

Western Institute of Technology at Taranaki Limited

(the Company)

Minutes of a meeting of the Board of Directors

(Board)

25 August at 10.00am

Minutes

These are the minutes of the *Board* meeting held on 25 August 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 Chair..

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

The following conflicts of interest were noted:

Bev Gibson:

- Remove: Te Korowai o Ngaruahine Trust (Director)
- Remove: Te Kiwai Maui Limited (Director)

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 21 July 2020. No matters arising.

Moved: Robin Brockie

Seconded: Lyal French-Wright

5. Management Reports

Chief Executive Report

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

- Preparation around 2021 has begun, ensuring systems are set up and ready to go.
- Currently there is a freeze on appointments until the consequences of Covid -19 become clearer.
- Reconnection to the community, we will soon meet with all Taranaki High School Principals to work with the schools and ensure leaving students are aware of what WITT is offering in 2021. There is a push on Degrees and attracting the School Leavers for next year and thereafter.
- We are also in preparation for reconnecting with Iwi leaders, meeting all 8 Taranaki Iwi over the next few months to establish a stronger relationship and mend the historic ties.
- CAPEX is still moving forward in regards to targeted spaces for staff and students. There has been an upgrade in parts of the campus in Technology, ensuring we are well equipped for zoom classes, that are easy for the teaching staff to use and the student to be part of.
- There is a big push on enrolling domestic students, as it's likely we will feel the decrease in International numbers now that there will be no further intake until 2021.
- Collectively the Board are behind Executive to make the changes needed to continue with the projects approved e.g. the Atrium project and the historic debt to the Crown.
- There was general discussion on how we can support those people lose their job due to Covid-19. It was noted that those companies that will also lose the working wage subsidy will likely restructure resulting in job losses in our community.

Academic Committee Report:

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

- Low response from the Covid-19 Survey
 - Very high levels of Satisfaction
 - Recurring themes
 - Specific Actions will come to the next Board Meeting.
- TLC Committee still lacking oversight in Research outputs.
- A need to ensure that appropriate Research is completed throughout the year.
- Importance of feedback to students on progress and ensuring its timely and accurate.
- Assessments and due dates for results ensuring these are aligned with the timing.
- The Board asked to see the minutes of the ACR meeting and it was confirmed that these were available to members in the Stellar Library.
- In relation to the results of the survey It was noted that creative ways continue to be found to ensure students can make friends and feel part of the WITT community. Look to events to be held on campus to allow students to mix and mingle in a safe environment and make friends.

Māori Retention/Iwi Affiliation

- Participation 22%.
- Retention consistent with participation, 33% of all enrolments identify as Māori
- The Board would like to see the numbers by course in spreadsheet form showing exactly where Māori students are, this to be presented to the next meeting and include the EPIs across 3 years.
- The Board also asked to gauge the details down to the affiliated Hāpu of each student should the information be available, unfortunately we do not collate this data from the students so we are unable to know which hāpu they whakapapa to. We comply with TEC rules and regulations in terms of the Enrolment Form. The form will be updated to include the hāpu should students wish to include this information.
- Comments around those students who do not complete a formal withdrawal and tend to drop off without completing the appropriate documents.
- Changes are happening in the Institute for example:
 - Organisation around the preparation of the following year being done earlier
 - Increase in Māori staff
 - Raise the level of Māori Competency for staff to gain more cultural knowledge, a new Cultural Competency course was being prepared and will sit as a compulsory part of the staff performance requirements.

The Board resolved unanimously that the following reports be received:

- Chief Executive Report
- Chief Finance Officer Report
- Health & Safety Report

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

6. Audit and Risk

Receipt of Minutes

The Board received the minutes of the Audit and Risk Committee meeting held on 19 August 2020.

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

Finance Report

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

- Finance year to date, Net deficit was ahead of budget. The main driver of this is due to a double July Payment, end of semester one and beginning of semester two in the same month.
- Enrolments have had substantial growth not only for the year but in the second semester compared to the last three years.
- International student figures will slow down now due to Covid-19, the target to increase international student numbers is focused on those students already in the country.

- Personnel costs are ahead of budget, part of these costs are annual leave accrual, due to Covid-19 when staff were not able to take leave in the first term break over Easter. There are also minimal holidays available prior to Christmas as the timetable has been altered to ensure students are able to complete their programme of study within the time frame, making any other breaks shorter.
- We have lower travel costs and lower commission payments to offset some of the expenditure.
- TEC is awaiting confirmation from the August SDR to confirm the extra \$850k of funding for over delivery in 2020.
- English Language programme is offered free to International students across the country, costs are break-even, it is a good strategy to sourcing the international students that are still here, and assisting a pathway to our degree programmes.
- Positive alignments in regards to the Schools/2050 Roadmap/Tapuae Roa
- The Board has asked for a separation of International numbers so there is a clearer picture of what the impact of 2020/2021 without International students will be.

Health & Safety Report

The report was taken as read, the following comments came from the discussion:

- Discussion around personal student safety and mitigating that risk such as increased security.
- Comments were made in regards to improving the Cultural Competency for all staff through IQualify. It was noted that it was pleasing to see this course is incorporated into the staff performance appraisals meaning its compulsory for all staff to complete and having the right supports around staff to ensure they not only complete but gain the knowledge from it to better help our Māori students. The programme was made up of 6 modules, was interactive and involves a trip to a local Marae learning about Taranaki History.

7. Strategic or Discussion Items

Covid-19

- Confidence around another potential lockdown but it was noted the challenge for Practical programmes and what we can offer around those hands-on learners needing to be onsite. This could be solved in part by:
- Business learning as opposed to the practical
- Credit towards offering other short programmes to fill the gap, although these will not be able to be used as credit towards their current programmes. It was about keeping those practical students in particular engaged in learning should we go to a level 3 lock down.

RoVE/NZIST

- Deputy Chief Executive roles at NZIST have been announced and appointed.
- Preparation for the visit from Stephen Town and Murray Strong in September.
- Regional Skills Leadership Groups have been appointed and are available on the MBIE website.

8. Decision Items

- Business Case – B Block Roof Replacement

The item stands as a recommendation by Audit and Risk Committee but was not adopted by the Board. There will be a resubmission to NZIST for approval of Stage 1 of the Campus Masterplan project that incorporates the B Block roof replacement.

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

- Ratification of Graduands

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

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

9. Closing

There being no further business the Chairperson declared the meeting closed at 12pm, the meeting closed with a karakia.

Signed as a correct record at the meeting 22 September 2020



Chairperson

ACTION PLAN

Item	Topic	Responsible	Due	Status
1.	Resubmission to NZIST of Stage 1 of the Campus Upgrade Project	CEO/Board	22 September 2020	Open
2.	International numbers separated out to view the impact of 2020/2021 Included in Budget Pack	Daniel Jackson	22 September 2020	Open
3.	Number of Māori students by course level in a spreadsheet, include the EPIs across 3 years	Nita Hutchinson	27 October 2020	Open
4.	Enrolment form to include hāpu affiliation	Nic Conley	27 October 2020	Open