

Western Institute of Technology at Taranaki Limited

(the Company)

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

26 May at 10.30am

Minutes

These are the minutes of the Board meeting held on 26 May 2020 on Bell St Campus and by zoom video conferencing.

1. Present

Directors present: Robin Brockie, Bev Gibson, Charlotte Littlewood, Colleen Tuuta, Daniel Fleming, Sam Huggard, Lyal French-Wright

Robin Brockie acted as chairperson of the meeting.

Other attendees present: John Snook (Chief Executive), Nicola Conley (Director Corporate), Daniel Jackson (Chief Financial Officer), Nita Hutchinson (Academic Director), Kyle Hall (School Director), Daniel Fuemana (School Director), Ruth Crawford (School Director)

Apologies: Cassandra Crowley

Quorum

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

Conflicts of interest

The following conflicts of interest were noted:

Lyal French-Wright noted that he was

- Trustee – NPBHS Centennial Trust
- Board Member – NPBHS Old Boy's Association
- To Remove: COO UCOL

2. Approval of previous Board meeting minutes

The Board resolved unanimously to confirm as a correct record the minutes of the Council meeting held on 29 April 2020.

Moved: C Littlewood/ Seconded B Gibson

3. Management Reports

Chief Executive Report, including COVID-19 Update

Finance Report:

The report was taken as read and the following key points were made;

- Currently tracking ahead of budget for the month
- Timetable changes due to Covid-19 meant the 4-month period of Government revenue was now stretched over 5 months and that in July we would be booking two months.
- Finance Revenue has increased solely due to the sale of the Young Street building.
- Personnel Costs have also increased, this is mainly due to no annual leave being taken while everyone was in lock down, all staff were on Special leave.
- Covid-19, The Committee acknowledged the work that Linda Dravitski and her team did to ensure the return for staff and students from Level 3 to Level 2 back on campus went smoothly and procedures were all in place, extensive planning went into ensuring we not only met but exceeded the expectations, so Thank you to Linda and her team along with IT and Gemma in Communications ensuring we were well advised.

Forecast

- The forecast has assumed that we will not get any international Students until 2021 due to the boarder being closed with uncertainty around when it will open again.
- This reduces the revenue by \$1.5m with a further reduction in \$2.8m in cash usually received in advance of when the students start.
- We are preparing for a larger domestic intake, with new programmes set to begin in second semester and the zero fees scholarship that has been rolled out to any student that isn't able to access the government subsidies.
- NZIST have requested three separate scenarios giving the Optimistic, Pessimistic and Neutral views of the finances for the year.

Academic Committee Report

- The Report was taken as read, some commentary around 2018 Moderation and the High Risk centred around one programme in the Foundation area. 2018 Moderation is being closed off and 2019 was now a main focus.

Health & Safety Management Report

The report was taken as read due to Covid-19 there were minimal incidents reported.

The Board resolved unanimously that the following reports be received:

- Chief Executive Report
- Finance Report
- Forecast
- Academic Committee Report
- Health & Safety Report

Moved: R Brockie/ Seconded D Fleming

4. Receipt of Audit and Risk Minutes

The Board resolved unanimously to receive as a correct record the minutes of the Audit and Risk Committee meeting held on 20 May 2020. With one amendment to the minutes that states Sam Huggard was in attendance.

5. Strategic or Discussion Items

Stage two Business Case – Campus Master Plan

The Board resolved unanimously to approve the Business Case for Stage 2 of the Campus Master plan, further approval from NZIST is needed to begin the project.

There is an application in the shovel ready projects that has progressed to the next stage the will assist this project for competition of stage one and two. All members agreed this was a good move for WITT and the Taranaki region to move forward with the Master Plan upgrade.

Moved: C Tuuta/Seconded D Fleming

Ratification of Graduands

The Board resolved unanimously to ratify the recommendation made by the Academic Committee and ratify the students to graduate at the 2021 Ceremony.

Moved: R Brockie/ Seconded L French-Wright

6. Public Excluded

In accordance with section 48(1) of the *Local Government Official Information and Meetings Act 1987*, the Board resolved unanimously that public is excluded from the following part of the proceedings for the Board meeting for the following reasons:

- *Public Excluded Minutes*
- *Consider compensation request from NZIST*

That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information where the withholding of the information is necessary to protect the privacy of natural persons and the matters involves confidential information about an identifiable person.

Moved: R Brockie/ Seconded D Fleming

7. Closure

There being no further business the Chairperson declared the meeting closed at 12.30pm and the meeting finished with a karakia.

Dated: 26 May 2020

Signed as a correct record

_____ Chairperson