



minutes

Unitec NZ Open Board Meeting

Thursday, 28 May 2020, 10.30 am
Manukau Institute of Technology, Otara Campus
And via TEAMS video conferencing

PRESENT

Peter Winder, Chair

Peter Parussini

Robert Reid

Ziena Jalil

Monique Cairns

Andrew Lesa

Steven Renata

APOLOGIES

Gus Gilmore

Chief Executive – Manukau Institute of Technology

IN ATTENDANCE

Merran Davis

Interim Chief Executive

Alison Sarginson

Interim Executive Director – Finance

Mary Johnston

Executive Director – People and Infrastructure

Simon Nash

Interim Executive Director – Ako – Teaching and Learning

Lynnette Brown

Board Secretary (Unitec)

Glenn Mckay

Tumu & Executive Director - Student Success

David Glover

Executive Director – Partnerships & Student Recruitment

Nick Sheppard

Executive Director - Schools and Performance
Head - Engineering and Applied Technology

Martin Carrol

Executive General Manager - Academic and Provost

Antoinette Wood

Board Secretary (MIT)

Karakia

The meeting was opened with a karakia.

1.

Apologies

Apologies were received from Gus Gilmore, MIT Chief Executive.

2. Disclosure of Interests

The Board noted the Register of Interests. Robert noted that the interests of his partner were included and asked that they be removed for the purposes of this and future meetings. No conflict with items on the agenda were declared.

3. Board Business

3.1. Approval of the minutes of the Unitec Board Meeting held 30 April 2020

Resolved:

The minutes of the Unitec Board Meeting held 30 April 2020 are a true and correct record.

Moved: Peter Winder

Seconded: Steven Renata

MOTION CARRIED

3.2. Action List

The Board noted the action list.

4. Chief Executive's Report

4.1. Update from Interim Chief Executive

The Interim Chief Executive's report was taken as read.

The Board noted the work that is being undertaken through the Internal Evaluation and Review process in preparation for the October External Evaluation and Review by NZQA - a significant piece of work for staff.

Resolved:

The Board received the Interim Chief Executive's report.

Moved: Peter Winder

Seconded: Steven Renata

MOTION CARRIED

5. Items for Approval

5.1. Statutes, Committees and Terms of Reference

The Board received the paper and noted that no external chair has been confirmed for the Audit and Compliance Committee but work is ongoing to identify a suitable candidate.

Resolved:

The Board:

1. Approved the adoption of the following:

- a) Statute One: The Board Membership, Meetings, Fees and Committees Statute
 - b) Unitec Standing Orders
 - c) Terms of Reference for the Audit and Compliance Committee
 - d) Terms of Reference for the Chief Executive People and Culture Committee
 - e) E-Meeting Protocols, and
2. Approved the appointment of those members outlined in the paper to the:
 - f) The Chief Executive, People, and Culture Committee,
 - g) Audit and Compliance Committee
 - h) Fono Faufautua Pacific Committee, and
 3. Rescinded the:
 - i) Council Charter, and
 - j) The Statute for the appointment of members to Council.

Moved: Peter Winder

Seconded: Andrew Lesa

MOTION CARRIED

6. ITEMS FOR INFORMATION

6.1. Unitec Trust

The Board received the report.

Resolved:

The Board noted the information relating to the Unitec Trust.

Moved: Peter Winder

Seconded: Ziena Jalil

MOTION CARRIED

6.2. Letter of Expectations

The Board noted the Letter of Expectations to the Board and the fact that the Letter of Expectations for the NZIST Council has yet to be agreed and ratified.

Resolved:

The Board received the Letter of Expectations dated 15 May 2020 from the NZIST Chair and Interim CEO.

Moved: Peter Winder

Seconded: Monique Cairns

MOTION CARRIED

6.3. **Approach to Health and Safety**

The Board noted the paper which provided a background on the approach to the monthly Health, Safety and Wellbeing report

Resolved:

The Board noted the Approach to Health and Safety Reporting.

Moved: Peter Winder

Seconded: Monique Cairns

MOTION CARRIED

6.4. **Health and Safety Report**

The Board noted that due to Covid-19 there was little activity recorded in the report.

Resolved:

The Board received the Health and Safety Report.

Moved: Peter Winder

Seconded: Steven Renata

MOTION CARRIED

6.5. **Covid-19 Update**

The summary update from the Incident Management Team (IMT) was provided to the Board to report on recent activity around the management of Covid-19.

Resolved:

The Board received the Covid-19 Impact Report on Course Delivery and Learner Outcomes Report.

Moved: Peter Winder

Seconded: Peter Parussini

MOTION CARRIED

6.6. **Staff Pulse Survey**

The Board were provided with the results of the interim May Staff Pulse Survey and it was noted that 73% of staff participated in the survey which is the highest response rate shown since the survey began in 2018. The Board commended Management for their work which contributed towards the positive result.

Resolved:

The Board received the Staff Pulse Survey results.

Moved: Peter Winder
Seconded: Steven Renata
MOTION CARRIED

7. Reports and Minutes from Committees

7.1. Academic Quality Action Plan Update

The Board discussed the paper which was provided as an update on the Academic Quality Action Plan and mapped progress towards readiness for EER.

It was noted that progress in some areas, e.g. Plumbing and Gasfitting, was at 33% to target. Management confirmed that they were confident that they are on target to meet the requirements of the review.

The Board agreed that it would be helpful to have more background on those programmes which have been more challenging, e.g. Plumbing and Gasfitting and the School of Business.

Resolved:

The Board received the Academic Quality Action Plan Update and noted the Action Plan

Moved: Peter Winder
Seconded: Steven Renata
MOTION CARRIED

ACTION 1: Provide the Board with further information on Plumbing and Gasfitting and School of Business.

8. Formal motion for moving out of Confidential Session

Resolved:

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
3. Board Business			
3.1	Approval of Minutes of Confidential Meeting held 30 April 2020	Maintain the effective conduct of public affairs through - (i) The free and frank expression of opinions by or between or to members or officers or employees of any local authority, or any persons	<u>Section 7(2)(f)</u>

		to whom section 2(5) of this Act applies, in the course of their duty; or (ii) The protection of such members, officers, employees, and persons from improper pressure or harassment.	
3.2	Matters Arising	Maintain the effective conduct of public affairs through - (i) The free and frank expression of opinions by or between or to members or officers or employees of any local authority, or any persons to whom section 2(5) of this Act applies, in the course of their duty; or (ii) The protection of such members, officers, employees, and persons from improper pressure or harassment.	<u>Section 7(2)(f)</u>
3.3	Action List	Maintain the effective conduct of public affairs through - (i) The free and frank expression of opinions by or between or to members or officers or employees of any local authority, or any persons to whom section 2(5) of this Act applies, in the course of their duty; or (ii) The protection of such members, officers, employees, and persons from improper pressure or harassment.	<u>Section 7(2)(f)</u>
4. Chief Executive's Report			
4.1	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>
5. Financial Sustainability			
5.1	April Monthly Report	Enable any local authority holding the information to carry on, without prejudice or disadvantage, commercial activities.	<u>Section 7(2)(h)</u>
5.2	Covid-19 Financial Impact Report	Enable any local authority holding the information to carry on, without prejudice or disadvantage, commercial activities.	<u>Section 7(2)(h)</u>
5.3	Major Capital Builds	Enable any local authority holding the information to carry on, without prejudice or disadvantage, commercial activities.	<u>Section 7(2)(h)</u>
6. Items for Approval			
6.1	Lease of Penman House and Oakridge House	Enable any local authority holding the information to carry on, without prejudice or disadvantage, commercial activities.	<u>Section 7(2)(h)</u>
7. Items for Information			
7.1	Semester 1 Enrolment Update	Enable any local authority holding the information to carry on, without prejudice or disadvantage, commercial activities.	<u>Section 7(2)(h)</u>
7.1.1	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>
8. Items for Noting			
8.1	NZIST Correspondence	Enable any local authority holding the information to carry on, without prejudice or disadvantage, commercial activities.	<u>Section 7(2)(h)</u>

8.1.1	MoE Letter – Education Act S222N re Capital Projects	Enable any local authority holding the information to carry on, without prejudice or disadvantage, commercial activities.	<u>Section 7(2)(h)</u>
8.1.2	Interim thresholds for Approval of Capital Expenditure by the Secretary of Education	Enable any local authority holding the information to carry on, without prejudice or disadvantage, commercial activities.	<u>Section 7(2)(h)</u>
8.1.3	NZIST Subsidiaries Governance Framework	Enable any local authority holding the information to carry on, without prejudice or disadvantage, commercial activities.	<u>Section 7(2)(h)</u>
8.1.4	NZIST Approval Process	Enable any local authority holding the information to carry on, without prejudice or disadvantage, commercial activities.	<u>Section 7(2)(h)</u>
8.1.5	NZIST Approval Matters Request Form	Enable any local authority holding the information to carry on, without prejudice or disadvantage, commercial activities.	<u>Section 7(2)(h)</u>
8.1.6	NZIST Council and Subsidiary Board Calendar	Enable any local authority holding the information to carry on, without prejudice or disadvantage, commercial activities.	<u>Section 7(2)(h)</u>
8.2	Letter from Office of the Auditor General – Audit Fees	Enable any local authority holding the information to carry on, without prejudice or disadvantage, commercial activities.	<u>Section 7(2)(h)</u>

Moved: Peter Winder
Seconded: Monique Cairns
MOTION CARRIED

Meeting closed at 11.40am

Next Meeting: 25 June 2020



Peter Winder, Chair 25 June 2020