

Unitec New Zealand Limited

Open Board Meeting

Thursday, 29 October 2020 at 12.00 pm
Unitec, 139 Carrington Road, Mt Albert

DIRECTORS

Peter Winder, Chair
Peter Parussini
Robert Reid
Ziena Jalil

Monique Cairns
Andrew Lesa
Steven Renata

APOLOGIES

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)

Patrick McVeigh – MartinJenkins (Item 19 Only)

Ali Sarginson
Interim Executive Director - Finance

Simon Nash
Executive Director - Ako

Lynnette Brown
Board Secretary – Unitec

Kevin Jenkins – MartinJenkins (Item 19 Only)

Karakia

Administration

1. Apologies

Peter Parussini left the meeting at 1pm. Monique Cairns left the meeting at 2.40pm.

1.1. Disclosure of Interests Register

Andrew Lesa advised an update to his interests as a member of Auckland Council's Rainbow Communities Advisory Panel.

Steven Renata advised an update to his interests as a member of the Unitec Rūnanga.

1.2. Meeting Schedule 2020

The Board noted the schedule

1.3. Committees of the Board

The Board noted the schedule.

2. **Board Business**

2.1. **Approval of the minutes of the Unitec Board Meeting held 24 September 2020**

Resolved:

The Board approved the minutes of the Open Board meeting held 24 September 2020 as a true and accurate record of the meeting.

Moved: Peter Winder

Seconded: Peter Parussini

MOTION CARRIED

2.1.1. **Matters Arising**

There were no matters arising.

3. **Action List**

There were no items on the action list.

4. **Chief Executive's Report**

4.1. **Update from Chief Executive**

The Board received the report from the Chief Executive which highlighted areas of activity across both institutions. The Board recommended that, along with other priority groups, the Institutes consider tracking parity of outcomes for students with disabilities against other groups.

Resolved:

The Board noted the information supplied by the Chief Executive.

Moved: Peter Winder

Seconded: Andrew Lesa

MOTION CARRIED

5. **Health and Safety Report**

Health and Safety Report September 2020

The Board received the report and discussed the health and safety aspects of the B108 building project noting the asbestos risks. Management advised that specialists have been engaged to assess and manage these risks, one of whom is a Unitec staff member whose knowledge and expertise in the area of asbestos is internationally renowned. The Board would like increased visibility to worker engagement in this activity and health and safety in general.

Resolved:

The Board received the Health and Safety report.

Moved: Peter Winder

Seconded: Steven Renata

MOTION CARRIED

6. **Academic Board Minutes for September and Updates from October Meeting**

The Board received the report. In respect of EER the overall sense from Management is that that the review has progressed well. It was noted that the Academic Committee is a sub-committee of the Board and not Te Pūkenga.

Resolved:

The Board received the Te Komiti Mātauranga / Academic Committee September Minutes and updates from the October meeting.

Moved: Peter Winder

Seconded: Robert Reid

MOTION CARRIED

7. **Items for Approval**

7.1. **Unitec / MIT Delegated Financial Authority**

The Board requested and received clarification that the authority to employ staff sits with the Chief Executive for both institutes.

In relation to the Chief Executive's authority to employ staff, the Board sought assurance that there was a robust process in place and a graduated approval approach to appointments in order to control expenditure. The Chief Executive was encouraged by the Board to ensure the same level of consistency across both organisations given the level of expenditure in this area.

Resolved:

The Board:

1. Approved Unitec and MIT adopting the Delegated Financial Authority (DFA) Policies including amendments made to align capital expenditure delegations at Unitec to those of MIT noting minor changes to be made following feedback, and
2. Noted that due to operational and systems differences between Unitec and MIT, separate policies are being adopted, and
3. Noted that Unitec and MIT have worked closely on the content of the policies and confirm that they are materially aligned.

Moved: Peter Winder

Seconded: Ziena Jalil

MOTION CARRIED

8. **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.

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
11	Minutes of Board Meeting Closed Session held 24 September 2020	Section 9(2)(i) of the Official Information Act – enable a Minister of the Crown or any department or organisation holding the information to carry out, without prejudice or disadvantage, commercial activities	The Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies
12	Minutes of Board Meeting Closed Session held 8 October 2020	Section 9(2)(i) of the Official Information Act – enable a Minister of the Crown or any department or organisation holding the information to carry out, without prejudice or disadvantage, commercial activities	The Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies
13	Matters arising	Section 9(2)(i) of the Official Information Act – enable a Minister of the Crown or any department or organisation holding the information to carry out, without prejudice or disadvantage, commercial activities	The Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies
13.1	B108 Procurement Contract	Section 9(2)(i) of the Official Information Act – enable a Minister of the Crown or any department or organisation holding the information to carry out, without prejudice or disadvantage, commercial activities	The Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies

14	Chief Executive's Report – Confidential Session	Section 9(2)(i) of the Official Information Act – enable a Minister of the Crown or any department or organisation holding the information to carry out, without prejudice or disadvantage, commercial activities	The Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies
15	September Financial Reports	Section 9(2)(i) of the Official Information Act – enable a Minister of the Crown or any department or organisation holding the information to carry out, without prejudice or disadvantage, commercial activities	The Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies
16	Capital projects	Section 9(2)(i) of the Official Information Act – enable a Minister of the Crown or any department or organisation holding the information to carry out, without prejudice or disadvantage, commercial activities	The Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies
16.1	Unitec Property Update	Section 9(2)(i) of the Official Information Act – enable a Minister of the Crown or any department or organisation holding the information to carry out, without prejudice or disadvantage, commercial activities	The Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies
17 and 17.1	Enrolment updates	Section 9(2)(i) of the Official Information Act – enable a Minister of the Crown or any department or organisation holding the information to carry out, without prejudice or disadvantage, commercial activities	The Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies
18	Correspondence - Te Pūkenga: Proposed Funding decision for Te Pūkenga	Section 9(2)(i) of the Official Information Act – enable a Minister of the Crown or any department or organisation holding the information to carry out, without prejudice or disadvantage, commercial activities	The Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies
19	Auckland Strategy	Section 9(2)(i) of the Official Information Act – enable a Minister of the Crown or any department or organisation holding the information to carry out, without prejudice or disadvantage, commercial activities	The Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies

It was further resolved that the Chief Executive Gus Gilmore, and members of the MIT and Unitec Executive Teams be permitted to remain at the meeting because of their knowledge in relation to the above items, together with Antoinette Wood and Lynnette Brown for their support of the activities of the Board, and Patrick McVeigh and Kevin Jenkins from Martin Jenkins. 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.

Moved: Peter Winder

Seconded: Ziena Jalil

MOTION CARRIED

The Meeting Closed at 3.20 pm with a Karakia

Next Meeting: 26 November 2020



Peter Winder, Chair 26 November 2020