



**Meeting of the  
Board of Directors of  
Unitec New Zealand Limited**

**Thursday, 30 April 2020**

# Unitec New Zealand Limited Open Meeting

---

Thursday, 30 April 2020, 2.00 pm  
By Teams Video Conferencing

## Directors

Peter Winder, Chair	Monique Cairns
Peter Parussini	Andrew Lesa
Robert Reid	Steven Renata
Ziena Jalil	

## Karakia

### 1. Apologies

### 2. Disclosure of Interests Register

This is an opportunity for members to declare any conflict with items for discussion on today's agenda as well as to review and confirm the Interests Register as correct and current.

### 3. Board Business *(10 mins)*

#### 3.1. [Approval of the minutes of the Unitec Board Meeting held 2 April 2020](#)

##### 3.1.1. Matters Arising

##### 3.1.2. [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](#)

### 4. Chief Executive's Report *(10 mins)*

#### 4.1. [Interim Chief Executive Update](#)

### 5. Items for Approval *(5 mins)*

#### 5.1. [Confirmation of Trading Name - Unitec Institute of Technology](#)

- 6. Items for Information** *(10 mins)*
  - 6.1. [Health and Safety Report March 2020 including Covid-19 Update](#)
  
- 7. Reports and Minutes from Committees** *(10 mins)*
  - 7.1. [Academic Board Report](#)
    - 7.1.1. [Academic Board Minutes of the meeting held 4 March 2020](#)
  
- 8. General Business**
  - 8.1. [Letter of Engagement - TEU](#)
  
- 9. Formal motion for moving into Confidential Session**



## Karakia Timatanga

Manawa mai te mauri nuku  
Manawa mai te mauri rangi  
Ko te mauri kai au  
He mauri tipua  
Ka pakaru mai te pō  
Tau mai te mauri  
Haumi e, Hui e, Taiki e!

## Opening Prayer

Embrace the power of the earth  
Embrace the power of the sky  
The power I have  
Is mystical  
And shatters all darkness  
Cometh the light  
We are united, progressing forward!

**Unitec New Zealand Limited**  
**Board Membership**



**Disclosure of Interest Register as at 30 April 2020**

Name	Interest	Nature of Interest	Date
<b>Peter Winder</b>	McGredy Winder & Co Ltd	Director / Shareholder	2010
	The Sound of Music Education Ltd	Director / Shareholder	2004
	Manukau Institute of Technology Ltd	Director and Chair	1 April 2020
	Unitec New Zealand Ltd	Director and Chair	1 April 2020
	State Services Commission, Risk and Audit Committee	Member	August 2015
	McGredy Winder Family Trust	Trustee & Beneficiary	2012
	Council of NZ Institute of Skills and Technology	Member	1 April 2020
<b>Peter Parussini</b>	ANZ Bank New Zealand Limited	Employee	2011
	Southern Cross Campus	Chair	2010
	Southern Cross Campus	Trustee	2008
	Australian Institute of Company Directors	Member	2017
	Radio New Zealand	Governor	2019
	Latisana Family Trust	Trustee & Beneficiary	2017
	Lignano Ltd	Shareholder & Director	2019
<b>Monique Cairns</b>	The New Zealand Home Loan Company Limited	Deputy Chair	May 2018
	Lotto NZ	Independent Director	May 2017
	SPCA Auckland	Independent Director	March 2016
	The Northern Club	Committee Member	June 2018
	Caribou Consulting Limited	Executive Director	December 2015
	New Zealand Institute of Directors	Member	February 2013
	Australian Institute of Company Directors	Member	February 2020
	Auckland Art Gallery	Member	May 2016
	Monstar Trust	Trustee & Beneficiary	2006
	The Almo Trust	Trustee & beneficiary	February 2019
	The Kaihere Trust	Trustee	2005
	Cairns Family Trust	Beneficiary	TBC
BoatCo R3500-5 Limited	Shareholder	October 2018	
<b>Robert Reid</b>	FIRST Union	President	2011
	Forest Industry Safety Council	Board member	2016
	The Southern Initiative (Auckland Council)	Consultant	2018
	Service IQ	Board member	2013
	Workforce Development Council Design Process	Reference Group	2020
	Pillars Inc	Auckland Manager	2018

Unitec NZ Open Board Meeting - Disclosure of Interests

Name	Interest	Nature of Interest	Date
<b>Ziena Jalil</b>	Auckland Tourism, Events and Economic Development (ATEED)	Director	Nov 2019
	Cancer Society Auckland Northland	Trustee	Sept 2019
	New Zealand Asian Leaders	Advisory Board Member	Feb 2016
	Athene Collaborative Limited	Director / Shareholder	Feb 2018
	New Zealand Institute of Directors	Member	July 2016
	Global Women	Member	Aug 2019
<b>Fale (Andrew) Lesa</b>	Auckland Conservation Board	Board Member	2018
	Child & Youth Mortality NTA Review Committee	Board Member	2017
	Oranga Tamariki	Board Member	2019
	Creative New Zealand	Board Member	2020
	Philanthropy New Zealand	Board Member	2019
<b>Steven Renata</b>	Kiwa Digital	Co-Owner/Chief Executive	2016
	INNOV8HQ	Co-Owner/Director	2016
	New Zealand Defence Industry Association	Member	2019
	Mangaiti Marae	Trustee	2018

**Interests Declaration – All Members**

Name	Interest	Nature of Interest	Date
<b>All Members</b>	Deed of Indemnity executed on behalf of the Company (in the form approved by NZIST Council on 1 April 2020) indemnifying each Director in respect of the matters stipulated in the Deed.	Indemnified Person, as defined in the Deed	1 April 2020



## UNITEC New Zealand Limited Declaration of Interests Form

<b>Name:</b>	Fale Andrew Lesa
<b>Position:</b>	Subsidiary Director

Please complete and sign this form which seeks essential information on your personal and professional interests. Public declaration of your interests allows those actual or perceived conflicts that may arise from time to time between your interests, and those of UNITEC to be identified and managed proactively. Responsibility for declaring and managing interests always rests with the individual.

The secretary is responsible for holding the Register of Interests, which is available to the public, and considered at each UNITEC New Zealand Limited Board meeting. You will be asked to formally update and sign your declaration annually, however, under the principle of continuous disclosure, it is your responsibility to declare any further interests as they arise and ensure that your declaration is current.

For further information on managing and declaring your interests please see UNITEC New Zealand Limited Conflict of Interest Policy.

**Explanation:**

**Name/Entity:** *Company, partnership, body or organisation*

**Nature of Interest:** *Owner, shareholder, patron, employee, contractor, trustee, director, donor or member*

**Whose interest:** *Self, your immediate family, or business partner*


**Date:** *what was the approximate date that the interest began?*

<b>Name/Entity</b>	<b>Nature of Interest</b>	<b>Whose Interest</b>	<b>Date</b>
Department of Conservation	Board member.	Self	2018
Child and Youth Mortality NTA Review Committee	Board member	Self	2017
Ministry of Health			
Oranga Tamariki	Board member.	Self	2019
Philanthropy New Zealand	Board member.	Self	2019
Creative New Zealand	Board member.	Self	2020



---

### Declaration & Agreement

<b>Declaration</b> I confirm that the above details are correct to the best of my knowledge and I make this declaration in good faith.		
Signature:		Date: 31/03/2020



**Unitec New Zealand Limited**  
(the Company)

**Minutes of a meeting of the Board of Directors**  
(Board)

**2 April 2020 at 11.25 am by Zoom**

**Minutes**

These are the minutes of a meeting of the board of the Company held on 2 April 2020 by Zoom.

**Present**

**Directors present:**

Peter Winder, Peter Parussini, Monique Cairns, Robert Reid, Ziena Jalil, Fale (Andrew) Lesa, Steven Renata

Peter Winder acted as chairperson of the meeting.

**Other attendees present:**

Interim Unitec CE, Merran Davis; CE Manukau Institute of Technology Ltd, Gus Gilmore; Interim Executive Director Finance Ali Sarginson; Executive Director People, Safety and Infrastructure Mary Johnston; Senior Legal Counsel Sinead Hart; Glenn McKay - Tumu for the opening only; Jill Jones – TEU; and Lynnette Brown (Minutes).

**Apologies**

No apologies were received.

**Quorum**

The Chairperson noted that a quorum of directors was present at the meeting and declared the meeting open.

**Conflicts of interest**

No conflicts were declared in relation to the open agenda.

Robert Reid advised that he had recently been appointed to the Mayor of Auckland's Covid-19 Business Advisory Panel.

## Items not on the Agenda

### Board Meeting Cycle

The directors approved the cycle of meeting dates for 2020. It was noted that P Parussini may have challenges attending all meetings on Thursdays due other commitments.

There were no other items arising other than those included on the agenda.

### Items under “Noted” in First Board Meeting Resolutions

The directors considered and discussed the items under “Noted” in the First Board Meeting Resolutions attached as a Schedule to these minutes.

In particular, the directors:

- each agreed that the First Board Meeting Resolutions and other documents approved in such First Board Meeting Resolutions which require signature by one or more directors (**Approved Documents**) may be signed through the application of an individual director’s electronic signature; and
- each orally approved the use of his or electronic signature to be used for the purposes of signing the First Board Meeting Resolutions and the Approved Documents; and
- each expressly authorised the use of his or her electronic signature (as previously provided by the director) for the purposes of signing the First Board Meeting Resolutions and the Approved Documents.

### Resolved

The directors resolved, as resolutions in writing, the matters set out in Resolutions 1 to 14 in the First Board Meeting Resolutions attached as a Schedule A to these minutes, and

The directors resolved that the Deed of Indemnity, requiring the signatures of two directors, be approved and signed by Peter Winder, Chairperson and Steven Renata, Director.

**Moved:** Peter Winder  
**Seconded:** Steven Renata  
**MOTION CARRIED**

### Discussion

The meeting discussed the Subcommittees of Council. It was noted that Unitec has the Fono Faufautua Pacific Committee as a committee, however, the Rūnanga is a subcommittee of the Office of the Chief Executive.

It was noted that further consideration will be given at the next formal meeting of the Board to consider the Framework of delegations and the committees that might need to be constituted.

### **Covid-19 Update**

The Board received the update.

The Board asked whether the Management Team have enough detailed information to enable them to have a sound understanding of the health and well-being of staff at this time and the financial impacts of Covid-19.

The Unitec Incident Management Team continue to meet daily. They are confident that everything is being covered at this time. In addition, the results of a student survey is indicating that around 5% of students are experiencing digital poverty, but the final figure is expected to be higher as some students will not be able to access the survey.

When considering the financial impacts, this needs to take into account the strong possibility that there will be no new international students arriving for the balance of this year and/or the start of next year and what is the impact on domestic students.

Management to provide some scenario-based forecast modelling for Unitec in order to better understand the exposure for both Unitec and Manukau Institute of Technology.

**Action 1: The Chief Financial Officers of both Unitec and Manukau Institute of Technology to liaise and provide further information to the next formal meeting of the Board on the possible financial impact of Covid-19, including reduced international students, requests for refunds and withdrawals from both domestic and international students.**

In respect of the Institute's ability to continue to deliver on-line, the Board requested information that provides the categories by programmes and number of students impacted which will provide an indication of the scale of the issue.

**Action 2: Unitec Management to undertake an analysis of programmes and the impact of continued on-line delivery and provide a report to the next formal Board meeting.**

### **Property Update**

The Board received the update.

It was noted that there is a level of misinformation in the public arena around the Unitec land and its future. Unitec continues to engage with various parties over potential sales and utilisation.

### **Health and Safety Report**

The Board received the report.

### **General Business**

The Chair commented that the Letter of Expectation had not been received by the NZ Institute of Skills and Technology (NZIST) Council in time for this meeting and it will be considered at the next NZIST Council meeting on April 9 and then sent to the Unitec Board.

In addition, it was noted that there remains a vacancy on the board. It was hoped that someone who was mana whenua be appointed, however no-one has been identified at this stage to provide that

diversity to the Board. Further work is to be done in this area with discussions to be undertaken with NZIST.

### **Closure**

There being no further business the Chairperson declared the meeting closed at 12.45 pm

Dated: 2 April 2020

Signed as a correct record

---

**Chairperson**

**Attached: Schedule A: Board Resolutions**

DRAFT

**Schedule – First Board Meeting Resolutions**

---

DRAFT

## Unitec New Zealand Limited

(the **Company**)

### Board Resolutions

Passed as written resolutions of the board of directors pursuant to the Companies Act 1993 (the **Act**)

#### NOTED

##### Background

The Education (Vocational Education and Training Reform) Amendment Act 2020 (the **Amendment Act**) has been enacted as part of the Reform of Vocational Education (**RoVE**), one of the four major reviews in the Government's Education Work Programme. The Amendment Act amends the Education Act 1989 (**Education Act**). The purpose of RoVE is to create a cohesive vocational education system in New Zealand with employers, learners, regions and communities at its centre.

The Amendment Act establishes the New Zealand Institute of Skills and Technology (**NZIST**) as a tertiary education institution under the Education Act and as a Crown entity under the Crown Entities Act 2004 (**CE Act**). The Amendment Act also converts the 16 current Institutes of Technology and Polytechnics, including Unitec New Zealand Limited (an **Existing Polytechnic**) to wholly-owned Crown entity subsidiary companies of NZIST (each, an **NZIST Subsidiary**).

The Company was incorporated pursuant to the Education Act on 1 April 2020 (the **Commencement Date**) as an NZIST Subsidiary, and the Registrar of Companies issued a certificate of incorporation for the Company on 1 April 2020. The Company wishes to deal with certain preliminary matters in relation to its incorporation.

##### Incorporation and administrative matters

###### *Company details*

- A. The Company was incorporated pursuant to the Amendment Act on 1 April 2020. The Registrar of Companies issued a certificate of incorporation for the Company on 1 April 2020.
- B. The Company has notified the Registrar that the registered office and address for service of the Company is:  
  
139 Carrington Road, Mt Albert, Auckland
- C. Pursuant to section 41(3) of the Financial Reporting Act 1993, the balance date of the Company is fixed as 31 December, the last day of the academic year, as defined in section 159(1) of the Education Act.

###### *Companies Act 1993 compliance obligations*

- D. The Company authorises the Company's Senior Legal Counsel to update the Company's statutory records, as further described in these resolutions.

###### *Shareholder*

- E. NZIST consented to act as sole shareholder (the **Shareholder**) of the Company in accordance with section 12(1)(d)(i) of the Companies Act 1993 (the **Companies Act**) and was named as Shareholder in the application for registration of the Company (the **Application**).
- F. Pursuant to section 41(a) of the Companies Act, the Company has issued to the Shareholder the number of shares specified in the Application, being the number of shares to be issued to the Shareholder pursuant to clause 29(1)(c) of Part 10 of Schedule 1 of the Education Act (being 100 shares).

- G. In accordance with section 87 of the Companies Act, the name, the number of shares and the other required details of the Shareholder have been or will be entered in the share register of the Company.

*Constitution*

- H. Pursuant to section 12(1)(f) of the Companies Act, the Application included a constitution of the Company (the **Constitution**), which was accordingly adopted by the Company on incorporation. The provisions of the Constitution:
- (i) include a list of “Reserved Matters” in Schedule 2 which require approval by the Shareholder as the parent company; and
  - (ii) allow the Shareholder as the parent company to issue Operational and Financial Parameters Directions (**OFP Directions**) from time to time, which the Company must comply with. The Company has received an OFP Direction dated 1 April 2020 from the Shareholder (the **Initial OFP Direction**).

*Directors*

- I. Pursuant to sections 152 and 153(1) of the Companies Act, the persons listed at Appendix A (the **Directors**, and each a **Director**):
- (i) have consented to act as Directors of the Company; and
  - (ii) were named as such in the Application and accordingly hold office as Directors of the Company.
- J. The Company has received the Shareholder’s approval of the amount of director’s fees payable to each Director of the Company for each financial year, which has been determined by the Shareholder in accordance with the Fees Framework (as defined in the Crown Entities Act 2004) (the **Directors’ Fees Approval**). The Fees Framework also provides that each Director is entitled to be paid for all reasonable travel, accommodation and other expenses incurred by him or her in connection with his or her attendance at meetings, or otherwise in connection with the Company’s business.
- K. In accordance with clause 12.5 of the Constitution, the Shareholder has appointed Peter Winder as Chairperson of the Board.

*Rights, assets and liabilities of Existing Polytechnic*

- L. Pursuant to clause 36 of Part 10 of Schedule 1 of the Education Act, on and after 1 April 2020:
- (i) the rights, assets and liabilities of the Existing Polytechnic vest in the Company; and
  - (ii) unless the context requires otherwise, every reference to the Existing Polytechnic in any enactment (other than the Education Act), or instrument, agreement, deed, lease, application, notice or other document before 1 April 2020 must be read as a reference to the Company.

*Same person for purposes of Inland Revenue Acts*

- M. Pursuant to clause 37 of Part 10 of Schedule 1 of the Education Act, for the purposes of the Inland Revenue Acts (as defined in section 3(1) of the Tax Administration Act 1994), the Company must be treated as the same person as the Existing Polytechnic.

*Employees of Existing Polytechnic*

- N. Pursuant to clause 38 of Part 10 of Schedule 1 of the Education Act, on and after 1 April 2020, every employee of the Existing Polytechnic becomes an employee of the Company on the same

terms and conditions that applied to that person immediately before they became an employee of the Company.

*Chief Executive*

- O. Pursuant to clause 38 of Part 10 of Schedule 1 of the Education Act, the Chief Executive of the Existing Polytechnic becomes the Chief Executive of the Company.

*Existing Statutes and Regulations*

- P. Clause 44 of Part 10 of Schedule 1 of the Education Act provides that, unless the context requires, a reference to the Existing Polytechnic in any enactment (other than the Education Act) must be read as a reference to the Company.
- Q. All existing statutes and regulations enacted by the Existing Polytechnic pursuant to section 194 of the Education Act will therefore continue to apply (to the extent that such statutes and regulations are not inconsistent with the provisions of the Education Act as amended by the Amendment Act).

*Existing delegations, rules, policies, procedures and other documents of Existing Polytechnic*

- R. The Company proposes to (and will procure that all and any Crown entity subsidiaries of the Company will) comply with, and confirm the continued application of, all existing delegations, rules, policies, procedures and any other documents of the Existing Polytechnic, to the extent they are not inconsistent with:
- (i) the Education Act and the CE Act (each as amended by the Amendment Act);
  - (ii) the Companies Act 1993; and
  - (iii) the Constitution (including, in particular, the Reserved Matters in Schedule 2) and any OFP Direction provided by NZIST to the Company as contemplated by the Constitution, including the Initial OFP Direction.
- S. The Company proposes to (and will procure that all and any Crown entity subsidiaries of the Company will) update and amend all existing delegations, rules, policies, procedures and any other documents of the Existing Polytechnic as required to reflect:
- (i) the Education Act and the CE Act (each as amended by the Amendment Act);
  - (ii) the Companies Act 1993; and
  - (iii) the Constitution (including, in particular, the Reserved Matters in Schedule 2) and any Operational and Financial Parameters Direction provided by NZIST to the Company as contemplated by the Constitution, including the Initial OFP Direction.

*Academic Board [and Academic Board Sub-Committees]*

- T. The Company proposes that the former:
- (i) Academic Board of the Existing Polytechnic continues as the Academic Committee of the Board. The Company proposes that the former members of such Academic Board will continue as the members of the new Academic Committee.; and
  - (ii) Academic Board Sub-Committees of the Existing Polytechnic continue as Academic Committee Sub-Committees of the Board. The Company proposes that the former members of such Academic Board Sub-Committees will continue as the members of the new Academic Committee Sub-Committees.



*Existing Council Committees and Sub-Committees*

- U. The Company proposes that the following Committees of the Commissioner (and former Council) of the Existing Polytechnic continue as committees of the Board with the purposes set out below:
  - (i) Fono Faufautua Pacific Committee
- V. The Board will appoint the new members of each committee and/or subcommittee (as the case may be) at the next Board meeting.

**Indemnities and insurance**

- W. The Company proposes to enter into a deed of indemnity in respect of its Directors. Clause 14 of the Constitution provides for the Company to indemnify its directors for any costs referred to in section 162(3) of the Companies Act and any liability or costs referred to in section 162(4) of the Companies Act, subject to the Company obtaining the approval of its Shareholder and the directors of the Company (the **Indemnity Approval**).
- X. Pursuant to a meeting of the NZIST Council of 1 April 2020, the Shareholder has approved the form of deed of indemnity the Company proposes to enter into (the **Deed of Indemnity**), a copy of which has been circulated to the Directors.
- Y. Pursuant to a meeting of the NZIST Council of 1 April 2020, the Shareholder resolved to effect directors' and officers' insurance cover for the board of the Company under a group insurance policy, with effect from 1 April 2020. A summary of the terms of that cover is set out in the letter from Marsh dated 31 March 2020, which has been circulated to the Directors.

**Disclosure of interests**

- Z. The Directors have declared their interests (for the purposes of sections 139 and 140 of the Companies Act) to the Board in relation to the above matters (including the grant of the indemnity and the effecting of insurance referred to in paragraphs X to Y above) and generally in respect of other relationships that give rise to an interest (the **Directors' Interests**) and have directed that the nature and extent of their interests be entered into the Company's interests register.

**Execution of written resolutions and approved documents by counterpart and electronic signature**

- AA. It is proposed that these Board Resolutions and any other documents approved in such Board Resolutions which require signature by one or more directors (**Approved Documents**) may be signed:
  - (i) through the application of an individual signatory's electronic signature, where the individual has expressly authorised such use of his or her electronic signature; and/or
  - (ii) in any number of counterparts, including by PDF copy, each of which is deemed to be an original and, when taken together, constitutes the same document.

**RESOLVED** (as a resolution in writing) that:

**Incorporation and administrative matters**

*Company administration matters*

- 1. The Nominated Individual is authorised to update the Company's statutory records, as further described in these resolutions.

*Directors' matters*

2. In accordance with section 161(1) of the Companies Act, the Board is satisfied that the payment by the Company of the Directors' fees as set out in the Directors' Fees Approval is fair to the Company.
3. The Directors are authorised to sign a certificate for the purposes of section 161(4) of the Companies Act, in the form attached as Appendix B.
4. The Company will pay the Directors' fees as set out in the Directors' Fees Approval and any reasonable travel, accommodation and other expenses incurred by each Director in connection with their attendance at meetings, or otherwise in connection with the Company's business, and the Nominated Individual be authorised to enter the particulars of such payments into the interests register of the Company.
5. The Company enter into, execute, deliver and perform its obligations under the Deed of Indemnity, and any two or more members of the board be authorised to execute the Deed of Indemnity.
6. The Nominated Individual be authorised to enter particulars of the Deed of Indemnity in the interests register in accordance with section 162(7) of the Companies Act and report this to the Shareholder for the purposes of section 152(1)(E) of the CE Act.
7. The Nominated Individual be authorised to enter in the Company's interests register any interests declared by the Directors in writing to the Board in relation to the matters the subject of this meeting.

*Existing Statutes and Regulations*

8. The Company will (and will procure that all and any Crown entity subsidiaries of the Company will) comply with, and confirms the continued application of, all existing delegations, rules, policies, procedures and any other documents of the Existing Polytechnic, to the extent they are not inconsistent with:
  - (iii) the Education Act and the CE Act (each as amended by the Amendment Act);
  - (iv) the Companies Act 1993; and
  - (v) the Constitution (including, in particular, the Reserved Matters in Schedule 2) and any OFP Direction provided by NZIST to the Company as contemplated by the Constitution.

*Existing delegations, policies, etc.*

9. The Company will (and will procure that all and any Crown entity subsidiaries of the Company will) update and amend all existing delegations, rules, policies, procedures and any other documents of the Existing Polytechnic as required to reflect:
  - (i) the Education Act and the CE Act (each as amended by the Amendment Act);
  - (ii) the Companies Act 1993; and
  - (iii) the Constitution (including, in particular, the Reserved Matters in Schedule 2) and any OFP Direction provided by NZIST to the Company as contemplated by the Constitution.

*Academic Committee and Academic Board Sub-Committees*

10. The former:
- (i) Academic Board of the Existing Polytechnic will continue as the Academic Committee of the Board, and the former members of such Academic Board will continue as the members of the new Academic Committee; and
  - (ii) Academic Board Sub-Committees of the Existing Polytechnic will continue as Academic Committee Sub-Committees of the Board. The Company proposes that the former members of such Academic Board Sub-Committees will continue as the members of the new Academic Committee Sub-Committees.

*Board committees/sub-committees*

11. The Committee of the Council of the Existing Polytechnic listed in paragraph U above will continue as committees of the Board with the name(s) and purposes set out in that paragraph, on the basis that the Board will appoint the new members of each committee and/or subcommittee (as the case may be) at the next Board meeting.

*Execution of written resolutions and Approved Documents by counterpart and electronic signature*

12. These resolutions and the Approved Documents may be signed:
- (i) through the application of an individual signatory's electronic signature, where the individual has expressly authorised such use of his or her electronic signature; and/or
  - (ii) in any number of counterparts, including by PDF copy, each of which is deemed to be an original and, when taken together, constitutes the same document.

**DATED** 2 April 2020

**SIGNED:**



**Peter Winder – Chairperson**



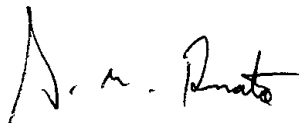
**Andrew (Fale) Lesa - Director**



**Robert Reid – Director**



**Monique Cairns – Director**



**Steven Renata – Director**



**Ziena Jalil – Director**



**Peter Parussini – Director**

(being all the directors of the Company)

**Appendix A - Directors of the Company**

---

	<b>Name of Director</b>
1.	Peter Winder
2.	Andrew (Fale) Lesa
3.	Monique Cairns
4.	Peter Parussini
5.	Robert Reid
6.	Steven Renata
7.	Ziena Jalil

**Appendix B – Certificate**

**Unitec New Zealand Limited**

(the Company)

**Directors' certificate relating to payment of remuneration or benefits to directors**

(Section 161(4) Companies Act 1993)

*Payment of remuneration or benefits to directors*

The persons named below, being all of the directors of the Company who voted in favour of resolutions dated on or about the date of this certificate (the **Board Resolutions**) authorising, amongst other things, the Company to pay directors fees as follows (with effect from 1 April 2020 for each financial year):

	<b>Name of Director</b>	<b>Remuneration</b>
1.	Peter Winder	<b>\$39,855 per annum</b>
2.	Andrew (Fale) Lesa	<b>\$19,925 per annum</b>
3.	Monique Cairns	<b>\$19,925 per annum</b>
4.	Peter Parussini	<b>\$19,925 per annum</b>
5.	Robert Reid	<b>\$19,925 per annum</b>
6.	Steven Renata	<b>\$19,925 per annum</b>
7.	Ziena Jalil	<b>\$19,925 per annum</b>

certify that, in their opinion the provision of such remuneration is fair to the Company, upon the following grounds:

- (a) the remuneration has been determined by the Shareholder in accordance with the Fees Framework (as defined in the Crown Entities Act 2004) and has been approved by the Shareholder;
- (b) the remuneration is reasonable and fair to the Company and is appropriate;
- (c) the fees appropriately reflect the time and effort devoted to the Company by the directors, taking into account their role on the board;
- (d) the directors have extensive expertise and experience in the industry in which the Company operates, or otherwise relevant to the industry in which the Company operates; and
- (e) it is beneficial to the Company and its shareholders to remunerate and incentivise directors to encourage and motivate performance by the directors, and align individual director goals with Company goals.

*Execution of certificate by counterpart and electronic signature*

This certificate may be signed:

- (a) through the application of an individual signatory's electronic signature, where the individual has expressly authorised such use of his or her electronic signature; and/or

(b) in any number of counterparts, including by PDF copy, each of which is deemed to be an original and, when taken together, constitutes the same document.

**DATED 2 April 2020**

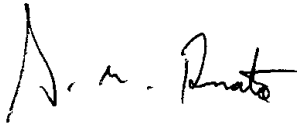
**SIGNED:**



**Peter Winder – Chairperson**



**Robert Reid – Director**



**Steven Renata – Director**



**Peter Parussini – Director**

(being all the directors of the Company)



**Andrew (Fale) Lesa - Director**



**Monique Cairns - Director**



**Ziena Jalil - Director**

**Board Action List as at April 2020**

Meeting Date	Agenda Item	Action	Responsible	Status
2 April 2020	1:	The Chief Financial Officers of both Unitec and Manukau Institute of Technology to liaise and provide further information to the next formal meeting of the Board on the possible financial impact of Covid-19, including reduced international students, requests for refunds and withdrawals from both domestic and international students.	Ali Sarginson	On Confidential Agenda
2 April 2020	2:	Unitec Management to undertake an analysis of programmes and the impact of continued on-line delivery and provide a report to the next formal Board meeting.	Simon Nash	On Confidential Agenda



# Iwi and Unitec



# Iwi in Tāmaki Makaurau

- Population of Māori in Tāmaki is diverse and dynamic
- In 2018, approx. 160,000 Māori called Auckland home – 12% of entire Auckland population
- Auckland Council recognises 19 iwi authorities – mana whenua groups
- Mana whenua groups make up around 15% of Auckland's Māori population
- These groups have specific rights and responsibilities and significant areas of interests including boundaries that overlap
- There is one recognised mana whenua marae (Ngāti Whatua ki Orākei) in the immediate Unitec catchment area
- Mataawaka make up 75% of the Māori population residing in Tāmaki

(Source: Auckland Council website, 2018)

# Unitec and Māori Partnership

## **Background:**

- Te Noho Kotahitanga (TNK) - partnership agreement between Māori and Unitec
- Unitec response to Te Tiriti o Waitangi
- Signed by Tāmaki Māori and Unitec in 2001
- TNK principles adopted as Unitec values

## **Rūnanga:**

- Established prior to 1999
- Provide advice to the Unitec Council, the Chief Executive and Tumu
- Focus on serving the wider Māori community – mana whenua and mataawaka
- Kaupapa Māori driven not Iwi specific
- One dedicated mana whenua seat - reserved for Ngāti Whātua
- Currently positioned as a partner to the CE, not a sub-committee of Council

# Current Context

## **Iwi Relationships:**

- Whai Maia - Ngāti Whātua Orākei
- Te Whānau o Waipareira
- Ngāti Awa ki Tāmaki
- Hoani Waititi
- Ngā Wai a Te Tūī - Iwi Research projects
  - MOKO – Manurewa Marea, Papakura Marae, Papatūānuku Marae, Mataatua Marae, Makurau Marae
  - Pūrākau – Te Puea Marae
  - Puni Reo – National Marae
  - He Waka Eke Noa - National Marae

## **Challenges:**

- Unitec land – sites of historical and cultural importance
- MHUD discussions with mana whenua groups
- Previous relationship issues between Unitec Council and Rūnanga
- Te Whare Wānanga o Wairaka – what's in a name?

## Interim Chief Executive Report April 2020

### OPEN MEETING

#### Hot Topics

- Covid-19 – Current initiatives and impacts on students and staff are well covered in the Covid-19 specific papers, as well as Health and Safety and Academic Board reports. Overall the engagement and positive response from Unitec students and staff has been very heartening. It also recognises the extent and quality of timely communications as part of the highly effective response from the Incident Management Team (IMT) stood up at the end of January and meeting on a daily basis since then.
- Academic Recovery Subcommittee - A Recovery Committee, to include staff who are aware of what can be achieved and who can act quickly have been established as a sub-committee of Academic Board. It includes ELT, Heads of Schools rep and Academic Programme Managers rep with authority to make decisions and recommendations quickly. The group is focussing on activity that is important to support economic recovery opportunities and what we can realistically achieve, and to make a decision on what other activity to deprioritise as a consequence e.g. options around recognition of prior learning for the unemployed workforce who need rapid re-skilling.

#### Business As Usual

##### *Success of all learners*

- 2019 Performance data - The Student Performance Report for 2019 which was presented and discussed at Academic Board is critical for executive leaderships and governance to understand for EER and will be presented accordingly at a later date. Course and Qualification Completion Rates are now in line with 2019 targets, but those for Māori are well below our interim targets towards our 2022 Parity Targets and there is a high degree of variance in EPIs at school level which will require a much deeper analysis of data, based on updated April TEC data, end of year Programme Evaluation and Planning (PEPs), and other information.

##### *Quality learning, teaching and applied research*

- EER 2020 - The 9 focus areas for the 2020 EER have now been confirmed with the Lead Evaluator for NZQA. The addition of 'samples' in each of the thematic Priority Group Strategy focus areas means that the NZQA Panel have coverage of staff and students in a particular school, rather than looking across the whole institute. This is a positive from our perspective as it makes it easier to plan and prepare for how those thematic areas will be looked at. An Internal Evaluation and Review (IER) is still to be undertaken as our internal version of the EER Panel visit, and was intended for April, but will now be later pending Covid-19 reality. All focus areas will participate and the purpose of it is to prepare us for the actual EER.

##### *Engaged and inspired staff*

- The benefits of the much-improved staff engagement have been very obvious in a crisis situation which has required everybody to be on the same waka and go above and beyond. Apart from the staff wellbeing initiatives and responses outlined in the Covid-19 reports, the anecdotal feedback through various online staff meetings and forums has been surprisingly positive and indicative of the huge effort which everybody has made to adapt and cope with a new reality.



For Approval

---

<b>To</b>	Board of Directors	<b>From</b>	Merran Davis, Interim Chief Executive
<b>Author</b>	Sinead Hart – Senior Legal Counsel		
<b>Title</b>	Confirmation of Trading Name	<b>Date</b>	17 April 2020

---

**Recommendation**

That the Board of Directors (**Board**) pass a resolution in the following terms (or similar) at the 30 April 2020 Board meeting:

- 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 is authorised to seek approval from NZIST in relation to this resolution.

**Justification**

1. The logos used by the Company on Communication Material refer to Unitec Institute of Technology. For completeness, the logos used to the Company are listed in the attached schedule.
2. As the Board is aware, on 1 April 2020 the Company was incorporated as Unitec New Zealand Limited under the terms of the legislation implementing the Reform of Vocational Education initiative (**RoVE Legislation**).
3. The following is confirmed:
  - a) this request is not to change the legal name of the Company;
  - b) this request is to continue to use the trading name Unitec Institute of Technology on Communication Material in the same manner as it was used before 1 April 2020;
  - c) for the reasons set out below, there is implied consent to the continued use of the trading name on Communication Material. The purpose of this request is to ensure the Company’s compliance with its governance requirements is beyond



For Approval

question and ask the Board to pass a resolution in the express terms set out in section 1 above.

### Background

1. It is arguable that the use of the trading name Unitec Institute of Technology has already been implicitly authorised. This is due to the lift and shift nature of the RoVE Legislation and the Board resolving on 2 April 2020 that all existing delegations, rules, policies, procedures and other documents of the former Unitec Crown Entity will continue to apply (subject to being consistent with the Education Act 1989 (as amended), the Companies Act 1993 and the Company's Constitution).
  - 1.1. Trading name: The question of using the trading name Unitec Institute of Technology applies only to Communication Material (not legal documentation). To ensure the authorisation to use the trading name Unitec Institute of Technology is beyond doubt, the Board is asked to pass a resolution in the terms set out in section 1 above.
  - 1.2. Legal name: All legal documentation entered by the Company from 1 April 2020 has been executed in the legal name Unitec New Zealand Limited. All suppliers have been informed of the need to issue invoices to Unitec New Zealand Limited from 1 April 2020 and all transfers of title will take effect as a transfer to Unitec New Zealand Limited.

### Trade mark protection

1. For the sake of completeness, it is confirmed that the following trademarks have been registered to protect the use of the Unitec name:
  - a) the word 'Unitec' across a number of classifications, including (but not limited to) the provision of education services and cultural, scientific and industrial research; and
  - b) the words 'Unitec Auckland' (education services), 'Unitec Waitakere' (education services), 'Unitec Residential Village' (accommodation services) and 'Unitech' (education services).

### Next Steps

For a resolution to be passed by the Board in the terms set out in section 1 of this paper and for the Chief Executive of the Company to seek approval from NZIST to the continued use of the Unitec Institute of Technology trading name.



For Approval

**Attachments**

---

Schedule attached below

**SCHEDULE**

**LOGOS**







# Health, Safety and Wellbeing Monthly Report

March 2020



# Health and Safety Report

## COVID-19 Update



### Pandemic Management Procedure

- Incident Management Team (IMT) continues to meet daily to monitor, assess and provide recommendations and guidelines to staff and students.
- All information is being posted on the Nest, Student Portal and a number of other platforms.
- The campus closed on Tuesday 24 March at 5.30pm.
- The IMT continues to hold meetings daily via Skype.
- From Tuesday 24 March, the Pandemic Management Plan was at **Phase 4 –Managing a Closedown**

>>UNITEC INSTITUTE OF TECHNOLOGY

Phase	Step	Action
Phase 1	Preparation	The preparation of this plan, including the establishment of the Incident Management Team (IMT) is part one in the Ministry's strategy (alert code white) as set out in Schedule 1.
Phase 2	Standby	Part two of this plan includes the preparatory steps that each person/group should begin to undertake immediately as a part of the Ministry's strategy (alert code yellow) as set out in Schedule 1.
Phase 3	Managing the Initial Impact and Providing Business Continuity	If the IMT notifies an escalation to alert code red, (stage 2), Unitec will need to monitor the health of its staff and students closely. The following steps will be taken in this phase: <ol style="list-style-type: none"> <li>1. The Chief Executive or his or her delegate(s) make a decision regarding activation of this plan in conjunction with the IMT and external or internal medical advice.</li> <li>2. The IMT will meet and begin operating.</li> <li>3. At the direction of the IMT Incident Controller, the communications strategy developed by Communications will be immediately implemented.</li> <li>4. The Incident Controller and all staff will implement the containment measures set out in Schedule 2.</li> </ol>
Phase 4	Managing a Closedown	If the Ministry requires Unitec to close or the IMT Incident Controller decides to close Unitec: <ol style="list-style-type: none"> <li>1. The closedown measures developed by Facilities Management will be implemented.</li> <li>2. The plans developed by the Director of Enrolments &amp; Academic Operations for enrolments, fees payment and refunds, tutorials and lectures, exams, graduations, and programme suspension will be implemented as appropriate.</li> </ol>
Phase 5	Recovery and Normalisation	Steps for recovery and normalisation will be communicated by the IMT during the pandemic and will be implemented upon receipt of notice from the Ministry of Health that Phase 5 - alert code green, as set out in Schedule 1, has begun.



# Health and Safety Report

## COVID-19 Update



### Current Activities

- The Health and Safety Advisors are assisting Human Resources (HR) to carry out weekly welfare check phone calls for all staff.
- Staff are being reminded that Employee Assistance Programme (EAP) services can be utilised for any stress or anxiety relating to COVID19.
- A number of Wellbeing initiatives are underway to support staff and these are also being extended to students.
- The Security team, staff at Te Puna Waiora (Unitec Wellness Centre) and key Information Technology staff are essential workers who are onsite during the lockdown.
- The sanitiser that was fabricated in-house is currently being used by the Security team and will be used going forward across the campuses.



## COVID-19 Update (continued)

### Flu Vaccinations

- The Unitec Wellness Centre, Te Puna Waiora, has stepped up to support the wider West Auckland community by ensuring other medical centres and retirement villages in the area have enough flu vaccinations for their high-risk patients.
- Nearly four times the amount of the usual flu vaccinations this year were ordered in anticipation of increased demand. In line with Government directives, Unitec have shared flu supplies with the local community to ensure the needs of all high-risk groups are prioritised.
- Once the lockdown is over and the campus re-opens, staff who are not deemed high-risk will be able to book into Te Puna Waiora for their annual flu vaccinations.



## Lost Time Injury: Trip on Footpath



On the 3<sup>rd</sup> of March, a staff member who is employed as a Note Taker for Learning & Achievement was walking to Building 76 to attend a lecture. She was carrying several books and holding them across her chest. As she has walked past the House Building Site she tripped over a small lip on the concrete footpath. This caused her to fall forwards and being unable to brace herself, she took the full impact directly on her face. She received medical treatment at Te Puna Waioira and was referred to hospital for further assessment. As a result of the injuries she was put off work for 3 days. An investigation was carried out and the immediate action was to ensure this area was recorded on the footpath renewal program and prioritised. The investigation and corrective measures are recorded in Vault. After the recovery time the staff member was back at work on full duties.



# Health and Safety Report

Due to the Lost Time Injury there has been an increase in the TRIFR. There were no other injuries of note during this month.

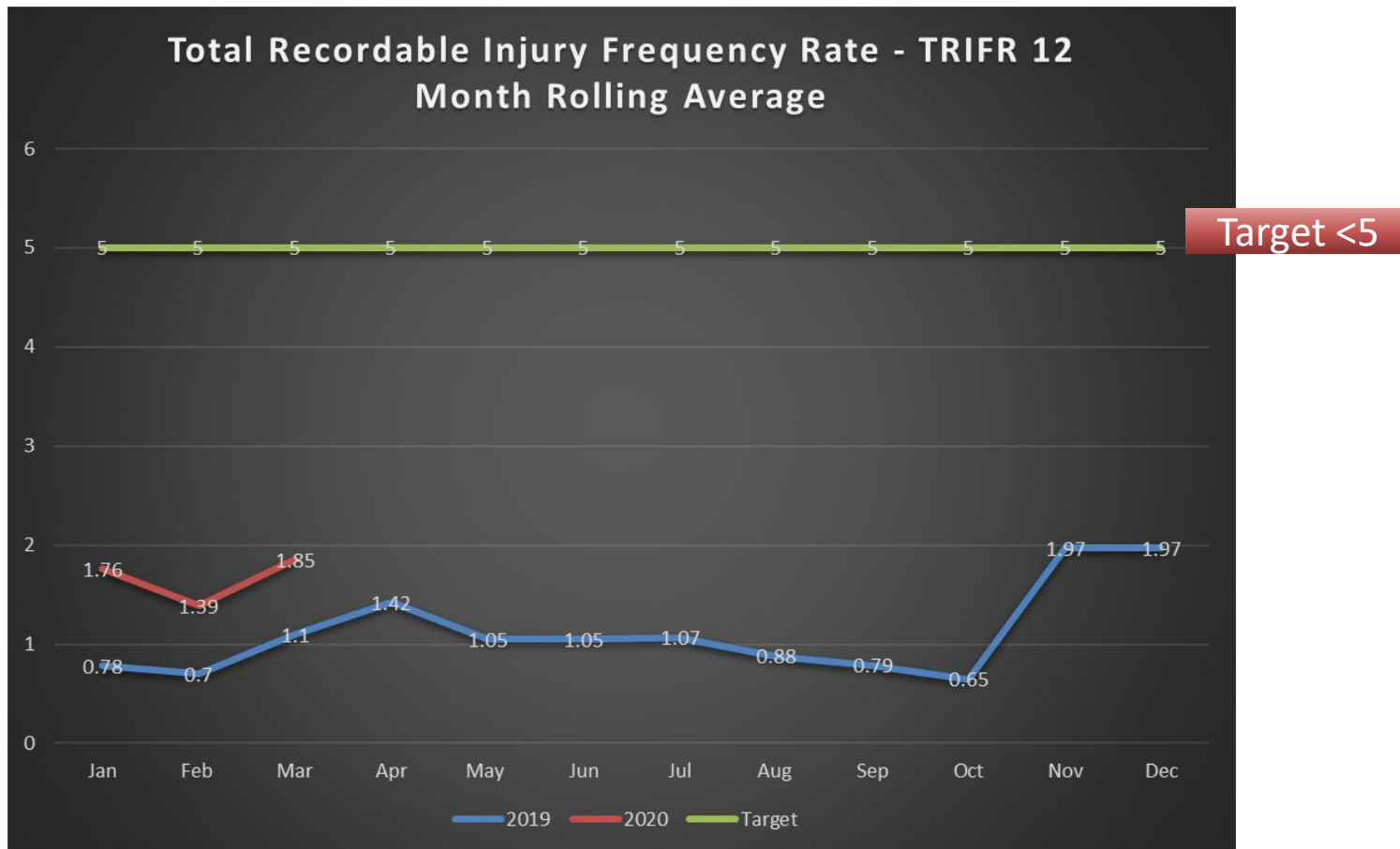
	Month March	Previous Month	Target 2020
<b>Notifiable Incidents/Injuries</b>	0	0	0
<b>Lost Time / Medical Treatment Injuries (Employees)</b>	1	0	<30
<b>TRIFR (Employees)</b> <i>(12 month rolling average)</i>	1.85	1.39	<5
<b>TRI (Contractors)</b>	0	0	

*TRIFR rates are based on hours worked = (130,000 hours per month at Unitec). Any medical or lost time injury increases the TRIFR markedly compared to high-risk industry, where workforce hours could be at least 1 million hours per month.*



# Total Recordable Injury Frequency Rate (TRIFR) 12 Month Rolling Average

TRIFR rates are based on hours worked = (130,000 hours per month at Unitec). Any medical or lost time injury increases the TRIFR markedly compared to high-risk industry, where workforce hours could be at least 1 million hours per month.



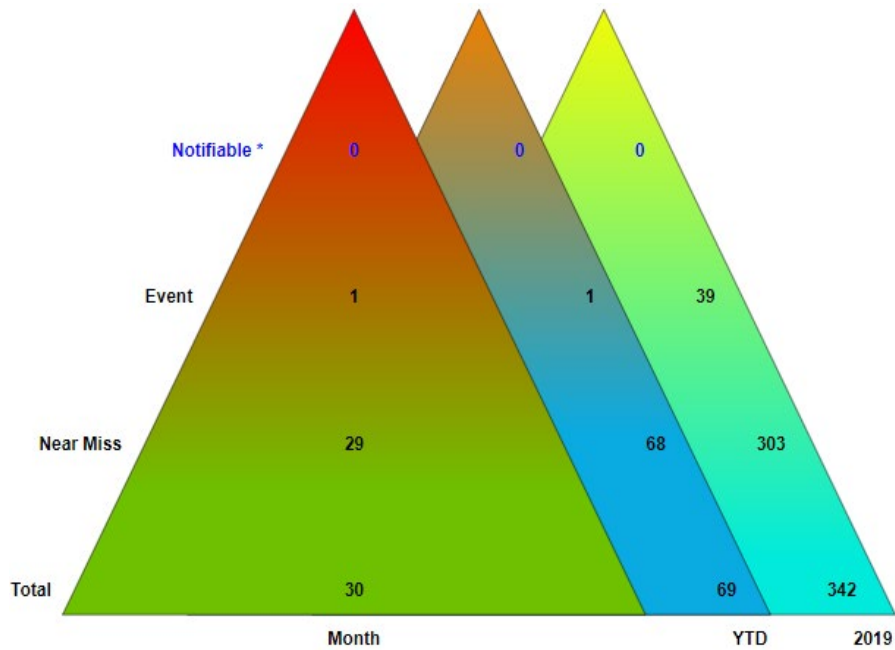
**\*Note: there was 1 Lost Time Injury this month, hence the TRIFR has increased to 1.85 from February when it was at 1.39.**





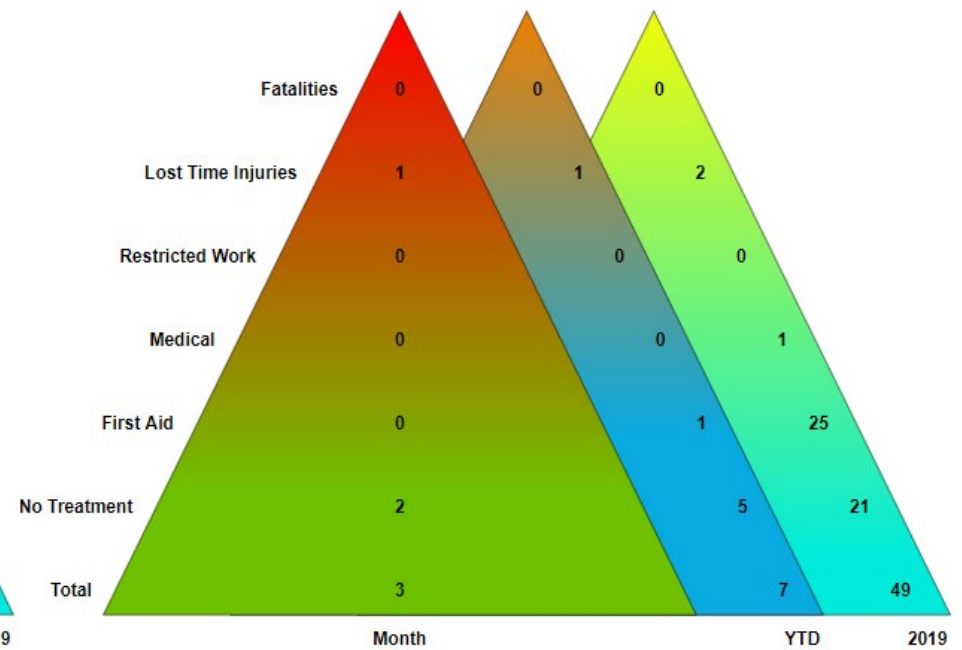
# Reporting Statistics

## Near Misses/Incidents



**Note:** 29 Near Misses were reported for the month

## Injuries



**Note:** There was 1 Lost Time Injury (LTI) this month.





# Health and Safety Online Inductions – Tracking

Support Service/School	Present % Completed	February % Completed
ELT/ExLT	92.1%	92.1%
Te Puna Ako	92.9%	92.9%
Te Korowai Kahurangi	75%	75%
UPC, Maori, & Pacific	81.8%	81.8%
Student Success	76.5%	75.9%
Marketing, Comms, & IWD	73.7 %	66.7%
HR Operations	95%	94.7%
Information Technology	82.9%	82.9%
Infrastructure Operations	100%	85%
Academic Operations	86.8%	86.8%
Finance & Commercial	46.7%	46.7%
Mataaho	52.4%	45%
Research & Enterprise	100%	52.9%
Applied Business	71.4%	71.4%
Architecture	48.6%	48.6%
Bridgepoint	74.6%	74.3%
Building Construction	61.5%	50.0%
Community Studies	77.8%	77.8%
Computer Science	63.6%	63.6%
Creative Industries	53.7%	32.4%
Engineering & Applied Technology	70.7%	70.7%
Environmental & Animal Sciences	87.5%	87.5%
Healthcare & Social Practice	74.5%	74.5%
Trades & Services	64.9%	61.4%

**Red indicates no change. Green indicates improvement. Leaders have been engaged to remind staff to complete the induction.**

>>UNITEC INSTITUTE OF TECHNOLOGY

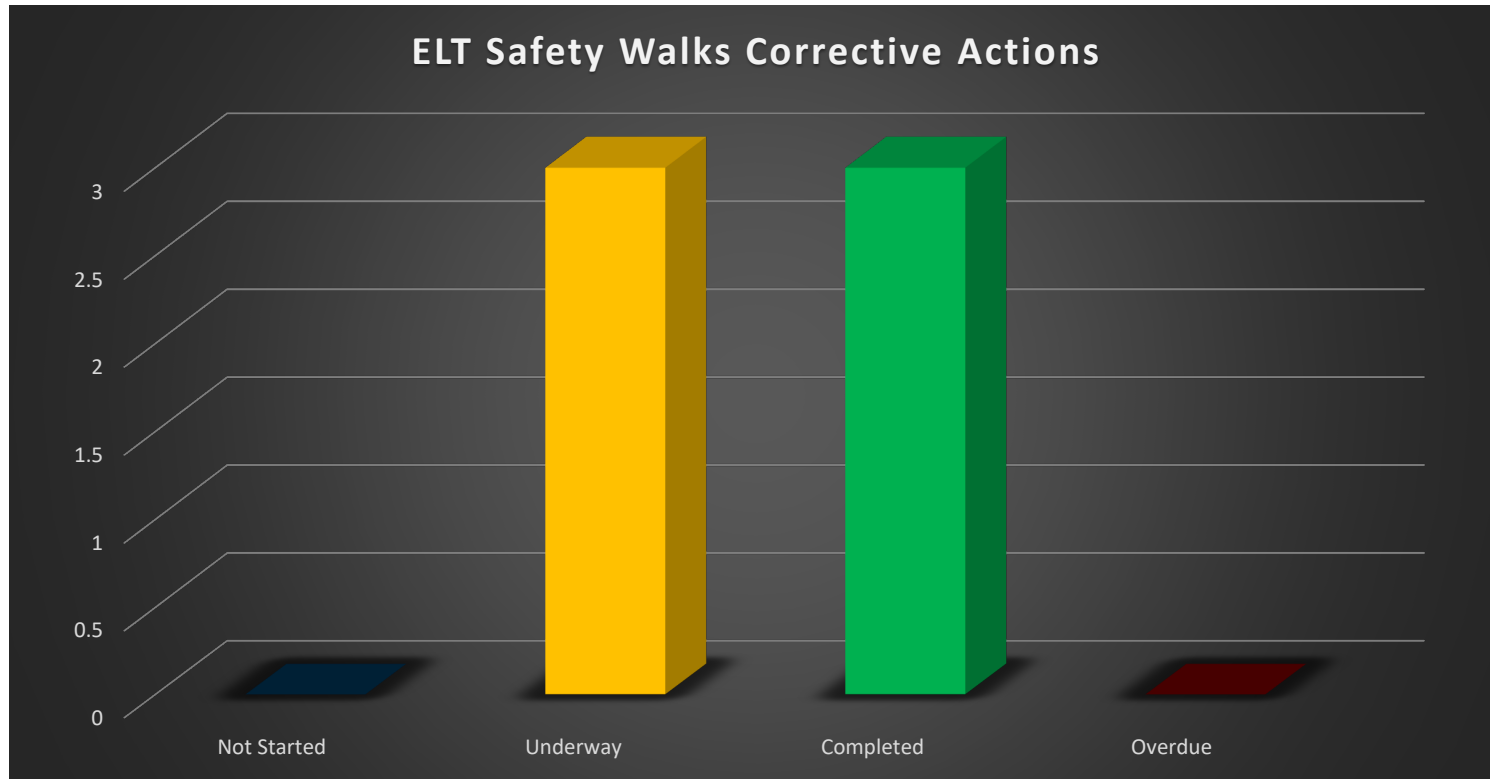


# Executive Leadership Team (ELT) Safety Walks

ELT Member	Safety Walks This Month	Year to Date
Merran Davis	1	3
Mary Johnston	1	5
David Glover	2	4
Glenn Mckay	1	3
Alison Sarginson	1	2
Nick Sheppard	0	1
Simon Nash	1	2



# ELT Actions Report – March 2020

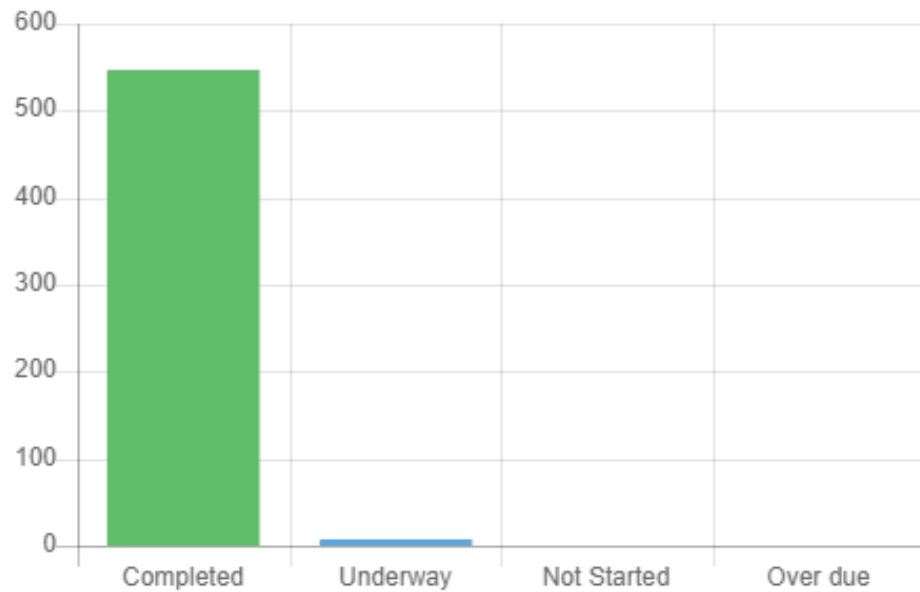


Not Started	Underway	Completed	Overdue
0	3	3	0



# Unitec Actions Report

All Corrective Actions



Underway	Not Started	Overdue
8	0	0

**Underway:** 8 underway actions are progressing.

**Not Started Actions:** 0

**Overdue:** No actions are overdue.



## Drug and Alcohol Tests/Medical Assessments 2020

Type of Assessment	Numbers for March 2020
Pre-employment Drug and Alcohol Tests	14
Communications with Staff – Emails/Phone/Bookings	2
Workstation Assessments and Training – Ergonomics	3
Health Monitoring – High Exposure Areas (Lung Function & Hearing Tests)	0
Medical Assessment Requests/Specialist Referrals	0
Health Counselling/Mental Health	0
Meetings	0
Injury Review/Return to Work	1
Health Monitoring Follow Ups	2

# Health & Safety Risk Assurance

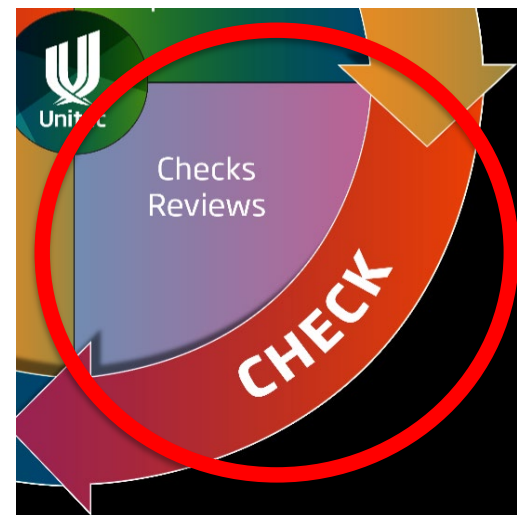
Head of Schools (HoS) are engaged in supporting their teams to assess Fire Wardens and First Aid training requirements.

## **Lead indicators:**

- HoSs for Building Construction, Creative Industries, Trades and Services have reviewed and confirmed their Risk Registers as current.
- 3 new HoS Safety Walks have been completed
- Trades and Services Academic Programme Managers (APMs) and Technicians are engaged in reviewing Mataaho (Trades Building) Standard Operating Procedures (SOPs)

## **Lag indicators:**

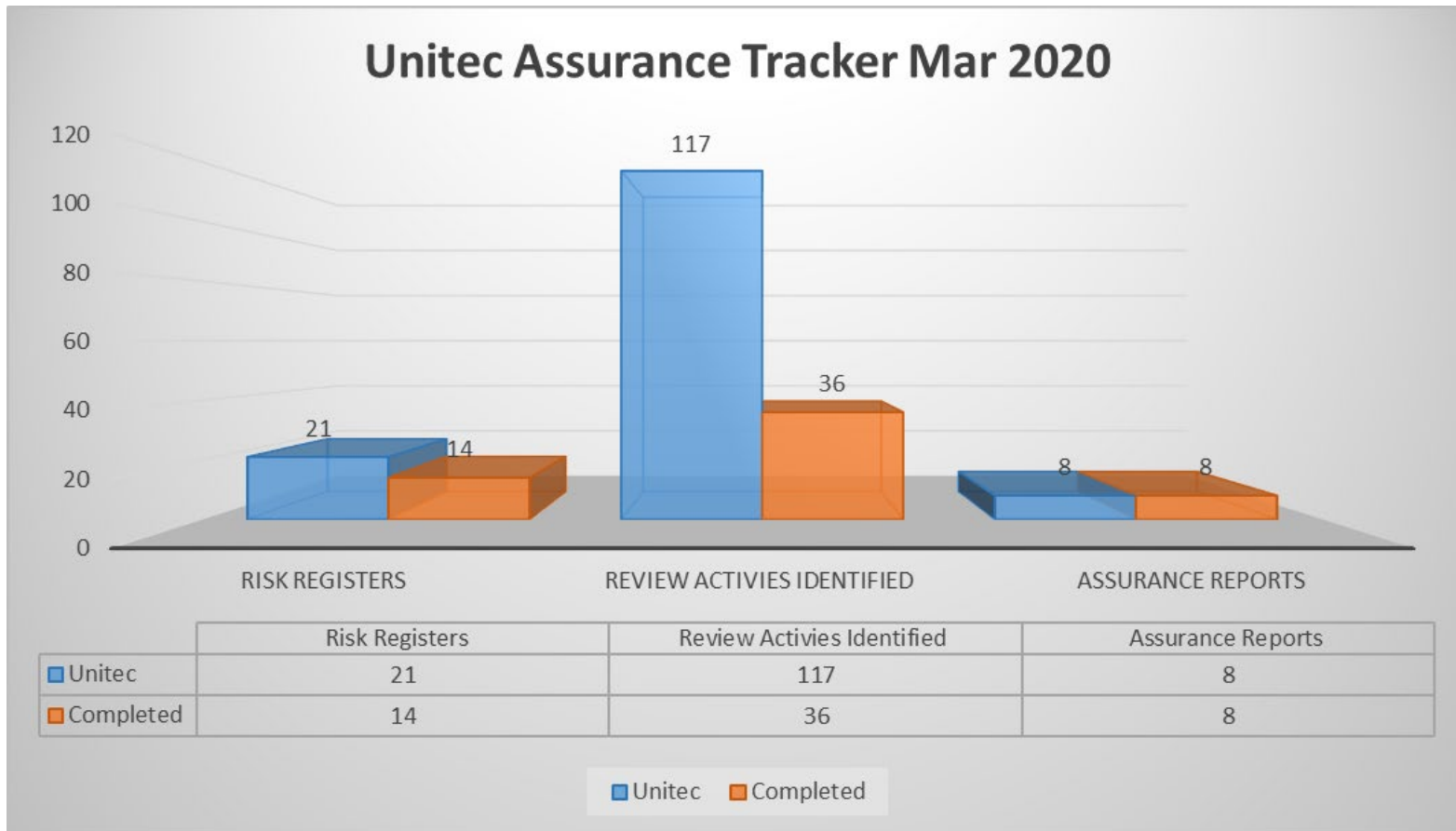
- Creative Industries workshop (CNC, laser cutters, dust extraction...) review of SOPs for accuracy and consistency is required.
- 3 lost work days (1 staff member had a Lost Time Injury (LTI))
- 6 Corrective Actions from Executive Leadership Team (ELT) walks and Near Misses





# Assurance Project – Tracker

Summary of the current actions for this month:





# Wellbeing Updates – March (Pre Covid-19)

- 11 initiatives offered in the weekly schedule of activities
- 3 events planned and promoted but postponed due to COVID 19
- In terms of active commute, 32 staff and their families took part in Round The Bays, 13 people applied for Auckland Transport (AT) 2 week free public transport trial.
- **Continuous improvement:** 10min survey done with Creative Industries team. Proposed department specific action plan based on results. Will roll out to other teams as an effective and efficient way to engage with academics and make wellness programme more robust.



## Mental health – Staff training

### Mental distress workshops

Sessions held	2
Part 1 attendance	13
Part 2 attendance	19

### Supporting distressed students

Sessions held	0
Attendance	0

### De-escalation techniques training

Sessions held	0
Attendance	0





# COVID 19 Wellbeing Action Plan

As requested by the Incident Management Team (IMT), this plan was developed in collaboration with the Communications team to highlight the key ways Unitec will support wellbeing of staff while working remotely and self-isolating. The following change management projects are also important to note for their large scale, positive contribution to staff wellbeing: (1) Network of digital champions set up by Information Technology (IT) (2) Welfare calls, led by Human Resources (3) Unitec’s job security promise during this 4 week lockdown period and complementary meaningful work allocations for staff with lighter workloads across the organisation.

<b>Part A</b> Online wellness programme	Week 1 and 2 Plan your time and energy	Series of Nest posts on: <ul style="list-style-type: none"> <li>• Creating a routine that works during lockdown</li> <li>• Ways to reframe the current situation and find silver lining</li> <li>• Immunity building blocks</li> </ul>
	Week 3 and 4 Things to try at home	Offers to share via Nest and Yammer: <ul style="list-style-type: none"> <li>• Live sessions and step by step videos to help you exercise and relax</li> <li>• Stress relieving and resilience building hobbies</li> <li>• Personal development - join learning groups</li> </ul>
	Week 5 onwards Team Unitec challenge	<ul style="list-style-type: none"> <li>• Develop the challenge with wellbeing champions, who in this time of need are stepping up.</li> <li>• Implement via previously tested Chippur app.</li> </ul>
<b>Part B</b> Keep staff engaged	With their colleagues	<ul style="list-style-type: none"> <li>• Encourage staff to share what their bubbles at home, and teams at work, are doing to make self-isolation work</li> <li>• Themes include cooking &amp; food, tips for online team meetings, working from home with kids, fun activities to do with your bubble, and overall positive news.</li> </ul>
	With their work	<ul style="list-style-type: none"> <li>• Continue to share business as usual messaging to provide balance and remind staff ‘why we do what we do’ and keep them informed with what is happening within the business.</li> </ul>



# Sustainability Projects – Monthly Update

As per the Sustainability and Wellbeing team action plan, these are the four focus areas for 2020

Zero Waste	Low Carbon	Sustainable Food	Kaitiakitanga Strategy
<p><b>Compost workshop @ Waitakere campus</b> Facilitated by 'Composting collective' this event was attended by 14 people</p> <p><b>Beeswax wrap making workshop (postponed)</b> Back by popular demand but postponed due to COVID 19 concerns</p> <p><b>Eco-friendly events</b> New Social Club committee members have agreed to make all of events eco friendly. The first for the year would have been Movies in the Park but it got cancelled due to COVID 19.</p>	<p><b>Carpooling app</b></p> <ul style="list-style-type: none"> <li>• Computing students, as part of their final year Capstone project, have started to code this app.</li> <li>• Currently trying to source Mac laptops needed for students to develop both Android and Apple phones interface.</li> </ul>	<p><b>International cook up</b> Planned for mid year, purpose of the event is to</p> <ul style="list-style-type: none"> <li>• help international students see themselves represented in campus life, and</li> <li>• via celebration of Unitec's cultural diversity, make 'sustainable food' concept easier to understand</li> </ul> <p>Health promotion student joined the core team</p>	<p><b>Maanaki Whenua –Site visit</b> In preparation for the working bee which got cancelled, sites across Mt Albert campus were identified that could be the action focus for clean up and working bee events coming up.</p> <p><b>Rongoaa making workshop</b></p> <ul style="list-style-type: none"> <li>• During the wellness programme brainstorm with Maori success team, the most popular idea was to make antibacterial and antiseptic spray, using plants sourced from our site.</li> <li>• Just before the lockdown a prototype of this workshop was run.</li> </ul>



## For Information

---

<b>To</b>	Unitec Board	<b>From</b>	Simon Nash, Chair - Academic Board
<b>Cc</b>	Executive Leadership Team		
<b>Title</b>	Academic Board Minutes for March and Updates from April meeting	<b>Date</b>	19 April 2020

---

### Purpose

To provide the approved Academic Board Minutes for March 2020 and the Chair's summary of the April 2020 meeting for your information.

### Key Points from April meeting

This was the Committee's first online meeting. Due to a large agenda and Covid-19-related discussions required, the agenda was split into two parts (1) Items requiring discussion before approval, and (2) Items sent to an e-meeting (mostly regular reports).

The Student Performance Report for 2019 was presented and discussed. Main Educational Performance Indicators have been updated since the start of year Single Data Return (SDR) reporting. Course and Qualification Completion Rates and are now in line with 2019 targets, but those for Māori are well below our interim targets towards our 2022 Parity Targets. There is a high degree of variance in EPIs at school level, leading the Chair to request of Heads of Schools, an analysis of their School's data, based on updated April SDR data, end of year Programme Evaluation & Planning (PEPs), and other information.

A Working Group will be formed to consider data on Student Non-Completions in support of designing more effective interventions.

Student representation on Programme Academic Quality Committees has not been improved to the extent required, particularly given the decision to pay representatives in 2020. This will be followed up.

The Committee approved the formation of a temporary Academic Recovery Committee (ARC) as a sub-committee of Academic Board, with specific responsibility for rapid decision-making related to Covid-19. The ARC will report monthly to Academic Board meetings and verbally weekly to ELT. It will coordinate closely with the Incident Management Team that was established for Covid-19, and which is responsible for non-academic operational matters. The Terms of Reference for this ARC committee are:



## For Information

*That Academic Board delegate authority to the Academic Recovery Subcommittee for decision-making within these Terms of Reference: Those matters relating directly to the impact of Covid-19 on academic quality and learner outcomes within the scope of: (1) EER and the Academic Quality Action Plan; (2) the achievement of educational performance targets including Parity; and (3) changes to delivery of learning and teaching and related pedagogical and quality assurance matters.*

### *Committee governance quality improvements*

Governance improvements has been a high priority for Academic Board and sub-committees, particularly in response to our 2018 EER recommendations. This remains so in terms of processes and deliberations, although the focus of this meeting was principally on Covid-19 matters.

### *Risks and Issues*

The Academic Risk Register was reviewed and is with Programme Academic Quality Committees (PAQCs) and Academic Programme Managers (APMs) for updating. At this stage, Covid-19 related risks are being treated separately to other risks on the register.

The Executive Director Ako provided an update on our Academic Quality Action Plan (our EER response) to the Committee, focusing on risk to our October EER arising from Covid-19. The memo noted that (a) while our 'Business-As-Usual' work continues, preparation for the October EER visit has paused while Covid-19 is our focus; and (b) our existing Educational Performance Targets for 2020 may need to be revised given the impact of Covid-19, particularly on at-risk learners, Priority Group learners, and those who do not cope well with online learning.

Please let me know if you have any questions.

### **Attachments**

---

Final Academic Board Minutes March 2020



# minutes

## TE POARI MĀTAURANGA | ACADEMIC BOARD

<b>MEETING OPENED:</b>	<b>0831h</b>	Date:	<b>2020-03-04</b>
		Scheduled Start:	0830h
		Scheduled End:	1130h
		Actual End:	1131h
		Location:	<b>Building 110-2019</b>

---

### 1. Whakatuwheratanga | Opening

#### 1.1. Karakia Timatanga | Opening Prayer

Manawa mai te mauri nuku  
Manawa mai te mauri rangi  
Ko te mauri kai au  
he mauri tipua  
Ka pakaru mai te pō  
Tau mai te mauri  
Haumi e, hui e, taiki e!

*Embrace the power of the earth  
Embrace the power of the sky  
The power I have  
Is mystical  
And shatters all darkness  
Cometh the light  
Join it, gather it, it is done!*

#### 1.2. Mihi Whakatau | Welcome Speech

##### 1.2.1. Committee Self-Assessment

Today: *Preparedness for the EER Panel Visit*

##### 1.2.2. Important Dates

Submissions due: 2020-03-25

Next meeting: 2020-04-08

**1.3. Tae Ā-Tinana & Ngā Whakapāha | Attendance & Apologies****Tae Ā-Tinana | Members Present**

1. **(Chair)** Simon Nash
2. Andrea Thumath
3. Annette Pitovao
4. Anne McKay
5. Chris King
6. Falaniko Tominiko
7. Kate Barry
8. Simon Tries
9. Toni Rewiri
10. Tracy Chapman
11. Helen Vea

**Akutō | Late**

1. Katie Bruffy – Arr. 0835h
2. Liz Rainsbury – Arr. 0841h
3. Marcus Williams – Arr. 0851h

**Kairiwhi | Proxies**

1. David Glover  
(For: Merran Davis)
2. Mary Johnston  
(For: Glenn McKay)
3. Aroha Lewin  
(For: Lee Baglow)

**Ngā Whakapāha | Apologies**

1. Merran Davis  
(Proxy: David Glover)
2. Glenn McKay  
(Proxy: Mary Johnston)
3. Lee Baglow  
(Proxy: Aroha Lewin)

**MOTION**

That Te Poari Mātauranga receive the apologies for the meeting.

Moved: C King  
Seconded: A Pitovao

**MOTION CARRIED**

**Kōrama | Quorum**

A minimum of 9 members was required; the meeting was determined as holding quorum.

**Absences**

(None)

**Hunga Mahi | Staff in Attendance**

1. **(Secretary)** Daniel Weinholz
2. Maura Kempin – Dep. 0859h
3. Steve Marshall

**1.4. Mahia Atū | Matters Arising**

(None)

**1.5. Pitopito Kōrero o Ngā Hui | Minutes of the Previous Meeting/s**

Noted.

**MOTION**

That Te Poari Mātauranga approve the Minutes of the following meetings:

- *Regular:* 2020-02-05
- *Standing:* 2020-01-28
- *Standing:* 2020-02-04
- *Standing:* 2020-02-11
- *Standing:* 2020-02-19
- *Standing:* 2020-02-27

Moved: T Chapman

Seconded: S Tries

**MOTION CARRIED**

**1.6. Committee Management**

**1.6.1. Attendance Tracker**

The Chair introduced this new item with emphasis on tracking across the Academic Governance Committees.

**1.6.2. Ngā Tautapu Arotake | Actions Tracker**

(See following pages.)

Committee:  
Document:  
Updated:

**Te Poari Mātauranga | Academic Board**  
**Committee Actions Table**  
**2020-02-05**

Source	Action #	S Specification	M Measure / Progress	R Responsibility	T Time Target / Closed	A Achievement Status
2019-05-08	Action-048 <i>(Formerly: Standing-005)</i>	<p><b>Renewal Plan + Renewal Strategy + Waitākere Strategy</b> Strategic Plans and Strategies are to be presented to and approved by Academic Board.</p> <p><b>2019-11-13 Committee Self-Assessment</b> • This Action very much needs to close in the December meeting. • Neither the Renewal Plan, Renewal Strategy, Waitākere Strategy nor Manaakitia Te Rito were presented to and approved / endorsed by Academic Board before release. It is unknown if these were endorsed by the Heads of Schools and the Priority Group Directors. • The Student Council has not been consulted on the Waitākere Strategy. • As a collective, the Committee has neglected to exercise its mandate regarding the approval of these Strategies. <b>ACTION:</b> In response to this self-assessment, the Chair of Academic Board shall prioritize to: 1. Arrange for the Waitākere Strategy to be presented to and endorsed by Academic Board 2019-12-11. 2. Investigate whether consultation with Student Council / representatives has been adequate. 3. Consider how best to compensate for the lack of Academic Board approval of the Strategies.</p>	<p><b>Renewal Plan</b> 2019-09-11: The two ratified strategies are expected to come to Academic Board 2019-10-09. The ratified Renewal Plan is expected to come to Academic Board 2019-11-13. 2019-10-09: The Renewal Plan, Renewal Strategy and Waitākere Strategy will be presented together to Academic Board 2019-11-13. 2019-11-13: The Renewal Plan, Renewal Strategy and Waitākere Strategy were not presented. 2019-12-11: Renewal Plan and Manaakitia Te Rito   Renewal Strategy shall be presented in 2020 for Academic Board to received. Reporting against this shall begin in 2020. 2020-02-05: Dual presentation of Manaakitia te Rito   Renewal Strategy and the Renewal Plan set for Academic Board 2020-03-04. 2020-03-04: Glenn and Merran are away. Defer presentation to 2020-04-08.</p> <p><b>Renewal Strategy</b> 2019-05-08: Draft to be presented to Academic Board 2019-06-12. 2019-06-12: No update 2019-07-10: The Strategy shall soon go for checking to ELT and the Commissioner, before presentation as a draft to all staff at Tū-Arotake   Checkpoint. 2019-08-14: Out for consultation with staff. Expected to come to Academic Board 2019-09-11 for ratification, alongside the Waitākere Strategy. 2019-09-11: Work is underway, based on staff feedback, to visually incorporate the Unitec values into the diamond and priorities. News on its ratification by the Commissioner is expected at Academic Board 2019-10-09. This will then inform the Renewal Plan and forecasts for 2020. 2019-10-09: Finalising design for release to staff. 2019-11-13: Design has been completed and released as <i>Manaakitia Te Rito</i>. 2019-12-11: Renewal Plan and Manaakitia Te Rito   Renewal Strategy to be presented in 2020 for Academic Board to received. Reporting against this shall begin in 2020. 2020-02-05: Dual presentation of Manaakitia te Rito   Renewal Strategy and the Renewal Plan set for Academic Board 2020-03-04. 2020-03-04: Glenn and Merran are away. Defer presentation to 2020-04-08.</p> <p><b>Waitākere Strategy</b> <i>"Investigate equity of student experience across the Mt Albert and Waitākere campuses, and face-to-face and online, and instigate improvement initiatives, particularly in regard to access to study spaces, classroom resourcing, support services and the library."</i> 2019-05-08: Waitākere Success Strategy in progress with David Glover and Linda Aumua. They are opening 3 weeks of consultation with West Auckland community stakeholders, utilising data from Auckland Tourism, Events &amp; Economic Development (ATEED). RoVE is not expected to impact this work, as it aligns with the Minister's aims. 2019-06-12: No update. 2019-07-10: No significant update. Item name corrected from "Waitākere Success Strategy" to "Waitākere Strategy." 2019-08-14: Expected to be ready for Academic Board 2019-09-11. 2019-09-11: Work is almost at the final draft. It shall also go through ratification by the Commissioner and Academic Board, just like the Renewal Strategy, and is expected at Academic Board 2019-10-09. 2019-10-09: Strategy has now been endorsed by ELT and Commissioner. 2019-11-13: Presented back to Waitākere staff for feedback. Being shared with external stakeholders. 2019-12-11: Refer to <b>Item 2.11. Waitākere Strategy</b>. (COMPLETE)</p>	Merran Davis	COMPLETE 2019-12-11 Waitākere Strategy  TO PRESENT 2020-0 Manaakitia te Rito   Renewal Strategy & Renewal Plan	Completed in part
2019-06-12	Action-032	<p><b>Programme Development – Business Case Threshold</b> Define the "significant" programme development threshold which triggers the requirement for submission of a Business Case. Recommend any necessary / resulting refinement to the Programme Change and Improvement Procedure.</p>	<p>2019-07-10: A paper was written and presented to ELT. Their response was a request for further information on the current status of business cases, the process and requirements of composing business cases and what role AB does / should have in the signoff process that ELT ultimately oversees. Simon Tries and Simon Nash shall consult broadly, including Marketing and Commercial Services, for feedback on the adequacy of the current process. Simon Tries shall report back to Academic Board 2019-08-14 on the a) business case threshold, and b) business case process map. 2019-09-11: The work is currently with ELT. 2019-10-09: Work in progress with Simon Tries, Simon Nash and Kristine Brothers. 2019-11-13: No progress to report. Deferred to Academic Board 2019-12-11. 2019-12-11: No progress. 2020-02-05: In progress. Nothing yet to report. 2020-03-04: Work to be prioritized to complete for 2020-04-08.</p>	Simon Nash Simon Tries  Kristine Brothers Nick Sheppard	2019-07-10 2019-08-14 TBC	Active
2019-07-03	Action-047 <i>(Formerly: Standing-001)</i>	<p><b>Review of Semesterised Delivery</b></p>	<p>2019-05-08: Nothing to report. Merran expects this will constitute part of the initial work of RoVE. 2019-07-10: The Committee agreed to keep this item alive, pending until the RoVE announcement in a few weeks. 2019-08-14: Keep on the agenda, pending establishment of NZIST. 2019-09-11; 2019-10-09; 2019-11-13; 2019-12-11; 2020-02-05; 2020-03-04: No change.</p>	Simon Nash	TBC	Low Priority



2019-07-10	Action-038	<b>Remediation of Student Debt</b> Develop a proposal and scope for further investigation to identify proactive strategies to remedy and / or prevent outstanding student debts in partnership with Champions and Service Leads, and to identify how to incorporate it into the Academic Quality Action Plan.	2019-08-14: Update deferred to Academic Board 2019-09-11. 2019-09-11: Andrea Thumath shall submit a paper to Academic Board 2019-10-09. 2019-10-09: Progress has been made. Currently collaborating with Student Finance. Full report to be presented to Academic Board 2019-11-13. 2019-11-13: Refer to <b>Item 4.1.4.</b> > Exceptions (June). Analysis work continues. When it concludes, it shall complete both the Exception and this Action. 2019-12-11: N/A 2020-02-05: Aim to report back with a memo to Academic Board 2020-03-04. 2020-03-04: Refer to Item 4.4.3. Student Debt Investigation Update. ACTION ITEM COMPLETED.	<b>Andrea Thumath</b> Marcus Williams	<del>2019-10-09</del> 2020-03-04	COMPLETED
2019-11-13 Item 1.7.	Action-046	<b>Committee Work Plan 2020</b> Ensure that the Committee Work Plan is ready for 2020 and actively used throughout the year.	2019-12-11: Work in progress, currently focussed on the QMS Stocktake. 2020-02-05: Work in progress, related to Item 3.1. Review - Quality Management System. 2020-03-04: Work to be prioritized to complete for 2020-04-08.	<b>Simon Nash</b> (Chair, Academic Board)	<del>2020-02-06</del>	Active

Next:  
Action-049

### 1.6.3. Work Plan

Presenter: Simon Nash (Chair, Academic Board)

[Note: Still under development and refinement through the Te Korowai Kahurangi stocktake of Quality Management System reporting requirements and development of the Academic Risk Register.]

## 2. Mea Hei Whakaae | Items to Approve

(None)

## 3. Mea Hei Kōrero | Items to Discuss

(None)

*Next: Item 4.4.1. Accuracy of Teacher Capability Development Reporting*

## 4. Ngā Tukunga | Items to Receive

### 4.1. Strategic Reports

ACTION → Simon Nash to re-open discussion with Priority Group Directors on whether or not to include a visual progress tracker in the Reports.

#### 4.1.1. Māori

Presenter: Toni Rewiri (Director, Māori Success)

The presentation noted that:

- Qualification Completion for Māori learners in 2019 was only 40%. This is down from 47% in the previous year.

Discussion noted that:

- Academic Board needs to discuss the SDR data from the end of January.
- The Learner Outreach project should yield information to explain and lead to an improvement in the drop in Qualification Completion rates for Māori.
- The Student Performance Report is expected for presentation to Academic Board 2020-04-08. It should also provide information on the noted drop in rates.
- Academic Board needs to understand how the recent drop in Course Completion rates can be expected to affect future Qualification Completion rates.

ACTION → Members who wish to see particular points covered in the Student Performance Report should contact Simon Tries.

#### 4.1.2. Pacific

Presenter: Falaniko Tominiko (Director, Pacific Success)

Two main points were raised, those being:

1. The new Pacific Navigators, including Falaniko Tominiko, have been prioritizing the contacting of Schools. Consequently, in this period, less attention has been paid to the Operations Plan per se.
2. Based on the recent SDR data, the Course Completion rates are down but rates for Retention and Qualification Completion are up. Course Completion rates fluctuate more often, and the resolution of unreported grades could possibly lift the Course Completion rate. Hopefully, Course Completion rates will be higher in the next SDR.

Discussion noted that:

- Progress in Schools on the embedding of Mātauranga Māori and Pacific knowledge gets reported into the monthly reports from Heads of School. Chris King will ask Nick Sheppard to share these with Falaniko Tominiko. The progress also goes into the AQAP Report.
- As it is only Week 2 of the semester, the impact of the *I See Me* initiatives, Navigators and Champions is only just starting. It could take at least a few weeks before any impact is apparent.
- The work of contacting the Schools could have been listed at the top of the report due to its high importance and significance.

#### 4.1.3. International

Presenter: Tracy Chapman (Director, International Success)

The presentation noted that:

- Te Puna Ako is currently undertaking to support offshore students impacted by the travel restrictions cause by fear of the coronavirus. A memo shall soon go to ELT requesting final cut-off dates from the Schools for when students need to either be in class or defer their studies to a later semester. It will also request plans from Schools on how they will support students who may be four weeks late to their first class, even though they may have engaged in Moodle activities. The success of these impacted learners will be carefully monitored to understand their situations.

Discussion noted that:

- Guidance is needed for academic staff on matters such as:
  - How to manage overdue assessments
  - How to utilize Affected Performance Considerations
  - Expectations of how much a learner should have learned or achieved when they arrive
  - How to manage learners who have not responded to multiple attempts at contact in the last two weeks

- A number of students who were listed as still being overseas are actually in the country and attend class. Tracking the whereabouts of learners around the world is a difficult task and work is ongoing.

Commendation was given for the great support work, both with the learners who have recently arrived and with learners still offshore, noting that it could have featured more prominently in the report.

#### 4.1.4. Under-25s

Presenter: Andrea Thumath (Director, Under-25s Success)

*Related: Item 4.4.3. Student Debt Investigation Update*

General discussion on the format of the four Priority Group reports indicated a desire for the re-introduction of a particular visual piece in the reports. Having these visuals provide snapshots of progress whereas the live link always shows the latest status rather than progression over time. The Chair and Priority Group Directors shall discuss it further outside the committee.

#### 4.1.5. Student Success

*\* Exception Reporting until Strategy completion*

Presenter: Annette Pitovao & Helen Vea

It was noted that this memo had only been submitted to the agenda this morning prior to the meeting. Members most likely had not had enough time to digest it.

Helen Vea gave an introduction and spoke about the Key Updates table.

Discussion noted that:

- A new Vice-President has been selected, and will be announced after the contract is signed and processed.
- Schools, APMs, HR, Steve Marshall, Annette Pitovao and others are still resolving matters related to recruiting Student Representatives for PAQCs, including:
  - Contracts
  - Confidentiality Agreements
  - Training
- PAQC Student Representative are estimated to be in place and ready for the start of Semester 2, 2020.

Annette Pitovao spoke about the Student Success table in the memo, particularly that:

- Point F means that Concentrix is being further phased out with more operations becoming internal to Unitec. Some interest exists from both Concentrix and Unitec staff for a transfer of some Concentrix staff to occur alongside the transfer of operations.

Discussion noted that:

- Early themes from Point B (Learner Outreach) look like statements such as the following. In these statements, “you” represents “Unitec” and “I” represents the learner.
  - “You assumed I was ok, but in fact I wasn’t.”
  - “I thought Unitec was doing that for me.”
  - “My life is so busy that I can’t study.”
  - “I can’t afford to study.”
  - “I’ve got a job now and that is more important than study.”
- The most surprising theme was to realise just how much that learner thought Unitec did for them on their behalf.
- Support teams have little awareness of the Learner Outreach project. Raising their awareness could have benefits.
- Student Success aims to collate some quick tips and trackers for themes, Schools and Priority Groups. The main challenge in this work is to keep it aligned and integrated because there are so many possible tangents and perspectives.
- Guidelines are needed by academic staff around how to protect privacy when highly personal information is shared with them by a learner.

#### **4.1.6. Industry Engagement**

*\* Exception Reporting until Strategy completion*

This Strategy may end up becoming incorporated into broader external stakeholder engagement.

#### **4.1.7. Waitākere Strategy**

*Related: Action-048*

*\* TBC Report format*

#### **4.1.8. Manaakitia te Rito | Renewal Strategy**

*Related: Action-048*

*\* TBC Report format*

#### **4.1.9. Academic Quality Action Plan (AQAP)**

Discussion noted that:

- The Memo and the Full AQAP Project Plan are useful.
- The Overview lacks information for proper evaluation of the data. It doesn’t immediately tell a reader whether or not the progress to date is on track or not. The colours of the bars could be changed to a RAG-status style rather than being colour-coded to match the Recommendations.
- Non-completion of Moderation is a very real risk which Academic Board should take seriously. APMs and academic staff can feel so overloaded that when approached

about completion of Moderation they react as though it is yet another compliance exercise in addition to their main workload. Additional stress on staff can occur as time and energy goes into adapting what they are doing over to the new academic systems and structures.

- This is an extremely busy period in the academic year.
- Many staff don't seem to understand what work should simply be their "Business As Usual" versus what work is "critical for success in EER2020". Unitec leadership should raise clarity and provide direction on this matter to all staff.

## **MOTION**

That Te Poari Mātauranga receive the following Strategic Report/s:

- Māori
- Pacific
- International
- Under-25s
- Student Success
- Academic Quality Action Plan

Moved: H Vea  
Seconded: K Barry

**MOTION CARRIED**

*Note: Proceedings took a short break from 0955h to 1005h.*

## **Committee Self-Assessment**

The Chair reminded the committee that in this forum of Academic Board, we discuss matters of institutional governance and systems. If a member becomes aware of a particular issue and is unsure if it lies within this remit, then they should discuss it with the Chair in advance of the meeting. There is often a better way to manage the issue than by raising it with Academic Board. However, some issues which are primarily acute and may still need presentation to Academic Board.

## **4.2. Subcommittee Reports**

### **4.2.1. Te Komiti Rangahau o Unitec**

Presenter: Marcus Williams URC

*\* No new meetings to report.*

**4.2.2. Te Komiti Tikanga Matatika**

Presenter: Marcus Williams UREC

*\* No new meetings to report.*

**4.2.3. Te Komiti Whakahaere a ngā Pia**

Presenter: Marcus Williams PGRSC

*\* No new meetings to report.*

**4.2.4. Te Komiti Whakamana Hotaka Hou**

Presenter: Simon Tries AAC

Attendance and representation has significantly impacted effectiveness of AAC. The Chair shall monitor attendance and report on it as needed.

Representation has been impacted by staff and leadership changes within Schools. This is being resolved.

**4.2.5. Ako Ahimura**

Presenter: Simon Nash AA-LTC

The previous Learning and Teaching Strategy was quite philosophical in nature. The new Strategy needed to be re-shaped to be more clearly action-oriented in line with the other Unitec Strategies. In addition, it is incorporating closer ties to Mātauranga Māori. Development of the new Strategy has deliberately avoided matters which are expected to be reviewed under NZIST. For example, online learning is not receiving large investment in the Strategy because it is known that NZIST has a whole team dedicated to this field.

The Unitec Research Strategy is being developed. However, the decision has been made to wait until after NZIST is implemented before presenting it to Academic Board. Discussion considered whether the Research Symposium should be moved forward to July 2020 or whether it should remain as scheduled for October 2020, coinciding with the EER visit.

**ACTION** → Members can contact Marcus Williams and Maura Kempin with thoughts on whether the Research Symposium should be held in July 2020 or in October 2020.

The timeline of Manaakitia te Rito runs until end of 2022, which also marks the end of the NZIST interim / transitional stage. ELT are fairly confident that nothing in our Strategies is likely to be overrun by NZIST. The approach of NZIST is likely be that of taking the many strategies from across all the ITPS and forming a national one, rather than building a national strategy and then pushing it down onto subsidiaries.

#### 4.2.5.1. *Teacher Capability Development*

Author: Maura Kempin (Manager, Te Puna Ako)

*Note: For this month's meeting, the regular Report is replaced by Item 4.4.1. and Item 4.4.2.*

#### 4.2.6. **Te Poari Whai Kounga**

Presenter: Simon Tries QAB

Discussion noted that:

- PAQC Quarterly Reports should be reported "to QAB" rather than "to AB". The QAB analysis will report on moderation up to AB.
- Chairs have two key roles in maintaining effective committees: 1) To monitor attendance, representation and capabilities; 2) To communicate priorities and awareness of committee matters to the members as a meeting approaches.
- Committees should engage in succession planning, which also presents staff who may not currently be committee members to learn about committee work.

**ACTION** → Simon Nash to meet with and induct newer members of Academic Board.

#### **MOTION**

That Te Poari Mātauranga receive the Subcommittee Report/s for:

- Te Komiti Whakamana Hotaka Hou
- Ako Ahimura
- Te Poari Whai Kounga

Moved: A Thumath  
Seconded: A Pitovao

**MOTION CARRIED**

### **4.3. Quality Management System (QMS) Reports**

#### **4.3.1. Programme Management**

Presenter: Simon Tries (Manager, Te Korowai Kahurangi)

##### *4.3.1.1. Programme Development*

Discussion noted that:

- Whether or not the Master of Applied Business (MAB) begins delivery in Semester 2, 2020 depends on the outcomes of the next meeting of Academic Approvals Committee and the application to NZQA.
- The two New Zealand Certificates in Business are on track for delivery in Semester 2, 2020.
- The next due date for NZQA is 24 April.



ACTION → Simon Nash and Simon Tries shall discuss how to better coordinate the work of the different departments involved in Programme Development, noting that plans are currently being developed inside Te Korowai Kahurangi.

#### 4.3.1.2. *Programme Reviews (5-year Reviews)*

Many of the Reviews have not completed. This is not satisfactory. A theme of workload and priorities has been identified as a main reason for non-completion.

#### 4.3.1.3. *Expiring and Discontinued Programmes*

Te Korowai Kahurangi is working with Schools to better manage unenrolled “Programme Active” learners. Significant resources in Schools are being consumed in this work because it requires analysis of each learner case-by-case.

#### **MOTION**

That Te Poari Mātauranga approve the closure of the following programme/s:

- *Certificate in Employment and Community Skills (CECS)*
- *Certificate in Plumbing and Gasfitting (CPGFT)*
- *Certificate in Computing Systems (CCSYS)*

Moved: C King  
Seconded: T Rewiri

**MOTION CARRIED**

*Note: The reports of Item 4.3.1. and Item 4.3.2. were received in a single Motion.*

#### **4.3.2. Degree Monitoring**

Presenter: Simon Tries (Manager, Te Korowai Kahurangi)

Thematic appraisal of the Reports is under development and shall come to Academic Board.

#### **MOTION**

That Te Poari Mātauranga receive the following report/s:

- *Programme Management Report/s*
- *Degree Monitoring Report.*

Moved: A McKay  
Seconded: M Williams

**MOTION CARRIED**

#### 4.3.4. Academic Risk Register (ARR)

Presenter: Simon Tries (Manager, Te Korowai Kahurangi)

Presentation with accompanying display of the Register and the related PowerBI Dashboard on the big screen noted that:

- Fourteen Risk Areas have been identified. Two of the Risk Areas may not apply to all programmes.
- Academic Programme Managers (APMs) are providing input for the Likelihood and Consequence columns.
- Long term operation is to be confirmed. It will probably have the APMs updating the Register, after which the PAQCs shall review the risks, feeding them up to Quality Alignment Board (QAB). QAB would then respond / report both back to the PAQCs and up to Academic Board. A report is expected to come from QAB to Academic Board 2020-04-08 which will have more details on how the Register will operate.
- On the PowerBI Dashboard, where a line is red and at 100%, it indicates that this data has not yet been received.
- “Risk Areas” are different from specific Risks. The Register works based on Risk Areas.

Discussion noted that:

- Data on priority group learners is not immediately apparent. This was done deliberately in order to avoid overloading the main page. The PowerBI Dashboard take an “all-students” approach. Data on priority groups is accessible through using the PowerBI filters. Priority Group targets are listed under Risk Category > Outcomes.
- The language could possibly be more student-centric. For example, maybe “Students not achieving” could be used instead of “Programme targets not met”.
- The Register provides a good complement to the PEP Reports.
- A review of the Register has been set for three months away.

**ACTION** → Members can submit feedback to Simon Tries.

**ACTION** → Members who want to become part of an associated Working Group should respond to an email which shall come out from the Secretary. The first meeting would be after the end of next week, i.e. no earlier than 16 March.

*Note: Item 4.3.4. did not require a Motion.*

#### 4.3.5. NZQA and ITP Sector / RoVE Updates

David Glover presented a verbal update that:

- Recommendations are being composed by the Workstreams to be presented to the incoming NZIST Chief Executive and Council.
- Educational Products and Services – Key issues include:
  - Ability to deliver 24/7
  - Setting up a single point of contact for employers
  - Nationwide Professional Development for over 30,000 staff
  - Utilisation of technology to make best use of the new economy of scale and wealth of data

- Academic Architecture
  - The principles of Te Tiriti o Waitangi shall be embedded.
  - The approach is to have a nationwide Academic Board with a high level of delegation to committees of the subsidiary institutes.

Discussion noted that:

- A process by which a Centre of Vocational Excellence (CoVE) shall be selected exists and has been published on the internet.
- Selection of a CoVE for Primary Industries is underway.
- Unitec plans to be for selection as the CoVE for Construction.
- Among the new subsidiaries, Open Polytechnic has distinct attributes in that it has no regional base and delivery 100% through distance learning.
- Workforce Development Councils (WDCs) shall take up the standard-setting work of the former ITOs. They represent the demand-side of workforce development and shall be heavily composed of industry representatives. Six WDCs have been planned and each will need a number of subcommittees.
- Some ITOs show eagerness to move on with the new NZIST structure; some ITOs face technical and / or legal issues as various ITOs have different structures.
- Submissions on a preferred name for NZIST are encouraged. Each person can make a submission. Unitec does not plan to make an institutional submission as such.
- No direction has been received on any new reporting structure. Murray Strong shall be involved with the new board at Unitec until his role gets de-commissioned.

#### **4.4. Ngā Rīpoata | Other Reports**

##### **4.4.1. Accuracy of Teacher Capability Development (TCD) Reporting**

*Related:*

- Academic Board 2019-12-11, Item 4.2.5.1. Teacher Capability Development
- Ako Ahimura 2019-10-17, Item 4.1. Teacher Capability Development Evaluation
- Academic Board 2020-02-05, Item 5.1. Accuracy of TCD Reporting (deferred)

Presenter: Maura Kempin (Manager, Te Puna Ako)

The presentation noted that:

- The purpose is to assure Academic Board of the accuracy of the reporting.
- Errors have been found to occur, but these have been few and far between.
- The cause of most actual errors was due to staff changing between roles.
- Most 'errors' came from misunderstandings / misperceptions, including:
  - Thinking a self-evaluation had been done for 2019, when in fact it was done *in* 2019 *for* 2018.
  - Thinking that attendance in a Badging workshop equated to enrolment in a Badging course. Enrolment in a Badge requires completion of the enrolment process.
  - Reports are produced on the first day of the month for the work done in the previous month. There can be a time lag between the event, the report and when it is presented or seen.
  - Staff reporting to a Head of School that they have finished a Badge, when in fact they have submitted their final piece of evidence for a Badge, but it can take up to 10 days

before Te Puna Ako processes the submission and registers it as a completed Badge.

*Note: Item 4.4.1. and Item 4.4.2. were received in a single Motion.*

#### **4.4.2. Teacher Capability Development – Final Report (2019)**

Presenter: Maura Kempin

The presentation and /or discussion noted that:

- Column 3 (2<sup>nd</sup> Badge) was able to have higher numbers than Column 2 (1<sup>st</sup> Badge) because Column 3 included both “Completed” and “Not Applicable”. In earlier reports, the “Not Applicable” group had not been included, but this reporting also confused some readers and so it became the way it is now.
- For 2020, the reporting table shall appear differently, as detailed in the memo.
- Given that Badging is a compulsory target, the completion numbers do raise concern.
- Staff are genuinely engaging with Badging, but each non-completion generally has a backstory to account for it.
- Student Representatives need to be aware that Badging is not the only teacher development activity that happens. Different Schools / Programmes also have other varied forms of development.
- A correlation between Student NPS ratings and Badging completions may exist, but is not clearly known at this time. Some courses indicate correlation; some do not. The biggest driver of Student NPS is generally acknowledged as being Teaching Quality.
- A report that evaluated the effectiveness of Badging was produced in late 2019. At that time, the final stage of impact still needed more time before it could be measured.
- Consideration could be given to investigating correlation between Badging and the Course Evaluation and Planning (CEP) reports instead of the Student NPS, because the Student NPS has a very broad scope with many influencing factors which are not directly related to Teaching Quality, whereas the CEPs have a much greater overlap of scope.
- Professional Development through Badging takes priority over any other forms of Professional Development, unless they are absolutely critical to the delivery of the programme.
- The new format of the TCD Report table for 2020 will show the continued completion of 2019 badges.

#### **MOTION**

That Te Poari Mātauranga receive the following report/s:

- *Accuracy of Teacher Capability Development (TCD) Reporting*
- *Teacher Capability Development – Final Report (2019)*

Moved: A McKay

Seconded: T Rewiri

**MOTION CARRIED**

*Next: Section 4.4. Strategic Reports*

#### 4.4.3. Student Debt Investigation Update

*Related: Action-038 Remediation of Student Debt*

Presenter: Andrea Thumath

The presentation noted that:

- The substance of this action shall be incorporated under the Under-25s Action Plan.
- If Unitec enacts the approaches coming from this investigation, it will benefit not only Under-25s but all students within debt management in the institute.
- Elevation of this issue to Academic Board has been useful to motivate action. From this time on, Academic Board should be confident that operational measures have been identified, that operational implementation is underway and that progress will be reported by exception.

#### MOTION

That Te Poari Mātauranga receive the following report/s:

- *Remediation of Student Debt*

Moved: A Thumath

Seconded: M Williams

**MOTION CARRIED**

## 6. Kupu Whakamutunga | Closing

### 6.1. Ētahi Kaupapa Anō | Any Other Business (AOB)

(None)

### 6.2. Committee Self-Assessment

Topic: *Preparedness for the EER Panel Visit*

Stimulus question/s:

1. *As a committee member, how effective is your oversight of academic quality and student success at Unitec?*
2. *In what areas does the committee need to focus its preparation for the EER Panel visit?*

Discussion noted that:

- A meeting shall be held on Monday with the Extended Leadership Team to consider similar matters. To facilitate an informed response, a shared document shall be set up for members to contribute their responses between the Monday meeting and the due date for submissions to the next meeting, i.e. 2020-03-25.
- The term of "Mock Panel" shall be avoided, instead the term "IER" shall be preferred.

Initial responses noted that:

- We are better prepared for EER2020 than we were for the previous EER.
- Weakness is still felt in terms of data and oversight of the Priority Groups.
- Lack of confidence still exists in the ability to triangulate across various areas of work
- Investigation may be needed into staff concerns of workload and stress impacting their ability to complete Moderation tasks.
- Programme Evaluation and Planning work has greatly contributed to governance level oversight. This shall be complemented by post-SDR analysis and kōrero.
- Implementation of the Academic Risk Register bring significant coherence to governance from Academic Board.

Communications shall be issued in the following few days to all staff regarding the focus areas for EER and selected invitations to the IER preparation sessions.

### 6.3. Karakia Whakamutunga | Closing Prayer

Ka wehe atu tātou  
I raro i te rangimārie  
Te harikoa  
Me te manawanui  
Haumi ē! Hui ē! Taiki ē!

*We are departing  
Peacefully  
Joyfully  
And resolute  
We are united, progressing forward*

**MEETING CLOSED: 1131h**

#### READ & CONFIRMED

Chair:



Date: \_\_20\_\_ / \_\_04\_\_ / 2020\_\_

Peter Winder  
Chairman  
Subsidiary Board of Directors for Manukau Institute of Technology Limited and Unitec Institute of Technology Limited.

7<sup>th</sup> April 2020

Tena koe Peter,

**RE: Introduction to the new Subsidiary Board of Directors for both Institutes.**

On behalf of the TEU/MIT and TEU/ Unitec Branch Presidents, Organisers and the Te Uepu representatives from both Institutes we are requesting an opportunity to personally introduce who we are, and our roles-in supporting our members and students within our institutes on the agenda for the next Boards meeting.

We work closely with our communities, predominately Maori and Pasifika as well as with central/local government and industry relevant to our disciplines.

Additionally, it is hoped to have introductions from you and the Board clarifying the Board's relationships with communities Maori, Pasifika and others with the aim of working collegially for both Institutes and their communities.

We are keen to hear the new directors' aspirations and future directions of the board and how they see their contributions to the NZIST Board and to MIT and Unitec.

We are whole-heartedly committed to the new entity of NZIST Puukenga Aotearoa and believe it is paramount we forge strong links for all staff and the academic voice.

We look forward to a strong working relationship and warmly welcome you all to our respective Institutes.

Nga mihi,

Owen Ormsby  
MA (Hons)  
Co Branch President TEU/MIT  
Senior Lecturer  
Manukau Institute of Technology

**FORMAL MOTION FOR MOVING INTO COMMITTEE FOR  
SPECIFIC AGENDA ITEMS**

I move that pursuant to section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 (“the Act”) and amendments, that the public be excluded from the following parts of the proceedings of this meeting, namely agenda item (please see below) on the subject of (please see below).

The reason for passing this resolution in relation to each matter is detailed below in the Grounds column, with the Section of the Act specified for each agenda item.

Grounds under s.48 (1) for the passing of this resolution are set out 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
<b>3. Chief Executive’s Report</b>			
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>
<b>4. Financial Sustainability</b>			
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>
<b>5. Items for Approval</b>			
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>
<b>6. Items for Information</b>			
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>