

Western Institute of Technology at Taranaki Limited

(the Company)

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

29 April 2020 at 9.30am

Minutes

These are the minutes of the Board meeting held on 29 April 2020 by Zoom video conferencing.

1. Present

Directors present: Robin Brockie, Bev Gibson, Cassandra Crowley, 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), Kevin Uncles (Acting School Director), Ruth Crawford (School Director)

One member of the public attended.

Apologies: There were no apologies

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:

Robin Brockie noted that he was

- Shareholder – Roller Blaster Limited
- Shareholder – First Check Limited

Cassandra Crowley noted that she was

- Trustee – Skills Foundation Trust
- Advisory Board Chair – Nisa

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 26 February 2020.

Moved: C Crowley/ Seconded C Littlewood

The Board resolved unanimously to confirm as a correct record the minutes of the Board meeting held on 1 April 2020.

Moved: D Fleming/ Seconded: C Tuuta

3. Management Reports

Chief Executive Report, including COVID-19 Update

The Chief Executive gave a verbal update to the Board, including a COVID-19 update.

- Extensive planning around the movement from Level 4 to Level 3 was taking place. Planning was also under way for a move from Level 3 to Level 2 and ensuring signage was available over the three campuses when this move does happen.
- There would be a need to get more PPE as any PPE we had prior to lockdown was given to TDHB.
- Flu Injections would also be available once we reach level two for students who come on to campus at no cost to them.
- Contact tracing protocols were in place for any staff or contractor that comes on to campus, this is a strict procedure and all staff are aware of what the process is.

Finance Report:

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

- Operational results are currently \$400k ahead of Budget, the key driver being the sale of the Young St Building.
- After class audits and WITT initiated withdrawals, EFTSs are currently 932 Domestic and 301 International. Both of these are ahead of last year. We have achieved 79% of our full year's funding, with the intention of going to TEC to asking for additional funding.

The Board resolved unanimously that the Finance Report be received.

Moved: R Brockie/ Seconded: S Huggard

Health & Safety Management Report

The report was taken as read. The Board commended management on the clarity and layout of the report. A member of the Board asked about staff wellbeing and the processes being taken to ensure staff wellbeing is monitored.

Management responded that all managers are speaking with their staff at least twice a week, either by zoom, phone or email. Any staff who have identified that they may need more support were being prioritised and support wrap around was being provided for them.

The Board resolved unanimously that the Health and Safety Management Report be received.

Moved: R Brockie/ Seconded D Fleming

4. Receipt of Audit and Risk Minutes

The Board resolved unanimously to confirm as a correct record the minutes of the Audit and Risk Committee meeting held on 18 March 2020.

Moved: R Brockie/ Seconded C Crowley

The Board resolved unanimously to confirm as a correct record the minutes of the Audit and Risk Committee meeting held on 23 April 2020.

Moved: R Brockie/ Seconded B Gibson

5. Strategic or Discussion Items

NZIST/RoVE Update

The Board congratulated Nita Hutchinson for her appointment to the NZIST Academic Board and noted that it is a great accomplishment not only for Nita, but for WITT.

Strategic Plan 2020 -2022, Te Korowai Mātauranga o Taranaki

The Board resolved unanimously to ratify the recommendation made by the Audit and Risk Committee at the meeting on 23 April to adopt and approve the Strategic Plan 2020-2022, Te Korowai Mātauranga o Taranaki

Moved: R Brockie/ Seconded B Gibson

2019 Annual Report

The Board resolved unanimously to ratify the recommendation made by the Audit and Risk Committee at the meeting on 23 April to adopt and approve the 2019 Annual Report.

Moved: R Brockie/ Seconded B Gibson

Stage 1, Business Case of the Campus Master Plan

The Board resolved unanimously to ratify the recommendation made by the Audit and Risk Committee at the meeting on 23 April to approve the Business Case for Stage 1 of the Campus Master Plan.

Moved: R Brockie/ Seconded B Gibson

Appointments of Audit and Risk Committee and Committee Chair

The Board resolved unanimously to ratify the recommendation made by the Audit and Risk Committee at the meeting on 23 April that:

- The existing members of the Audit and Risk Committee continue to be members;
- Sam Huggard and Bev Gibson be appointed to the vacant positions on the Audit and Risk Committee.
- Bev Gibson be appointed as Chair of the Audit and Risk Committee.

Moved: R Brockie/ Seconded B Gibson

Appointment to Personnel Committee and Committee Chair

The Board resolved unanimously to ratify the recommendation made by the Audit and Risk Committee at the meeting on 23 April that:

- The existing members of the Personnel Committee continue to be members;
- Sam Huggard be appointed as a member of the Personnel Committee.

Moved: R Brockie/ Seconded B Gibson

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:

Chief Executive Contract

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: C Littlewood/ Seconded B Gibson

7. Closure

There being no further business the Chairperson declared the meeting closed at 10.15am and the meeting finished with a karakia.

Dated: 29 April 2020

Signed as a correct record



Chairperson