

Western Institute of Technology at Taranaki Limited

(the Company)

Minutes of a meeting of the Board of Directors

(Board)

22 September at 8.30am

Minutes

These are the minutes of the *Board* meeting held on 22 September 2020 on Bell St Campus.

1. Welcome and Apologies

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

Robin Brockie opened the meeting as Chairperson.

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), Bryce Turner (School Director)

Apologies:

The Chairperson declared the meeting open

2. Karakia

The meeting was opened with a Karakia

3. Register of interest

There were no conflicts to be updated.

4. Confirmation of previous Board meeting minutes

The Board resolved unanimously to confirm as a correct record the minutes of the Council meeting held on 25 August 2020. No matters arising.

Moved: Robin Brockie

Seconded: Bev Gibson

5. Management Reports

Chief Executive Report

The report to the Board was verbal and the following points were noted:

- Currently there are 12 CAP Students in self isolation due to being close contact with a person who tested Positive, the students are considered low risk. TDHB are working closely with WITT and all students have been tested and isolated as a precaution. Further to this point all students have returned a negative test.
- Student recruitment – Targeted marketing around School leavers was underway, John was meeting with all Taranaki High School Principals to ensure we are considered as one pathway for their students.
- English Language was being offered to current International students in the Country for free, the students would then have an opportunity to pathway to a mainstream programme offered at WITT as an International student.
- Wishes to acknowledge to the family of a student at WITT who has sadly passed away. Our Condolences to his family at this time.

Academic Committee Report:

The report was taken as read and the following noted from discussion:

- Semester one EPIs and Academic Risk Register were included in this month's report. EPIs are tracking similar to 2019, despite early intervention but Covid-19 has had an impact on these, further information is needed.
- The Committee would like an Action plan on how to fix the "red sea" in the EPI report.
- Are we doing enough for the teaching staff to ensure we are assisting those that are teaching students.
- Getting organised for 2021 to help these issues and be better organised.

The Board resolved unanimously that the following reports be received:

- Chief Executive Report
- Academic Committee Report

Moved: Robin Brockie **Seconded:** Daniel Fleming

6. Audit and Risk

Minutes

The minutes of the Audit and Risk meeting held on 16 September 2020 were taken as read, the Audit and Risk Committee will receive and approve the minutes at the meeting on 21 October 2020.

Finance Report

The report was taken as read and the following points came from the discussion:

- Primary focus this month-end was on the preparation of the 2021 Budget which was submitted to the Board for consideration at this meeting, some changes suggested to Daniel by the Board for consideration and a re presentation will be via email prior to submission to NZIST.
- Government Revenue has now slipped behind budget due to no further intakes.
- Increase to enrolments was outstanding to see from previous years, everyone has worked hard to over achieve the numbers currently enrolled.
- Confirmation of the additional funding for over delivery was still to come, there had been a verbal confirmation based on the criteria but written confirmation was still to come.
- Risk Register/Matrix has highlighted the People capacity and the burnout from some staff in the institute.

Health & Safety Report

- The report was taken as read, the Board were pleased to see a lot more clarity with the information in the report.

The Board resolved to unanimously receive the reports of the Audit and Risk Committee meeting held on 16 September 2020, which includes the Finance Report, Minutes and Health and Safety Report.

Moved: Robin Brockie **Seconded:** Lyal French-Wright

7. Strategic or Discussion Items

Covid-19

- Level 1 across the Country today except Auckland.
- A few of the last CAP intake have been made aware they are considered close contacts; all students and staff part of this cohort have been re tested and are currently isolating as a precaution.

RoVE/NZIST

- New name will be announced on 29 September.
- International Workshop for all ITP CE's with Stephen Town on 28 September.

8. Decision Items

- Business Case – Shelter Lower Campus

A business case was presented to the Board outlining the need for shelter across the lower campus Trades areas, to keep the students dry and able to carry on with work given the Taranaki Weather. The need for three separate Shelters built to enable students to work outside in all weather situations, will also lower the health and safety risk of having a number of students inside a workshop and not being able to work safely. Having the shelter will give the staff and students the space to ensure the workshops are not being overloaded, due to the high increase in enrolments in this area.

The Board unanimously approved the Business case to build the 3 Shelters over the lower campus areas outlined in the detailed Business Case.

Moved: Colleen Tuuta **Seconded:** Charlotte Littlewood

- Student Fee Approval 2021

The Board resolved unanimously that the 2021 Student Fee for Domestic Students be increased to 1% and that the International Student fee remain the same for 2021.

The board resolved unanimously that the Student fees for 2021 presented be approved

Moved: Bev Gibson **Seconded:** Daniel Fleming

- Ratification of Graduands

The board resolved unanimously that the Ratification of Graduands list presented be approved

Moved: Lyal French-Wright **Seconded:** Cassandra Crowley

The Board made a motion to move to the “Public Excluded” section of the meeting

In accordance with section 48(1) of the Local Government Official Information and Meetings Act 1987, resolves that the public are excluded from the following part of the proceedings of the Board of Directors meeting on Tuesday 22 September for the following reason/s:

“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 information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information”

Moved: Robin Brockie **Seconded:** Lyal French-Wright

9. Closing

There being no further business the Chairperson declared the meeting closed with a karakia.

Signed as a correct record at the meeting 27 October 2020



____Chairperson

ACTION PLAN

Item	Topic	Responsible	Due	Status
1.	Number of Māori students by course level in a spreadsheet, include the EPIs across 3 years	Nita Hutchinson	27 October 2020	Open
2.	Action Plan on EPIs how we plan to increase the results.	Nita Hutchinson	27 October 2020	Open
3.	Report on Scholarships - How its operationalised to go to the next Audit and Risk Meeting		16 October 2020	Open