

Western Institute of Technology at Taranaki Limited

(the Company)

Minutes of a meeting of the Board of Directors

(Board)

24 November at 8.30am

Minutes

1. Welcome and Apologies

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

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

Apologies: Charlotte Littlewood

The Chairperson declared the meeting open at 9.30am

2. Karakia

The meeting was opened with a Karakia

3. Register of interest

Cassandra Crowley noted she is now Chair, Ministry of Health – Lead Chair of DHBs for K.L.C Limited

Robin Brockie noted he is a Shareholder in Hivemind Limited

Ruth Crawford noted she is Regional Coordinator for Nursing Educators in The Tertiary Sector

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 27th October 2020. There were no matters arising.

Moved: Bev Gibson

Seconded: Daniel Fleming

Carried

5. Management Reports

Chief Executive Report

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

Moved: R Brockie

Seconded: S Huggard

Carried

- The Board asked for the report to have a bit more substance to it. The format used for reporting

doesn't reflect the details the Board would like to see. John will make changes to the current template to reflect a more substantial report and will include more details across the four schools.

- Regional Skills Leadership Group (RSLG) – John is working with MBIE to ensure an education voice was being represented on the Taranaki RSLG.
- WITT has engaged with Kathie Rifle, to collaborate with staff and students, on Māori Learner Success, what are we doing well and what do we need to improve on. A report is due December 2020.
- Discussion with International Working Group (IWG) was being held in Christchurch this week to discuss what is happening offshore as a Te Pukenga; how it will work with the regulations that we need to follow and how we prioritise International Students once the borders open? This may not be until 2022.

Academic Committee Report:

The report was taken as read:

- Māori Learner Success Action plan has previously come out of the School Business Plans. These are in progress for 2021. Once the plans have been firmed up, we will work alongside the School Directors and Kathie Rifles action plan to ensure 2021 plan sees improvement.

Moved:

Seconded:

Carried

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.

The report was taken as read, and no further comments were made.

Moved: B Gibson

Seconded: S Huggard

Carried

Health & Safety Report

The report was taken as read.

The Board resolved to unanimously receive the reports of the Audit and Risk Committee meeting held on 18th November 2020, which includes the Finance Report, Minutes and Health and Safety Report.

Moved: Robin Brockie

Seconded: Cassandra Crowley

Carried

Audit NZ Reports

The CE requested the acting CFO to devise an action plan to have any recommendations closed out and if any policy updates are required that WITT and WINTEC work together on these.

Strategic or Discussion Items

Covid-19

- Immigration NZ have extended Visa entry into NZ for Essential Workers to 31st March 2021. This was previously 31st December 2020.

Te Pūkenga

- Board Chair Meetings have been set for 2021.

Kathie Rifle - Māori Learner Success

Kathie Rifle, Director and Education Cultural Consultant for Māori Education presented on Māori Learner Success. The main objectives are effective implementation of Ka Hikitia into mainstream education and supporting success for Māori as Māori in the education sector. Kathie; in collaboration with staff and students at WITT will evaluate representation of Māori learning and success within the institute providing a full report and action plan due December 2020.

Nic Conley - Maori Competency Programme

The Cultural Competency programme presented is an entry level Te Reo programme. The programme is made up of interactive modules designed for new academic and allied staff to WITT enabling them to become more familiar with culture competency throughout the institution. The programme finishes with a Marae visit to Parihaka. Programme to be rolled out February 2021.

Decision Items

Delegation to Audit & Risk Committee – Approval of Graduands

Moved: D Fleming **Seconded:** S Huggard **Carried**

Public excluded

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

Moved: R Brockie **Seconded:** B Gibson **Carried**

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: Boon Presentation

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 13. WITT Revised Budget

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: R Brockie

Seconded: B Gibson

Carried

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

9. Closing

The Board acknowledged Te Rina Waiwiri will be going on Maternity Leave for a short period and wished her well.

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



Chairperson

ACTION PLAN

Item	Topic	Responsible	Status	Due
1	Implementation of preferred framework for reporting	CE	OPEN	23 February 2021