

Western Institute of Technology at Taranaki
Limited

(the Company)

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

23 February 2022

Minutes

1. Welcome and Apologies

Directors present: Robin Brockie (Chair)(Departed 11.50am), Lyal French- Wright, Daniel Fleming.

The following members attended via zoom, Bev Gibson, Sam Huggard, Charlotte Littlewood, Colleen Tuuta, Cassandra Crowley.

Other attendees present: John Snook (Chief Executive), Allie Hemara-Wahanui (Deputy Chief Executive), Bryce Turner (School Director), Zanetta Hinton (Executive Director Student Success), Daniel Fuemana (School Director)

The following members attended via zoom, Nicola Conley (Director Corporate), Peter de Rungs (Kaiārahi Matamua), Nita Hutchinson (Academic Director), Kyle Hall (School Director), Ruth Crawford (School Director), Paul Holloway (CFO Wintec)

Apologies:

The Chairperson declared the meeting open at 10.45am, and extended a warm welcome to all those in attendance.

2. Register of Interests –

C Littlewood – Add WITT Te Reo Level 3 Student

S Huggard – Add, E tū representative – Future of Work Tripartite Forum

For Information

3. Management Reports

a) Chief Executive Report, the following report was taken as read and the Chief Executive made the following comments in support:

- 2021 year end results were included in the report along with final EPI figures
- It was unfortunate that we were unable to hold Graduation for our 2021 students, unfortunately Covid-19 restrictions have made this impossible for us to do so in a safe manner. All students would be sent their Certificates with an invitation to join us at the 2022 Graduation in 2023.
- Student voice, Zanetta Hinton now sits on the Executive team as Executive Director – Student success. This ensures the students voice and all activities involving students has a direct link to the Executive table.

- Relationships with External providers and community is much stronger, with formal MoU's in partnership with Victoria University of Wellington and Canterbury University. It was also great to see the relationships strengthened between our local iwi partners.
- Whānau evenings about to begin, these evenings invite ākonga into WITT or via zoom to meet and discuss with their tutors first day jitters, where to go and what to do. This is to make them and their whānau feel more comfortable and more connected. With Covid around this year we have offered both in person or virtual connection, those on campus are also able to have their ID cards issued on the night.
- Discussions were ongoing with Te Henui.
- Piccolo Preschool agreement has been formalised, staff and students would be given first preference over other children.

b) Academic Committee Report, the following report was taken as read and the following comments were made:

- The Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 was issued by the Minister of Education on 16 July 2021, with effect from 1 January 2022.
- Overall, while there is slight improvement in educational performance in general, some individual priority groups are performing very well. It is also worth considering the impact of COVID-19 and the lockdown and their impact on outcomes. WITT has added significant resource to support our learners. The Committee recognises that EPI measures do not always provide the best evidence for improving outcomes for learners and looks forward to continued discussions with Te Pūkenga regarding alternative measures of performance in the future.

c) Framework for prioritisation of SAC 1-2 Enrolments:

- At the November Board meeting, there was a request that WITT management give some consideration to the prioritisation of enrolments at Levels 1 and 2 (sac-funded), where consumption was on track to exceed allocations. Most of the consumption is in the deliver of Te Pōkaitahi Reo Levels 1 and 2.
- Looking at various methods of reviewing students who have the level of competence to be enrolled to the Level 3 programme. Also discussions with those who may not be interested in a full qualification and just looking for the learnings.
- Further analysis on this would be completed to form a structured planned approach to 2022 enrolments in the SAC 1-2 space. This would be discussed through the Audit and Risk Committee.

d) Te Herenga Waka – Victoria University of Wellington

- The report was taken as read and no further comments were made.
- A formal MoU has been signed between WITT and VuW, the new partnership includes a joint appointment that will assist in students entering into a degree and able to complete the first year with WITT and then pathway and have their first year

recognised at VuW.

- These include pathways to the Bachelor of Engineering with majors in Software Engineering, Cyber Security Engineering or Electrical and Electronic Engineering OR Bachelor of Science with majors in Computer Science, Computer Graphics and Games or Artificial Intelligence.

e) Kaiārahi Report

- Te Pae Tawhiti 4th quarter report was attached, and included a wide range of activities across the campus.
- Te Pou Tū framework has been developed and is in response to Te Pae Tawhiti. The framework will identify priorities that are WITT specific and priorities of Taranaki rohe.
- Te Henui conversations are ongoing, a block of rooms would become available and the first 15 fully furnished rooms are now ready and available. Recruitment for the two pastoral care positions had been advertised but was yet to find the right fit.
- Iwi Engagement, is ongoing with all eight Taranaki iwi. We are currently finding that Marae are closing due to the pandemic, limiting programmes like Manaaki Marae that run marae based programmes. For South Taranaki there is a need to look for alternative marae based delivery options, which could be at Whakaahurangi Marae and Taiporohenui, further discussions would be had to confirm a venue for the delivery of Manaaki Marae.

The Board resolved to receive and note the Management reports above:

Moved: R Brockie

Seconded: D Fleming

Carried

4. Audit and Risk Committee Meeting

a) Draft minutes – 16 February 2022

- The minutes give a good summary of the actions from the meeting, no further comments were made.

b) Finance Report – 2021 year end results

- Year-end result is a deficit of \$2.846 million, against a budgeted loss of \$0.913 million and forecast loss of \$2.155 million.
- Year-end operating expenditure of \$26.202 million favourable to budget by \$219k.
- Year-end revenue of \$25.933 million is averse to budget by \$1.858 million
- Te Pūkenga loan drawdown of \$1.2million in December 2021.
- The Crown Loan was converted from historical debt into equity.

- c) Health & Safety Report, the report was taken as read, no further comments were made.
- d) Risk Management Framework:
 - A concern was raised on how the Te Pūkenga risk framework had been applied, in particular the application of controls to evaluate the residual risk rating. It was agreed this would be taken offline and discussed with Manager - Corporate Services, Health and Safety.

The Board resolved to receive and approve the Audit and Risk Reports including, draft minutes, Finance Report, Health and Safety Report and the Risk Management Framework:

Moved: L French-Wright Seconded: C Littlewood

Carried

5. Covid-19 Update

- a) The Board thanked all kaimahi for the work around Covid-19 Management and keeping the Board informed.

6. Te Pūkenga Update

- Nil

Decision Items

7. Minutes from previous meeting

The Board resolved to receive and approve the minutes as a true and accurate record of the meeting on 30 November 2021.

Moved: C Tuuta

Seconded: S Huggard

Carried

8. General Business

- Nil

Closing

The meeting closed with a Karakia led by Colleen Tuuta.

Signed as a correct record at the meeting 30 March 2022



Chairperson

MATTERS ARISING

Item	Topic	Responsible	Status	Due
1.	Framework for prioritisation of SAC 1-2 Enrolments	Academic Director	To be further discussed with the Audit and Risk Committee.	Completed
2.				
3.				
4.				