

# Western Institute of Technology at Taranaki Limited

(the Company)

## Minutes of a meeting of the Board of Directors

(the Board)

29 June 2022

### Minutes

#### 1. Welcome and Apologies

Directors present: Robin Brockie (Chairman), Daniel Fleming, Bev Gibson (Deputy Chair), Lyal French-Wright, Cassandra Crowley and Colleen Tuuta and Sam Huggard.

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), Ruth Crawford (School Director), Kyle Hall (School Director), Peter de Rungs (Kaiārahi Matamua), Paul Holloway (CFO Wintec, via Zoom), Te Rina Waiwiri (Executive Manager) and Loren Anderson (Observer).

The following invited attendees: Dr Will Edwards (Co-chair RSLG), Mariella Trynes (MBIE Regional Lead)

Apologies: Charlotte Littlewood.

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

#### 2. Register of Interests –

### For Information

#### 3. Management Reports

- a) Chief Executive Report was taken as read, and the Chief Executive made the following comments in support:
  - WITT hosted the second annual lunch for all high school Principals of Taranaki. Trades academy students still at High School, prepared, cooked and served the kai for the Principals.
  - Ngā Pou o Te Kura Mātātini o Taranaki 50<sup>th</sup>, during our Matariki celebration kaimahi, ākonga, iwi and WITT Board members with the community gathered for the WITT Pou Renewal ceremony. The ceremony took place as part of our 50-year celebration and revealed the new artwork that has been placed around the four pou. Ex WITT Graduate and Kaimahi Bonita Bigham created the designs that surround each pou.
  - WITT has partnered with the Ministry of Social Development (MSD), Ministry of Business, Innovation and Employment (MBIE), and Project Maunga to help generate the workforce needed for the \$300m stage 2 development of the Taranaki Base

Hospital.

- WITT and TOPEC have signed an MoU that brings the organisations closer to create greater outcomes and support for all students that choose to pathway through TOPEC/WITT. The first stage of this partnership will see an Ecolodge built by WITT Students and moved to TOPEC site for all students as well as a tunnel house.
- 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”.
- Te Pūkenga is set to release the Proposed operational model on 19 July and be open until 19 August for consultation.

#### b) Academic Committee Report

- Academic Committee self-review was conducted in April/May 2022. The Committee participated in a survey examining its effectiveness and alignment to purpose and terms of reference in 2021.
- All degree monitor reports have been received and improvement plans, where required are being monitored by the Committee via the School Teaching and Learning reports. There are no areas of concern.
- First impressions surveying is now conducted through Student Pulse, gathering student feedback in an ongoing way.
- Graduation 2023 date has been confirmed on Friday 17 February.
- Ara Ake and WITT have signed an MoU to commit to work together until 30 June 2023 (Aa Ake funding date). Part of this MoU is for Ara Ake to support scholarships for Bachelor of Engineering Technology students who take energy related courses and who are well connected to their community and will use the learning to make a difference.

#### c) Kaiārahi Report

- Mana whenua were invited to be part of the renewal of the four Pou that sit outside Te Piere. The Pou originally erected during the time Richard Handley was Chief Executive in 2012.
- To support Kaiārahi implement Te Pou Tū, Lee Wineera has been seconded into the Kaiārahi team for a period to coordinate activities that will support ākonga Māori succeed.
- To support Kaiārahi with the focus area on high quality and culturally relevant programmes, Tania Piki has been seconded to the team. Tania’s first task is to complete a stock take of the mātauranga Māori activities occurring at WITT. The objective is to identify mātauranga Māori activities that warrant developing and those that do not.

d) Bachelor of Nursing Monitoring Report

- The report received from NZQA ensured WITT met all education standards
- A further report with findings from the Nursing Council was yet to be received.
- Overall the WITT Team and Director, School – Nursing, Health and Wellness, Dr Ruth Crawford was happy with the outcome.
- WITT appreciated the supported working relationship with TDHB Chief Executive, Rosemary Clements over the years and wished Rosemary well for the next chapter.

e) Te Korowai

- This publication is in draft, supports the WITT vision of Te Korowai o Mātauranga, the cloak of knowledge.
- The projects support the Taranaki community and are the community's projects that WITT supports. The document is seen as a living document for the region and for people to access education in the region.

f) 2023 WITT Study and Career Guide

- The Board received the publication for noting, and were very pleased with how the document has been put together, acknowledgment goes to the team that pull this document together.
- A need that has been identified is a similar document specific to South Taranaki, and after formalising the Ngāmotu campus document, the team would work on a Study and Career guide targeting South Taranaki offerings.

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

***Moved: R Brockie***

***Seconded: B Gibson***

***Carried***

## **4. Audit and Risk**

a) Audit and Risk Committee minutes were taken as read.

***The Board resolved to receive and approve the minutes as a true and accurate record of the meeting***

***Moved: R Brockie***

***Seconded: B Gibson***

***Carried***

b) Financial Results

- Year to date May results is a deficit of \$4.947 million, against a budgeted deficit of \$3.539 million.

- An EBITDA of \$1.96 million.
- Year to date revenue of \$7.357 million is averse to budget by \$2.321 million
- Year to date operating expenditure of \$11.378 million favourable to budget by \$0.976
- Main drivers of the year end result is a drop in revenue of \$4.977 million due to lower domestic students and is partially offset by a forecasted reduction in operating expenditure of \$1.058 million.

c) Draft Annual Report(s)

Following an email from Chair of WITT to Audit NZ on the progress of completing audits from 2020 (3 Months), 2020, and 2021 the following was provided.

- A review of any outstanding items for the 21D audit provided to WITT by Wednesday 15 June.
- For 20M and 20D, Audit will review any queries and review of the proposed opinion for 20M and 20D which flows into 21D. In addition, Audit NZ needs to ensure that disclosure should be relatively consistent for going concern/financial sustainability disclosures across all 3 audits and on this matter director review feedback has been sought.
- Audit NZ anticipate that all audits will be signed off of 30 June.

d) WITT|Te Pūkenga Risk Register

- The newly developed Risk register is updated quarterly for submission to Te Pūkenga with the next reporting period ending 30 June.
- WITT Risks are currently being uploaded into a unified system with the roll out of the Protecht Risk Management System on 13 June. System Training was provided to the Risk Champions and further training would be provided to risk owners.
- The project is due to be completed by the end of June, thereby providing a system generated report for the June quarter.

e) Health and Safety

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

f) Te Hēnui update

- One rate for all rooms for both domestic and international students of \$210.00 per week.
- In accordance with the contract, WITT notified Te Hēnui of our anticipated numbers for international students (70). They are actively managing the rooms to create vacancies to accommodate these numbers.

## 5. Te Pūkenga update

- a) A proposed organisational structure was due to be released on 19 July, there has been no prior release of any documentation and kaimahi are being asked to consult on the document up until 19 August.

## Decision Items

### 6. Minutes of the previous meeting – 27 April 2022

*The Board resolved to receive and approve the minutes as a true and accurate record of the meeting on 27 April 2022.*

**Moved:** D Fleming      **Seconded:** B Gibson      **Carried**

### 7. Approval of Graduands

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

**Moved** R Brockie      **Seconded:** C Crowley      **Carried**

### 8. Te Aūtui

*The Board resolved to receive and approve the Business Case for a CBD presence. The Board have approved a lease to be set up and operational by 1 Jan 2023, for a minimum of two years. If required Te Pūkenga approval in line with the Operating Financial Parameters set by Te Pūkenga.*

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

## Closing

The meeting closed with a Karakia.

Signed as a correct record at the meeting on 31 August 2022.



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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.				