



minutes

Unitec NZ Open Board Meeting

Thursday, 30 April 2020, 2pm
Via Teams Video Conferencing

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 and no changes were received no conflict with items on the agenda were declared

3. BOARD BUSINESS

3.1. Minutes of the Board meeting held 2 April 2020

Resolved:

The minutes of the Unitec Board Meeting held 2 April 2020 are a true and correct record.

Moved: Peter Winder

Seconded: Andrew Lesa

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. Appointment of Members to Committees

3.2.1. Audit and Risk Committee – Terms of Reference

3.2.2. Fono Faufautua Pacific Committee – Terms of Reference

3.2.3. Rūnanga – Terms of Reference

3.2.3.1. Iwi Update

The Board received the update.

It was agreed by the Board that discussion of the terms of reference and appointment of members to the Committees, as listed above, would be undertaken through an “out of session” electronic meeting.

In respect as to whether any change in status of the Rūnanga is appropriate, further discussion is to be held with the Rūnanga Chair to better understand the historical context and their position to be recognised as an equal partner.

Action 1: Schedule an ‘out of session’ electronic meeting to address membership and terms of reference of Committees

4. Chief Executive’s Report

4.1. Update from Interim Chief Executive

The Board’s attention was brought to the External Evaluation Review 2020 and the need to consider the level of reporting around academic performance and achievement to ensure the Board is exercising their Governance role in line with NZQA expectations.

Resolved:

That the Board receive the Interim Chief Executive's report.

Moved: Peter Winder

Seconded: Andrew Lesa

MOTION CARRIED

The Chief Executive

5. ITEMS FOR APPROVAL

5.1. Confirmation of Trading Name - Unitec Institute of Technology

The Board received the paper.

Resolved:

The Board of Directors resolved that:

- a) Subject to NZIST approval, the Company continue to use the trading name Unitec Institute of Technology on all letterheads, e-mail signatures and marketing material (Communication Material) issued by the Company.
- b) The Chief Executive of the Company be authorised to seek approval from NZIST in relation to this resolution

Moved: Peter Winder

Seconded: Monique Cairns

MOTION CARRIED

6. ITEMS FOR APPROVAL

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

The Board reviewed and discussed the Health and Safety Report.

When reviewing the Online Inductions tracking report, Management advised that each of the areas across the Institute had generic risks as well as risks specific to their area of activity against which staff are inducted.

It was noted that the report covered Health and Safety activities for staff and not students (unless a specific significant incident had affected a student which would be recorded). In general terms, Unitec's focus has been around health and wellbeing for students as opposed to trips and falls.

The Board would like management to consider whether the reporting framework is appropriate for capturing student incidences and any change or trends in safety with respect to students.

Action 2: To review the approach to capturing and recording student incidences.

Resolved:

The Board received the Health and Safety Report.

Moved: Peter Winder

Seconded: Steven Renata

MOTION CARRIED

7. REPORTS AND MINUTES FROM COMMITTEES

7.1. **Academic Board Report**

The Board discussed the report. The importance of the role of Governance in the External Evaluation and Review (EER) process was highlighted.

The NZQA recommendations made in 2018 following the EER noted concerns in respect of the quality of governance and the function of the Academic Board and its sub-committees. The NZQA panel felt that the Governance function didn't have enough oversight of how well learners were achieving and/or utilising the data that was available to support and improve learner outcomes.

The Board noted the two areas of significant risk relates to the effect of Covid-19 and parity targets for Maori and Pacific with current outcomes are similar to the rest of the sector, but is 10% lower than our overall learners.

Resolved:

The Board received the paper.

Moved: Peter Winder

Seconded: Ziena Jalil

MOTION CARRIED

7.2. **Academic Board Minutes of the meeting held 4 March 2020**

Resolved:

The Board received the Academic Board Minutes of 4 March 2020.

Moved: Peter Winder

Seconded: Ziena Jalil

MOTION CARRIED

8. **GENERAL BUSINESS**

8.1. **Letter of Engagement - TEU**

The members of the TEU spoke to the Board during the Strategic Session held earlier in the day.

Resolved:

The Board received the Letter of Engagement from the TEU.

Moved: Peter Winder

Seconded: Ziena Jalil

MOTION CARRIED

9. **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. Chief Executive's Report			
3.1	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>
4. Financial Sustainability			
4.1	2019 Annual Report (Final Draft)	Enable any local authority holding the information to carry on, without prejudice or disadvantage, commercial activities.	<u>Section 7(2)(h)</u>
4.2	Q1 Draft Quarterly Report 2020 and Financial Update	Enable any local authority holding the information to carry on, without prejudice or disadvantage, commercial activities.	<u>Section 7(2)(h)</u>
4.3	Tranche D Draw Down, Crown Concessionary Loan	Enable any local authority holding the information to carry on, without prejudice or disadvantage, commercial activities.	<u>Section 7(2)(h)</u>
5. Items for Approval			
5.1	Payment Gateway – IT Solutions Business Case	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 Information			
6.1	Covid-19 Impact Report	Enable any local authority holding the information to carry on, without prejudice or disadvantage, commercial activities.	<u>Section 7(2)(h)</u>
6.1.1	Covid-19 Impact on Course Delivery and Learner Outcomes	Enable any local authority holding the information to carry on, without prejudice or disadvantage, commercial activities.	<u>Section 7(2)(h)</u>
6.2	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>

Moved: Peter Winder
Seconded: Steven Renata
MOTION CARRIED

Next Meeting: 28 May 2020



Peter Winder, Chair 28 May 2020