

# Western Institute of Technology at Taranaki Limited

(the Company)

## Minutes of a meeting of the Board of Directors

(the Board)

30 March 2022

### Minutes

#### 1. Welcome and Apologies

Directors present: Bev Gibson (Acting Chair), Lyal French-Wright, Daniel Fleming.

The following members attended via zoom, Sam Huggard, and Charlotte Littlewood.

Other attendees present: John Snook (Chief Executive), Bryce Turner (School Director), Zanetta Hinton (Executive Director Student Success), Daniel Fuemana (School Director), and Kyle Hall (School Director).

The following members attended via zoom, Allie Hemara-Wahanui (Deputy Chief Executive ), Nicola Conley (Director Corporate), Peter de Rungs (Kaiārahi Matamua), Nita Hutchinson (Academic Director), Ruth Crawford (School Director), Paul Holloway (CFO Wintec), Paul Fallon (OPNZ).

Apologies: Robin Brockie (Chair), Cassandra Crowley, Colleen Tuuta.

Guest's: Stephen Town (Te Pūkenga Chief Executive), Warwick Quinn (Te Pūkenga Deputy Chief Executive), Loren Anderson (observer).

The Chairperson declared the meeting open at 9 am, and extended a warm welcome to all those in attendance.

#### 2. Register of Interests –

The Register of Interests has been updated and reflected in the report.

### For Information

#### 3. School Director Presentations

- a) All School Directors presented an overview of the end of the year 2021 figures and where the school was headed in 2022. Overall the presentations were received very well, some comments included, how informative each presentation was, and how each director was working collaboratively within the community and with external stakeholders.
- b) Each school showed how manaakitanga and whakawhanaungatanga were engrained in what they did as a whole, this is one of the techniques used to increase māori learner success and lift the EPIs.
- c) The collaborations with the likes of University Partners, TDHB, and the local community networks come across as really strong.
- d) The Directors were congratulated on the caliber of the presentations and invited guests from Te

Pūkenga were pleased to have been invited to this section of the WITT Board meeting.

#### 4. Te Pūkenga Update

- a) Chief Executive, Stephen Town gave a verbal update on the Operating Model and where Te Pūkenga is heading in 2022 in preparation for the merger of all Polytechnics on 1 Jan 2023.
- b) An updated set of service concepts was being developed and would be communicated to all kaimahi.

#### 5. Management Reports

- c) Chief Executive Report, was taken as read and the Chief Executive made the following comments in support:
  - Ensuring kaimahi at WITT have complete transparency, the same report provided to the Board will be used and sent to all staff to ensure communication and information is open and honest.
  - The Operating Model was set to be released in its next phase at the end of April/May, there is still a lot of anxiety across campus, with kaimahi being uncertain around their roles given there is a delay in releasing the model.
  - We are focusing on ensuring kaimahi wellbeing is a priority, in the middle of a pandemic, and a year with a lot of change. We have put extra support for our kaimahi should they require this.
- d) Finance Report
  - February result is a deficit of \$2.979 million, against a budgeted loss of \$3.654 million.
  - Operating expenditure is \$0.709 million favourable to budget with major variances being, personnel costs, operating costs.
  - Covid-19 related costs came to \$22k for the year, which is mainly cleaning, signage, and legal advice.
- e) 2022 Reforecast
  - We are tracking towards not achieving the 2022 SAC3+ growth targets and the impact of this is a revenue drop of \$5.6million. This is a notifiable event in accordance with the Te Pūkenga Operational Financial Parameters document (Delegations Policy)
  - Currently, there are 22 vacancies within WITT with a potential saving of up to \$1.8 million.
  - We have modelled a net operating loss of \$4.9 million and an increase in our debt requirements to \$12 million.
  - Management is currently developing mitigation strategies to limit the loss further, but this will be insufficient to bring it back to budget levels.
  - We are seeking further feedback from the Board on this paper, it was discussed that a

proposal from Audit & Risk would be presented to Te Pūkenga. The Board members who are not part of this Committee would be invited to the April meeting in an observers capacity.

f) CAPEX – Verbal update

- The Board discussed the paper and agreed that Te Pūkenga's support is required for the Board to be in a position where it is comfortable to release further CAPEX. This includes Te Pūkenga providing clarity around further financing being available.
- Directors noted the pressure on cash flow and asked management to confirm that WITT can pay its debts as they become due in the normal course of business. The CFO confirmed this and noted that the current report is an early analysis. He advised he would report to the next Audit and Risk Committee with a range of options for the Committee to consider.
- The CFO recommended that a proposal to the Te Pūkenga April Board meeting could be discussed at the next WITT Audit and Risk Committee. The Deputy Chair agreed and recommended that the Directors who are not members of the Audit and Risk Committee attend the next A&R meeting.

g) IT Project update

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

h) Kaiārahi Report

- Te Pou Tu and the deliverables that are attached to this initiative to be clear and communicated to Ākongā.
- Connecting with iwi post-settlement and having conversations around initiatives that could be a collaboration between WITT and iwi partners.
- Celebrations and Storyboards to tell the WITT history of the last 50 years would be displayed in June.
- Kawa policy was seen to be a great tool for the source of information, and further development of a guide from this so kaimahi better understand what is required culturally.

i) Te Henui Hostel update

- Currently, student numbers are low in the hostel at present.
- Questions around how the risk could be managed if WITT was to be the guarantor for bond payment. This risk will be minimised by including the acceptance for debt collection should it be required in the terms and conditions of the enrolment form.
- Seeking written confirmation from the owner of Te Henui Lodge, for the acceptance of the Preferred Supplier Agreement.

j) Targeted Review

- This report was taken as read, and the Board agreed that the Chair and Deputy Chair

would be invited to be part of the session with the Executive at the time the review is conducted.

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

*Moved: B Gibson      Seconded: D Fleming      Carried*

## 6. Covid-19 Update

- a) An update was provided verbally on the number of kaimahi and ākongā, in isolation due to being a household contact or isolating because of a positive test.
- b) Ākongā were being checked on regularly and supported financially and with kai where needed.
- c) Kaimahi were also being supported and offered financial hardship where requested. We have also understood the virus has caused a lot of fatigue. Managers were asked to ensure they supported kaimahi back to work progressively where needed. Most kaimahi can work from home where possible.

## 7. AGM Shareholders Resolutions

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

## Decision Items

### 8. Energy Centre of Excellence

*The Board resolved to receive and approve the recommendation to present the Energy Centre of Excellence Concept to Te Pūkenga for approval of further development.*

*Moved: B Gibson      Seconded: D Fleming      Carried*

### 9. Minutes of the previous meeting

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

*Moved C Littlewood      Seconded: D Fleming      Carried*

### 10. General Business

- Two business cases were presented to the Board for information-only capacity at this stage. Should any further development of these business cases require collaboration, this will be bought back to the Board.

- C Littlewood expressed a conflict of interest regarding one of the business cases presented as a member of the Port Taranaki Board.

## Closing

The meeting closed with a Karakia.

Signed as a correct record at the meeting on 27 April 2022.



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Chairperson

## MATTERS ARISING

Item	Topic	Responsible	Status	Due
1.				
2.				
3.				
4.				