

Western Institute of Technology at Taranaki
Limited

(the Company)

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

29 June 2021

Minutes

1. Welcome and Apologies

Directors present: Robin Brockie (Chair), Bev Gibson, Colleen Tuuta, Daniel Fleming, Lyal French- Wright, Cassandra Crowley, Sam Huggard via zoom. Charlotte Littlewood (departed early 12.16pm)

Other attendees present: John Snook (Chief Executive), Allie Hemara-Wahanui (Kaiārahi), Nicola Conley (Director Corporate), Nita Hutchinson (Academic Director), Kyle Hall (School Director), Daniel Fuemana (School Director), Ruth Crawford (School Director), Bryce Turner (School Director)

Apologies: Paul Holloway (Acting Chief Financial Officer)

The Chairperson declared the meeting open at 11.00am and extended a welcome to Allie Hemara-Wahanui as the Kaiārahi, to the first meeting.

2. Karakia

The meeting was opened with a Karakia

3. Register of interest

Updates to the Register have been included in the report.

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 27 April. There were no matters arising.

Moved: B Gibson

Seconded: D Fleming

Carried

5. Management Reports

Chief Executive Report

Opened discussions first welcoming in Allie Hemara-Wahanui as a new appointment to the team to the Deputy Chief Executive – Kaiārahi position.

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

- Crown Loan – No discussion from Te Pūkenga or TEC in regards to the loan in regards to the letter and discussions to have the loan written off.

- MYWITT – An App was currently in development and would be released in time for second semester enrolments, the App is designed to give students live information regarding personalised timetables, events, results, enrolment stage and the likes. The App is currently in the process of awaiting approval to the Apple and Play stores. The ETA for release is 6 July.
- WITT Hosted the Chamber BA5 event on 1 June, the event also combined a soft launch of the \$100m plan – Te Korowai Matauranga. The event itself was a success and had a large uptake of stakeholders, community and iwi representation. The event included a speech from Stephen Town – Te Pūkenga Chief Executive.
- WITT held the first Annual Lunch for High School Principals including kura from all around Taranaki Maunga, a great turn out for the first of what we envision will be an annual event. Partnerships with other ITPs and Universities were also released at the event, so a more collaborative approach to those year 13 students who may wish to do a degree, one year at WITT and two years at University, the relationships have been created to give students an option and not have to leave the nest straight out of high school.
- Te Pūkenga visited WITT on 18 June as part of a nationwide roadshow. Tania Winslade and Heather Geddes, both Deputy Chief Executives of Te Pūkenga, presented the Operating model to staff and students. Ana Morrison – Deputy Chief Executive and Tuhakia Keepa were onsite to discuss Te Pae Tawhiti, with Executive and Māori Kaimahi.

Academic Committee Report:

The report was received and the following comments were made:

- The Committee received the 2020 research outputs, noting that although Covid-19 had a large impact on 2020 in regards to gathering research data, completing projects was a great success.
- The First Impression survey has been included in the report and gave a great analysis on the students' initial experience of WITT from their first contact. There was a low completion rate of 18%, and management are looking at how that can be improved for the second semester onwards.
- An update on proposed KEQs would be available at the 31 August meeting in preparation for the Mock EER to be held end of 2021.

Central Services Report

Two tables were included following on from the last Board meeting in April to give an overview of the A++ dashboard and a high-level overview on staffing across the institute. The Board thought the report was a great thing and would like it updated each meeting, with more narrative included.

6. Audit and Risk

Minutes

The Board noted the receipt of the draft minutes from the meeting 22 June 2021. This Board meeting held 29 June included recommendations from the Audit and Risk Committee for approval.

Health & Safety Report

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

- The Board completed a walk around campus prior to the meeting on 29 June, which included visiting areas that have had Capex upgrades in the last 12 months.
- The Board commended the improved signage and visibility of Health and Safety around the campus, it was great to see the significant areas around.
- Progress for H&S in all areas has been improved in particular the Trades School has increased training in the School to upskill staff on how and what to do in certain situations.
- Lighting was being improved in the lower half of the campus as it's a risk in terms of staff or students onsite late walking back to their vehicles for instance and with the amount of foliage particularly around the lower car park, c and d blocks.
- The Board have requested a presentation from the Health and Safety Committee to get an idea of issues from the staff dealing with day to day instances. This presentation will happen at the Board meeting on 31 August.

Finance Report

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

- \$500k was being held for International students that may need to be refunded due to restrictions in entering the Country due to Covid-19 Restrictions. The Board asked what the likely hood of the money needing to be refunded would be and it is likely due to the recent outbreak particularly in India that the students would likely be refunded.
- The report was very informative and the Board have commended Paul and Roslyn for the detail within.
- The Budget for 2022 was currently in discussions. Te Pūkenga will come out with a template and have asked for ITP Budget Targets in July and would expect a budget to be in its final state to be presented in September and approved October 2021 for final sign off.

Strategic or Discussion Items

7. Presentations:

The Meeting started with two presentations:

School, Trade Training, Primary and Creative Industries – Daniel Fuemana (School Director)
School, Nursing, Health and Wellness – Dr Ruth Crawford (School Director)

The Board thanked both Directors for their presentation and the information included that gave them an overview of their business plan and the direction the School was headed in. Ngā mihi kia korua.

8. COVID-19

The Board were notified to a low number of staff that have been in Wellington at the time the current case has presented and in a number of the same locations of interest, they are all adhering to the advise as per Ministry of Health Regulations. One member of staff has been isolating as per advice from MoH, but has presented a negative test.

9. Te Pūkenga

Standing Item:

- Numerous visits are scheduled for Te Pūkenga in different areas. We have already had two visits both in June for Te Pae Tawhiti and the release of the Operating Model
- We are expecting another two visits in July for Academic Regulations and an Iwi engagement with Stephen Town.

Decision Items

10. Delegation of Functions

The Board resolved to unanimously approve the delegation of functions on recommendation from the Audit and Risk Committee.

Moved: C Crowley

Seconded: L French-Wright

Carried

11. Risk Management Framework

The Board unanimously resolved to approve the Risk Management Framework on recommendation from the Audit and Risk Committee

Moved: R Brockie

Seconded: B Gibson

Carried

12. K Block Roof Tender

The Board resolved to approve the K Block Roof Tender on recommendation from the Audit and Risk Committee.

Moved: R Brockie

Seconded: D Fleming

Carried

13. Policy Approval

The Board resolved to approve the following Policies on recommendation from the Audit and Risk Committee:

1. Contract Management
2. Media Liaison
3. Review and Publishing of Institutional Material
4. Confidentiality/Privacy of Information
5. Business Continuity Plan

Moved: R Brockie

Seconded: C Crowley

Carried

14. Academic Statute

The Board resolved to approve the changes to the statute including the changes tabled by the Chief Executive outlined in the separate report, these changes are effective immediately.

It was noted the following Board members supported the motion to accept the changes: R Brockie, B Gibson, L French-Wright, D Fleming, C Crowley, S Huggard.

The following Board member was against the motion: C Tuuta

Moved: R Brockie

Seconded: B Gibson

Carried

15. Going Concern

Acknowledgement to the going concern document approved by the Board via email on 1 June submitted by Paul Holloway. The Board have ratified the decision to confirm the acceptance of the report presented, this note was to formalise that decision and capture the confirmation in this meeting.

16. Public excluded

The Board resolved that in accordance with section 48(1) of the Local Government Official Information and Meetings Act 1987, that the public are excluded from the following part of the proceedings of the Board of Directors meeting on Tuesday 29 June, 2021 for the following reason/s:

Item 16: Cashflow Risks and Approval to seek Debt Funding

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.

The Board resolved to approve the recommendation from Audit and Risk Committee and confirm the approval of the report.

The following Board member abstained due to a conflict of interest: S Huggard

Moved: R Brockie

Seconded: B Gibson

Carried

Closing

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

Signed as a correct record at the meeting 31 August 2021



Chairperson

MATTERS ARISING

Item	Topic	Responsible	Status	Due
1.	Update regarding WITT Staff involvement/time commitment as part of Committee/working groups for Te Pūkenga.	N Hutchinson	Active	31 August 2021
2.				
3.				
4.				