



Manukau Institute of Technology Limited
(the Company)

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS
(the Board)

Thursday, 25 March 2021 at 12.30 pm

Minutes of the meeting of the Board of the Company held on Thursday, 25 March in the Boardroom at Unitec, 139 Carrington Road, Mt Albert, Auckland.

DIRECTORS

Peter Winder, Chair
Peter Parussini

Robert Reid
Monique Cairns

Ziena Jalil

Andrew Lesa

Steven Renata

APOLOGIES

Nil

IN ATTENDANCE

Gus Gilmore - Chief Executive

Michelle Teirney - DCE Operations

Peseta Sam Lotu-liga - DCE Pasifika, Partnerships & Support

Kirsten Sargent – Interim DCE People & Culture (MIT)

Antoinette Wood – Board Secretary (MIT)

Wiremu Manaia – DCE Māori (MIT)

Simon Nash – DCE Learner Experience and Success

Nick Sheppard – DCE Schools and Performance

Martin Carroll – DCE Academic

Jacky McManus – Interim DCE People & Culture (Unitec)

Lynnette Brown - Board Secretary (Unitec)

OPEN SESSION

Karakia – The meeting was opened with a karakia

1. **Welcome & Apologies**

The Chair welcomed everyone to the meeting and noted that there were no apologies.

1.1. **Disclosure of Interests Register**

No conflicts with matters on the agenda were declared and there were no changes to the interest register.

1.2. **Annual Declaration of Interests**

The Board considered the declarations provided by each member of the Board.

Resolved:

The Board received and noted the contents of the Register of Interests provided as Appendix 1.

Moved: P Winder

Seconded: Z Jalil

MOTION CARRIED

1.3. **Meeting Schedule 2021**

The Board noted the Meeting Schedule for 2021 and requested that the schedule be reset accordingly to reflect the change in venue from MIT to Unitec.

1.4. **Committees of the Board**

The meeting noted the Committees of the Board

2. **Minutes of the meeting held 25 February 2021**

The Board noted the minutes.

Resolved:

The Board approved the minutes of the Manukau Institute of Technology Ltd Open Board Meeting held on 25 February 2021 as a true and correct record of the meeting.

Moved: P Winder

Seconded: A Lesa

MOTION CARRIED

2.1. **Matters arising**

There were no matters arising

3. **Action List**

The Board noted the action list.

4. **Chief Executive's Report (Verbal Update)**

The Chief Executive provided a verbal update to the meeting. The Board asked whether MIT had any areas of concern around asbestos, noting the recent incident at Unitec. Management advised that MIT have an asbestos management plan in place and the majority of previously held concerns related to the South Campus which have been vacated and sold.

Resolved:

The Board received the Chief Executive's verbal update.

Moved: P Winder

Seconded: S Renata

CARRIED

5. **Health and Safety Report**

The Board received and discussed the Health and Safety report noting the emerging issues in respect of TechPark currently being addressed by management.

Resolved:

The Board received the Health and Safety report.

Moved: P Winder

Seconded: Z Jalil

CARRIED

6. **Reports and Minutes from Committees**

6.1. **MIT Academic Committee Report and Minutes from the Meeting held 3 March 2021**

The Board received the report and verbal update.

It was noted that the first draft of the Te Pūkenga draft Academic regulations is anticipated to be received within the next month. The consequence of that will be the repealing of various statutes across both MIT and Unitec.

Work has commenced in comparing academic processes across both MIT and Unitec and looking for areas of collaboration including the development of academic programmes.

The Board advised that they would be happy to attend an Academic Committee meeting at MIT if requested. It was decided that the Board would be kept informed of key issues on the agenda and would attend where discussions were pertinent and particularly those which focused on student success.

Resolved:

The Board received the Open Session minutes of the meeting of the Academic Committee held on 3 February 2021.

Moved: P Winder

Seconded: R Reid

CARRIED

6.2. **MIT Pacific Community Komiti Minutes**

The Board noted the current Chair of the Pacific Community Komiti has indicated his intention to stand down.

Board members accepted the open invitation to attend the Pacific Community Komiti meetings.

Management provided background to the Ōritetanga Project which is a TEC funded project with a focus on priority group learner success. The Board will receive a report on the findings of this in due course.

The Board noted the work being undertaken by Micah Sili, MIT Student President and the media statement delivered together with the two Head Prefects from Papatoetoe High School – a vote of thanks to be shared with them.

Otago Dental School recently opened – this can be promoted as a student service.

Resolved:

The Board received the MIT Pacific Community Komiti meeting minutes of 5 February and 5 March 2021.

Moved: P Winder

Seconded: R Reid

CARRIED

Action: Research opportunities for establishing a dental technicians school

7. **Items for Approval**

7.1. **MIT Granting of Awards**

The Board received the paper.

Resolved:

The Board confirmed the sealed awards granted by the Chief Executive under the delegated authority of the Board since the last Board meeting held 25 February 2021.

Moved: P Winder

Seconded: Z Jalil

CARRIED

8. **For Information**

8.1. **Student Complaints Report**

The Board received the information on Student Complaints and work continues to integrate the reports across both Unitec and MIT.

Resolved:

The Board noted the summary of 2020 Student Complaints

Moved: P Winder

Seconded: S Renata

CARRIED

Action: Staff complaints report to come to the next Board meeting

9. **Correspondence**

9.1. **Minister Hipkins Letter to Te Pūkenga Council Chair – Subsidiary Reporting 9 months**

Resolved:

The Board received the following correspondence:

1. Hon Chris Hipkins Letter to M Strong, Te Pūkenga Chair re Reporting Requirements

Moved: P Winder

Seconded: R Reid

CARRIED

10. ***Formal Motion for Moving into Closed Session***

As Chair, I move 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 follows:

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
11.	Confidential Minutes of the meeting held 25 February 2021	<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).
11.1.	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).
12.	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>	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).
13.	Chief Executive's Report	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	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding

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		<p>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>would exist under section 9 (noting the Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).</p>
14.	Financial Reports		
14.1.	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>	<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>
14.2.	Financial Reports – February 2021	<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>
15.	Items for Approval		

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15.1.	B108 Business Case	<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).
16.	Items for Information		
16.1.	Capital Projects		
16.1.1.	Draft CAMS Current State Assessments	<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).
17.	Reports and Minutes from Committees		
17.1.	APPROVAL: Audit and Compliance Committee Report	<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</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).

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		and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty	
17.1.1.	Audit and Compliance Minutes for the Meeting held 29 October 2020	<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).
17.1.2.	Legislative Compliance Declarations Report	<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).
17.1.3.	Report of Audit & Compliance Committee to the Board for the 9-month period ending 31 December 2020	<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</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).

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		<p>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>	
17.1.4.	Unitec Audit NZ Proposal Letter	<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).
17.1.5.	Unitec Engagement Letter	<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
16.2 and 16.2.1	Annual Report – Financial Statements 9 Months Ended December 2020	<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).

And that Chief Executive Gus Gilmore 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, Antoinette Wood, and Ali Ikram for their support of the activities of the Board. This knowledge, which will be of assistance in relation to the matters above to be discussed, is relevant to those matters because they have assisted in the preparation of such matters.

Moved: P Winder
 Seconded: P Parussini
CARRIED

The open session concluded at 1.20 pm.

The public excluded session commenced at 1.30pm and concluded at 3pm.



Peter Winder, Chair 29 April 2021