Moved: Peter Winder
Seconded: Peter Parussini
MOTION CARRIED

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

It was resolved 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 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 | 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 | 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 |

| 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 |
|-------------|---|---|---|
| | | <p>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> | <p>(noting the Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).</p> |
| 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> | <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).</p> |
| 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> | <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).</p> |
| 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 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>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).</p> |

| 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 |
|-------------|---|---|--|
| 5.1 and 5.2 | July Monthly Report and Budget 2021 Progress Update | <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 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). |

| 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 |
|-------------|---|---|--|
| 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: Robert Reid

MOTION CARRIED

The Meeting Closed at 3.00 pm with a Karakia

Next Meeting: 24 September 2020



Peter Winder, Chair 24 September 2020