



minutes

Unitec NZ Open Board Meeting

Thursday, 25 June 2020, 1.30pm
Unitec Institute of Technology
Building 110, Executive Board Room

PRESENT

Peter Winder, Chair
Peter Parussini
Robert Reid
Ziena Jalil

Monique Cairns
Andrew Lesa
Steven Renata

APOLOGIES Nil

IN ATTENDANCE

Merran Davis
Interim Chief Executive

Alison Sarginson
Interim Executive Director – Finance

Mary Johnston
Executive Director – People and Infrastructure

Simon Nash
Interim Executive Director - Academic

Lynnette Brown
Board Secretary

Gus Gilmore
Chief Executive – Manukau Institute of Technology

Glenn McKay
Tumu & Executive Director - Student Success

David Glover
Executive Director – Partnerships & Student Recruitment

Nick Sheppard
Executive Director - Schools and Performance
Head - Engineering and Applied Technology

Karakia

The meeting was opened with a karakia.

1. **Welcome and Apologies**

The Chair welcomed everyone to the meeting.

2. **Disclosure of Interests**

The Board noted the Register of Interests.

Robert Reid advised an addition to his interests as Co-Chair of the Auckland Interim Regional Skills Leadership Group appointed 25 June. No other changes were received and no conflict with items on the agenda were declared.

3. BOARD BUSINESS

3.1. Minutes of the Board meeting held 28 May 2020

Resolved:

The minutes of the Unitec Board Meeting held 28 May 2020 were confirmed as a true and correct record.

Moved: Peter Winder

Seconded: Monique Cairns

MOTION CARRIED

3.2. Minutes of the Board e-Meeting held 8 June 2020

Resolved:

The minutes of the Unitec Board e-Meeting held 8 June 2020 were confirmed as a true and correct record

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 Committees Membership.

4. Chief Executive's Report

4.1. Update from Interim Chief Executive

The Board received and discussed the update on Unitec's activities including relevant opportunities and issues.

Resolved:

The Board received the Interim Chief Executive's report.

Moved: Peter Winder

Seconded: Peter Parussini

MOTION CARRIED

5. ITEMS FOR INFORMATION

5.1. Student Net Promoter Score (NPS)

The Board noted the information in relation to current student satisfaction as measured by the NPS metric and the achievement of an increase from -3 to industry standard 19 within 18 months.

Resolved:

The Board received the Student Net Promoter Score.

Moved: Peter Winder

Seconded: Steven Renata

MOTION CARRIED

5.2. Health and Safety Report March 2020 including Covid-19 Update

The Board reviewed and discussed the Health and Safety Report.

It was noted that the Executive are reviewing ideas on how they might support staff and students as they start to come back fully onto campus.

Resolved:

The Board received the Health and Safety Report.

Moved: Peter Winder

Seconded: Andrew Lesa

MOTION CARRIED

Action: Re-establish Board Health and Safety walks

5.2.1. Covid-19 Health and Safety Update

The Board noted that a comprehensive document has been compiled to demonstrate for EER how Covid-19 was managed at Unitec. This will be available for the next meeting of the Board. The Board asked for a self-assessment report as it would be helpful to see what worked and what might be done differently should the need to move into lockdown occur again.

Resolved:

The Board received the Covid-19 Health and Safety update.

Moved: Peter Winder

Seconded: Ziena Jalil

MOTION CARRIED

Action:

1. Re-establish Board Health and Safety walks
2. Self-assessment report on Covid-19 response

6. REPORTS AND MINUTES FROM COMMITTEES

6.1. EER Update on Schools of Trades and Services, and Applied Business

The Board discussed the report which provided further information on Plumbing and Gasfitting and the School of Business.

Resolved:

The Board received the paper.

Moved: Peter Winder

Seconded: Ziena Jalil

MOTION CARRIED

6.2. Educational Performance Indicators

The Board noted the paper on Educational Performance Indicators (EPIs) used by all tertiary education organisations, including definitions and current student performance outcomes for Unitec in 2019.

No adjustments have been made to the targets in relation to the lack of international students. The Board noted that having fewer international students will have a negative impact on the EPIs, given that international students tend to have higher levels of achievement than other groups.

In response to the question of achievement towards the Maori and Pacific targets by 2022, Management advised progress results for S1 2020 won't be available until July/August.

The Board noted that the action plan and the success or otherwise of the interventions is key to the performance. The Board is looking for evidence that the action plan has been developed in a way as to sufficiently challenge the insights from the data.

Resolved:

The Board received the information on Educational Performance Indicators.

Moved: Peter Winder

Seconded: Monique Cairns

MOTION CARRIED

6.3. Academic Quality Action Plan Update

The Board noted that since the report was written an Independent Evaluation Review has been held with positive feedback from the three external consultants indicating that the institute is well on track for EER. There is still additional work to be done which is achievable within the timeframes.

The Board commented that it would be helpful to get a sense of progress as to what has been achieved between meetings, i.e. report against the last month's document in each paper without having to refer back to the previous month's report.

Resolved:

The Board received the Academic Quality Action Update.

Moved: Peter Winder
Seconded: Steven Renata
MOTION CARRIED

7.

Formal Motion for Moving into Committee for Specific Agenda Items

Resolved:

That pursuant to section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 ("the Act") and amendments, the public be excluded from the following parts of the proceedings of the meeting, namely agenda items on the subjects, and for the reasons, outlined below:

Agenda item no.	General Subject of items to be considered	Ground(s) under section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 for passing this resolution.	Section
3. Board Business			
3.1 and 3.2	Approval of Minutes of Confidential Meeting held 28 May 2020 and Strategic Property Meeting held 12 June 2020	Maintain the effective conduct of public affairs through - (i) The free and frank expression of opinions by or between or to members or officers or employees of any local authority, or any persons to whom section 2(5) of this Act applies, in the course of their duty; or (ii) The protection of such members, officers, employees, and persons from improper pressure or harassment.	<u>Section 7(2)(f)</u>
3.3	Matters Arising	Maintain the effective conduct of public affairs through - (i) The free and frank expression of opinions by or between or to members or officers or employees of any local authority, or any persons to whom section 2(5) of this Act applies, in the course of their duty; or (ii) The protection of such members, officers, employees, and persons from improper pressure or harassment.	<u>Section 7(2)(f)</u>
3.4	Action List	Maintain the effective conduct of public affairs through - (i) The free and frank expression of opinions by or between or to members or officers or employees of any local authority, or any persons to whom section 2(5) of this Act applies, in the course of their duty; or (ii) The protection of such members, officers, employees, and persons from improper pressure or harassment.	<u>Section 7(2)(f)</u>
4. Chief Executive's Report			
4.1	Update from Interim Chief Executive	Enable any local authority holding the information to carry on, without prejudice or disadvantage, commercial activities.	<u>Section 7(2)(h)</u>
5. Financial Sustainability			
5.1	May Monthly Financial Report	Enable any local authority holding the information to carry on, without prejudice or disadvantage, commercial activities.	<u>Section 7(2)(h)</u>

5.2	31 March 2020 Financial Statements	Enable any local authority holding the information to carry on, without prejudice or disadvantage, commercial activities.	<u>Section 7(2)(h)</u>
6. Items for Approval			
6.1	Sale of 10 Trading Place – Settlement Documentation	Enable any local authority holding the information to carry on, without prejudice or disadvantage, commercial activities.	<u>Section 7(2)(h)</u>
7. Items for Information			
7.1	Enrolment Update	Enable any local authority holding the information to carry on, without prejudice or disadvantage, commercial activities.	<u>Section 7(2)(h)</u>
7.2	Brand Health Report June 2020	Enable any local authority holding the information to carry on, without prejudice or disadvantage, commercial activities.	<u>Section 7(2)(h)</u>
7.3	Property Update	Enable any local authority holding the information to carry on, without prejudice or disadvantage, commercial activities.	<u>Section 7(2)(h)</u>
7.3.1	Property Scheme Plan	Enable any local authority holding the information to carry on, without prejudice or disadvantage, commercial activities.	<u>Section 7(2)(h)</u>
7.3.2	Reference Plan and Strategic Framework	Enable any local authority holding the information to carry on, without prejudice or disadvantage, commercial activities.	<u>Section 7(2)(h)</u>
7.4	Strategic Risk Register	Enable any local authority holding the information to carry on, without prejudice or disadvantage, commercial activities.	<u>Section 7(2)(h)</u>

It was further resolved that the members of the Unitec Executive Team and Gus Gilmore remain at the meeting and others (as required) because of their knowledge of the issues may be helpful to the Board.

Moved: Peter Winder

Seconded: Ziena Jalil

MOTION CARRIED

Next Meeting: 30 July 2020