

# Western Institute of Technology at Taranaki Limited

(the Company)

## Minutes of a meeting of the Board of Directors

(Board)

27 October at 8.30am

### Minutes

#### 1. Welcome and Apologies

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

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, Bryce Turner (School Director)

The Chairperson declared the meeting open

#### 2. Karakia

The meeting was opened with a Karakia

#### 3. Register of interest

Bev Gibson noted she is now a co-opted trustee for Wild for Taranaki.

#### 4. Confirmation of previous Board meeting minutes

The Board resolved unanimously to confirm as a correct record the minutes of the Board meeting held on 22 September 2020. There were no matters arising.

**Moved:** Robin Brockie

**Seconded:** Daniel Fleming

#### 5. Management Reports

##### Chief Executive Report

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

- Discussions around international students learning offshore online were being had with NZQA and other subsidiaries. Using the iQualify platform as they are already approved to deliver anywhere in the world. Work with Immigration NZ still to be done to recognise this arrangement post Covid-19 and with NZ Borders remaining closed.

- Student recruitment – Enrolments have increased from 100 EFTs to 260 EFTs from 2020 to 2021. The drive in re enrolment was currently in progress. Entering each classroom and re-enrolling the students while they were still on campus has been a great success.
- Sports Academy – With a view to engage in local Taranaki High School students who are top athletes in sports and looking to access some testing equipment relating to their sport and study a degree at the same time. We are also actively seeking top Taranaki athletes, giving them access to the equipment for free to promote and engage the wider Taranaki community.

#### **Academic Committee Report:**

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

- Te Pūkenga were on campus for two days, seeking engagement from students, staff, iwi and community groups around Te Akonga (the student) at the centre. Bryce Turner and Pennie Muldoon have been selected to be part of a committee tracking the learner at the centre.
- Scholarships – Criteria for any new scholarships as per Chief Executive Statute, the Chief Executive will forward to the Board the details of any new scholarships. The criteria for the Sport Academy Scholarships was approved by the Academic Committee.
- Hui Kōrerorero Rangahau - WITT Research Hui, has been set up and planned to go ahead late November.

#### **2021 WITT Budget:**

The WITT Subsidiary Board delegated approval to the Audit and Risk Committee for the approval to submit the 2021 Budget to Te Pūkenga.

Subsequently a range of scenarios were presented to the Committee to agree on and approved via email on 6 October 2020. The Audit and Risk members approved the submission of the 2021 Budget to Te Pūkenga on 9 October 2020, we now await the decision for its approval.

The Board resolved unanimously that the following reports be received:

- Chief Executive Report
- Academic Committee Report
- For Information – 2021 Budget

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

## **6. Audit and Risk**

#### **Minutes**

The minutes of the Audit and Risk meeting held on 21 October 2020 were received. The Audit and Risk Committee will receive and approve the minutes at the meeting on 18 November 2020.

#### **Finance Report**

The report was taken as read and the following comments were made in regards to the report:

- Revenue is \$72k favourable to budget (due to government revenue, and trading revenue being

favourable; lower full cost short courses and no July 2020 intake of international students as impacted by COVID-19 as being unfavourable).

- Expenditure is \$405k adverse to budget (due to movements in annual leave accrual and hiring of staff to teach/support larger than budgeted semester2 intake). Lower travel costs and savings on international commission costs.
- 1716 EFT's Oct 20 which is 253 EFT's more than 2019 total EFT's.
- The \$844k additional 2020 funding request to TEC has been partially approved with \$263k received. Management seeking the remainder that was verbally approved by TEC through Te Pūkenga.
- The cash flow year-end forecast is \$1.9m (break-even budget impacted by COVID-19 and reduced International income).

### **Health & Safety Report**

The report was taken as read and it was noted that NPDC were onsite investigating a leaking pipe, further findings to come from this.

The Board resolved to unanimously receive the reports of the Audit and Risk Committee meeting held on 21 October 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**

- No updates to report, included is information from the Taranaki District Health Board on who needs and should be tested.

### **Te Pūkenga**

- New name is now Te Pūkenga
- Discussion on work load over and above business as usual.
- Meeting with Tuhakia Keepa around the Treaty Framework. The Executive and members of the Board have had a deep engagement around this draft document, and we now await further discussions.
- Attached was the letter from Stephen Town to TEC seeking a reconsideration of funding for two subsidiaries, WITT being one.

## **8. Decision Items**

### **Approval of Graduands**

The Board approved the Ratification of Graduands as per the report provided.

**Moved:** Robin Brockie      **Seconded:** Charlotte Littlewood

## 2021 Meeting Dates for Board and Audit and Risk Committee

The meeting dates as provided were confirmed.

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

### 9. Public excluded

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, resolved 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:

#### **Item 11: Public Excluded Minutes**

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.

#### **Item 12 NZIHT – Hamilton Campus**

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:** Charlotte Littlewood

The Board resolved to move out of “Public Excluded” section of the meeting

### 10. Closing

The Board acknowledged the departure of Daniel Jackson and thanked him for the significant work he has accomplished in the last two years and wished him well on his new adventures.

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

Signed as a correct record at the meeting 24 November 2020



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Chairperson

#### **ACTION PLAN**

Item	Topic	Responsible	Due	Status
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