

Unitec New Zealand Limited

Open Board Meeting

Thursday, 24 September 2020, 11.15 am
MIT Otara Campus - Tanoa Room, NO101, Pasifika
Community Centre (NO Block)

DIRECTORS

Peter Winder, Chair

Peter Parussini

Robert Reid

Monique Cairns

Andrew Lesa

Steven Renata

APOLOGIES

Ziena Jalil

IN ATTENDANCE

Gus Gilmore

Chief Executive – Manukau Institute of Technology (MIT)
and Unitec New Zealand Limited

Michelle Tierney

Executive General Manager Strategy & Support Services

Martin Carroll

Executive General Manager Academic and Provost

Antoinette Wood

Board Secretary – Manukau Institute of Technology (MIT)

Ali Sarginson

Interim Executive Director - Finance

Simon Nash

Executive Director - Ako

Lynnette Brown

Board Secretary – Unitec

Karakia

Administration

1. Apologies

Ziena Jalil

2. Disclosure of Interests Register

Robert Reid advised an update to his interests as a Director of UnionAID.
There were no other changes to the interests register.

3. Board Business

3.1. Approval of the minutes of the Unitec Board Meeting held 27 August 2020

Resolved:

The Board approved the minutes of the Open Board meeting held 27 August 2020 as a true and accurate record of the meeting.

Moved: Peter Winder

Seconded: Peter Parussini

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 Chief Executive**

The Board received the report.

Resolved:

The Board noted the information supplied.

Moved: Peter Winder

Seconded: Steven Renata

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.

The Board discussed staff well-being and the increase in leave liability, particularly for academic staff. It was acknowledged that staff are tired after a challenging year having had to manage workload through two Covid-19 lockdowns. Management were encouraged to maintain a high level of engagement in this area to ensure staff feel supported.

Resolved:

The Board received the Health and Safety report and noted the workforce engagement in Health and Safety activities.

Moved: Peter Winder

Seconded: Peter Parussini

MOTION CARRIED

5.2. **Educational Performance Indicators Semester One**

The Board received the report. It was noted that there were both similarities and differences in areas of the data report.

This report is to be discussed at the Academic Committee of both Manukau Institute of Technology and Unitec in order to provide an opportunity for

discussion and evaluation on understanding the differences and sharing of initiatives that are producing good outcomes for students.

Consideration is to be given as to ways to provide regular updates on progress, noting that the EPI data is only reported twice a year. The Board also recommended the inclusion of a separate chart on attrition, including data on the top five key drivers for both Māori and Pasifika and non-Māori and Pasifika.

Resolved:

The Board noted the information supplied in the Unitec NZ Ltd and Manukau Institute of Technology Ltd Student EPI Summary.

Moved: Peter Winder

Seconded: Robert Reid

MOTION CARRIED

6. Reports and Minutes from Committees

6.1. Academic Board Minutes for August and updates from September meeting

Resolved:

The Board received the approved Academic Board Minutes for August 2020 and the Chair's summary of the September 2020 meeting.

Moved: Peter Winder

Seconded: Monique Cairns

MOTION CARRIED

6.2. EER update (verbal)

The Board received the verbal update and noted Management's comment that they were on track for EER with the only area of concern being potential external influences which cannot be controlled that may affect staff morale between now and 20 October.

Resolved:

The Board received the verbal EER update.

Moved: Peter Winder

Seconded: Steven Renata

MOTION CARRIED

6.3. Academic Board Report - Academic Quality Action Plan

Resolved:

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

Moved: Peter Winder

Seconded: Steven Renata
MOTION CARRIED

6.4. **Fono Faufautua Committee Draft Minutes Meeting held 9 September 2020**

Resolved:

The Board received the draft minutes of the Fono Faufautua Meeting of 9 September 2020.

Moved: Andrew Lesa
Seconded: Peter Winder
MOTION CARRIED

6.5. **Incoming Correspondence**

- Office of the Auditor General Letter re Audit Arrangements to Unitec NZ Ltd

Resolved:

The Board noted the correspondence.

Moved: Peter Winder
Seconded: Robert Reid
MOTION CARRIED

- Letter from Unitec Rūnanga

Resolved:

The Board:

- 1) Noted the request from the Rūnanga relating to consideration of a co-leadership model and the possible appointment of a Deputy Chief Executive Māori to act across both Manukau Institute of Technology (MIT) and Unitec,
- 2) Authorised the Chief Executive to write to the Rūnanga to
 - a) Confirm the Board's view that a co-leadership Deputy Chief Executive model is not considered workable given the current context of both MIT and Unitec, and
 - b) Confirm the Board's support for a move toward leadership roles that work across both institutions including a strong focus on Māori and Pasifika learners.

Moved: Peter Winder
Seconded: Robert Reid
MOTION CARRIED

ACTION: Invite the Unitec Rūnanga to provide regular updates to the Board.

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 the Chief Executive, Gus Gilmore be permitted to remain at the meeting. after the public has been excluded, because of his 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 27 August 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).
3.1.1	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).
3.1.2	Action List	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	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
		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	
4.1	2021 Budget	<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).
4.2	August Financial 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).
4.3	31 March 2020 Financial Statements	<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).
4.4	Enrolment Update	Section 9(2)(i) of the Official Information Act – enable the organisation holding the	That the public conduct of this item would be likely to result in

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		<p>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>	<p>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>
5.1	Capital Projects	<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>	<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>
5.2	Building 108 Procurement	<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</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
		between members of any organisation or employees of any organisation in the course of their duty	
6.1	Power of Attorney	<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: Steven Renata
MOTION CARRIED

The Meeting Closed at 3.15 pm with a Karakia

Next Meeting: 29 October 2020



Peter Winder, Chair 29 October 2020