

# Western Institute of Technology at Taranaki Limited

(the Company)

## Minutes of a meeting of the Board of Directors

(the Board)

27 April 2022

### Minutes

#### 1. Welcome and Apologies

Directors present: Robin Brockie (Chairman), Daniel Fleming and Charlotte Littlewood.

The following members attended via zoom, Bev Gibson (Deputy Chair), Lyal French-Wright, Cassandra Crowley and Colleen Tuuta.

Other attendees present: John Snook (Chief Executive), Allie Hemara-Wahanui (Deputy Chief Executive), Bryce Turner (School Director), Nita Hutchinson (Academic Director), Zanetta Hinton (Executive Director Student Success), Daniel Fuemana (School Director), and Kyle Hall (School Director).

The following members attended via zoom, Nicola Conley (Director Corporate), Peter de Rungs (Kaiārahi Matamua), Paul Holloway (CFO Wintec),

Apologies: Sam Huggard, Ruth Crawford (School Director), Paul Fallon (OPNZ) and Loren Anderson.

The Chairperson declared the meeting open at 10 am and extended a warm welcome to all those in attendance.

#### 2. Register of Interests –

- B Gibson – Remove, PKW Committee of Management (Director)
  - Remove, PKW HR Committee (Chairperson)
  - Remove, Lantern House Trust
  - Amend, Wild for Taranaki (Chairperson)
- C Littlewood – Remove, Basketball Taranaki (Husband is Chair)

### For Information

#### 3. Management Reports

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

- WITT will officially open a space exclusive for our Rainbow Ākonga and kaimahi on 27 April; adjacent to this space is a multi-faith prayer room.
- The student voice hub, to be formally opened at a later date will be located in Te Kāuta and will be a space for students to have their voice heard.
- Te Kāuta refreshed will be officially opened on 29 April in time to be opened for Term 2 on Monday 2 May.

- Kopa Manaaki is being refreshed and, in conjunction with Te Piere o te Rangi, the space will provide culturally inclusive education to Te Kura Matatini o Taranaki. More areas are being developed (B301,301, and 312).
- Director – Corporate Services, Nic Conley, has been seconded to Te Pūkenga for the remainder of this year. Her role will be assumed by Linda Dravitski (Acting Director- Corporate Services).
- In partnership with Ara Ake, Chief Executive, WITT travelled to Singapore to become a test bed for Eco Labs, as we seek to assist the Government with its stated aim of “decarbonizing the public sector by 2025”.

#### b) Academic Committee Report

- 2021 Institute response to the Student satisfaction survey, the “you said we did” report provides an overview of student responses to questions on their experience of WITT; what they most enjoyed and what we could do better across a number of focus areas and outlines our response/actions to their feedback. The survey was sent to 1844 students, with a response rate of 32%.
- Targeted Evaluation update, the committee, received the update and institute self-assessment as received by the Board at the March meeting.
- GNS Science is New Zealand’s leading research organisation and is very active in the Energy sector, with particular attention to Geo-thermal and Hydrogen. GNS have reached out to offer 2 x \$25k scholarships delivered over 2 years, i.e. \$12.5k per year per student.

#### c) Finance Report

- Year to date March result is a deficit of \$3.752 million against a budgeted loss of \$3.957 million.
- Year to date revenue of \$3.297 million is averse to budget by \$0.625 million
- Year to date operating expenditure of \$6.504 million favourable to budget by \$0.887 million
- We have not utilised any of the Te Pūkenga loan facility of \$2.078 million. However, we expect the first drawdown to occur in May due to there being three pay cycles in this month.
- Our year end debt position is \$8.7 million compared to the budgeted debt position of \$7 million. This is primarily due to the movements in liabilities in the balance sheet, which is partially offset by not forecasting tranche 3 of our capital work programme, until such time we have the approval to do so from Te Pūkenga or we achieve a better than currently forecasted EBITDA.
- WITT has secured 75 International places out of the 5000 students as part of the July intake. These places were shared amongst Universities and all polytechnics and PTEs.

d) Audit Update – going concern

- The reforecast is tabled to the Board in the April financial will be used as part of the year end audit(s) going concern.
- That the delays in the audit are disappointing, however it is a key fiduciary duty of directors to ensure that audit are carried out in a timely manner and requested that management work with Audit to ensure that the audits are completed.

e) Capex update

- 2022 Capital budget of \$5.415m was approved by the Board and Te Pūkenga.
- The Capital work would be funded by EBITDA and borrowings from Te Pūkenga.
- The 2022 Capital budget was divided into three tranches. Tranche one was approved for release when the 2022 budget was approved.
- The change in operating position means that there is insufficient EBITDA to fund capital.
- We propose releasing Tranche 2 of capital funding and putting Tranche 3 on hold until we achieve an improved EBITDA or debt funding over and above 2022 Board approved debt.

f) Kaiārahi Report

- Ngāruahine and Te Atiawa iwi have confirmed their interest to enter into a formal relationship with WITT. The approach is two-pronged and consists of a high-level relationship agreement and service level agreement that outlines the tangible initiative.
- As part of the 50<sup>th</sup> activities, planning is underway to have a blessing for the refreshed version of the four pou, this will take place the day before the new matariki holiday.
- A proposal has been put forward to growing the Kaiārahi team, with two additional roles including, Matauranga Māori and Te Pou Tū.

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

*Moved: R Brockie*

*Seconded: B Gibson*

*Carried*

#### 4. Te Pūkenga Update verbal

- a) People and Culture Roadshow, Te Pūkenga teams were headed to all ITPs to develop a People, Culture and Wellbeing Strategy for 2023-2027.
- b) The Chairs and CEs met in Wellington, currently the operating model is not in a position to be released to staff. There would be a final version submitted for approval to Te Pūkenga Board at the June meeting and then released to all staff in July.

## 5. Covid-19 Update

- a) An updated vaccination policy was presented to the Board Chair and Deputy Chair for ratification at this meeting. The updates to the policy included dropping the vaccination mandates as per the governments and Te Pūkenga advice.
- b) WITT has been supporting both Kaimahi and Ākonga over the March/April period, when they have been isolating due to being a household contact or because they themselves have tested positive. There has been a total of 236 positive cases reported to date, with the majority share with our ākonga, 38 of these were kaimahi.
- c) Hardship has been distributed to some of these learners, totalling \$37,235 across 63 learners. Other learners also had kai provided for them and their whānau.
- d) An updated Risk Management plan was provided for the new 'Orange level'

## 6. Health and Safety

- a) The WITT Health and Safety Committee approved the committee's terms of reference and seek approval from the WITT Board.
- b) The month of March saw low accidents across campus, students official start date was 15 March. Kaimahi were also encouraged to work from home where possible to reduce the risk of spreading the virus.

## 7. Risk Register

- a) Educational performance added as a new risk to the register for monitoring as requested by Audit and Risk Committee.
- b) Improved regional development – e.g. work with Ara Ake and on Tuparikino.
- c) Improved IT Security threat due to updated firewall appliance installed and security policies revised. Antivirus controls revised and centralised management implemented.
- d) Improved pandemic risk. Even with the high number of covid-19 community cases it is 'unlikely' the institute will close due to the current pandemic in the next risk reporting period.

## Decision Items

### 8. Minutes of the previous meeting – 30 March 2022

*The Board resolved to receive and approve the minutes as a true and accurate record of the meeting on 30 March 2022.*

**Moved:** L French-Wright

**Seconded:** D Fleming

**Carried**

## 9. Approval of Graduands

*The Board resolved to receive and approve the recommendation from Academic Committee to approve the Graduands.*

**Moved R Brockie**

**Seconded: B Gibson**

**Carried**

## 10. Approve changes to the Academic Statute

*The Board resolved to receive and approve the minor changes to the Academic Statute as recommended by the Academic Committee.*

**Moved R Brockie**

**Seconded: B Gibson**

**Carried**

## 11. WITT Covid-19 Vaccination Policy Update

*The Board resolved to approve the changes on the Covid-19 Vaccination Policy Update.*

**Moved C Tuuta**

**Seconded: C Littlewood**

**Carried**

## 12. Health and Safety Terms of Reference

*The Board resolved to approve the Health and Safety Terms of Reference, on recommendation from the Health and Safety Committee.*

**Moved R Brockie**

**Seconded: C Crowley**

**Carried**

## 13. Te Pūkenga Co-branding

*To note that the Board support the WITT/Te Pūkenga Co-branding and the initiative to co-brand before the formal transition on 1 Jan 2023.*

## 14. Capex Tranche 2 Approval

*The Board resolved to approve the release of CAPEX Tranche 2, subject to Te Pūkenga approval and including the capital required for the Ecolab project.*

**Moved R Brockie**

**Seconded: B Gibson**

**Carried**

## 15. General Business

- A brief update around the Infrastructure park was provided, positive discussions with Ngāti Tawhirikura. Working with MSD to secure the first co-hort of students through on the level two students on a 10 week programme.

## Closing

The meeting closed with a Karakia.

Signed as a correct record at the meeting on 29 June 2022.



Chairperson

## MATTERS ARISING

Item	Topic	Responsible	Status	Due
1.	Audit NZ Close off, Letter from Board Chair	R Brockie	Open	29 June 2022
2.	Approval from Te Pūkenga – Release of Capex Tranche 2	P Holloway	Open	29 June 2022
3.				
4.				