

Western Institute of Technology at Taranaki  
Limited

(the Company)

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

30 November 2021

Minutes

**1. Welcome and Apologies**

Directors present: Robin Brockie (Chair), Bev Gibson, Lyal French- Wright. The following members attended via zoom, Sam Huggard, Charlotte Littlewood (departed 10am), Colleen Tuuta, Daniel Fleming

Other attendees present: John Snook (Chief Executive), Nicola Conley (Director Corporate), Allie Hemara-Wahanui (Acting Chief Executive), Peter de Rungs (Kaiārahi Matamua), Nita Hutchinson (Academic Director), Kyle Hall (School Director), Angela Ferguson (Acting School Director), Ruth Crawford (School Director), Bryce Turner (School Director), Paul Holloway (CFO Wintec), Zanetta Hinton (Executive Director Student Success)

Members of Public: Labour MP – Glen Bennett

Apologies: Cassandra Crowley

The Chairperson declared the meeting open at 9.30am, and extended a warm welcome to all those in attendance and a special welcome to our guest today Taranaki Labour MP – Glen Bennett. The meeting was opened with a mihi/karakia from School Director – Māori Enterprise, Business and Technology, Bryce Turner.

**2. Register of Interests** – No changes or updates to the register.

**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:

- The Chief Executive welcomed the member of public to the meeting
- Acknowledgements were made to Minister of Education – Hon Minister Hipkins, for the write off of the historical debt which had \$4.1m remaining. This is a big achievement for not only the WITT Board but the institute as well.
- The Board is continuing to support the capital development over and above repairs and maintenance, that makes this Institute somewhere we are proud to bring the community into which is bicultural and equipped for modern, fit for purpose delivery to all our students.

- Acknowledging there was a gap in underperformance in the iwi/hāpū space. We are resourcing this area in particular to do better for our Māori students and lift their performance by wrapping around more support, where we have launched Te Pou Tu, reconnecting Iwi and forming stronger relationships.
- More information was being gathered from the enrolment form to collaborate with wider iwi services, to ensure wrap around support for Whānau was available.
- Qualify Me is a newly released initiative that assists the full-time worker that has a vast amount of experience but may not have stopped to get recognition by way of a qualification in that field, this initiative would assist in credit towards a degree based on experience and completion by course that would fit around the learners.
- Hanga Whare is being launched in South Taranaki with Hāwera High School, to build a house onsite where other High School students can see their peers and want to be part of this initiative in conjunction with Ngāruahine and Ngāti Ruanui. The build would be around 80 homes shared between the iwi, these would also be built in Stratford as well.
- TOPEC are looking to collaborate with WITT in the build of a Tunnel House and ECO classroom that would be utilised by both TOPEC and WITT but be based on TOPEC site.
- Further relationship discussions with Waitara are happening to give them the confidence WITT is here to assist with the High School and how we can better assist those students.
- International Border, with the stepped border opening that will commence in 2022, it is advised there may be a possibility international student maybe open mid 2022 which would absolutely assist in the growth for 2022 set by WITT.
- University Partnerships, WITT have signed MoUs with both Victoria University of Wellington and Canterbury University, pathways to both these universities would see that a student would be able to complete one year on a WITT degree and pathway to either of these University's should they wish.
- Piccolo have signed an exclusive lease agreement for 5 years from 2022 that would open the daycare for exclusive use by WITT staff and students with a roll out phase. This is an additional add on to essentially students that are wanting to enrol and needing a place for their tamariki while they are studying.
- Te Henui, Accommodation at the Lodge that would be advertised as the WITT Hostel is another initiative for students that come from whānau wanting to ensure their tamariki are looked after, have somewhere safe for them to live while gaining further education. The amount of rooms would be rolled out in stages, with the first tranche opening 15 rooms.

#### b) Kaiārahi Report

- Growing relationships with iwi and māori community take time and ensuring conversations were ongoing is key to this.
- This year the number of kaimahi Māori has grown to roughly 29 Māori and pacific members. The community see those coming to WITT and the perception of the

community is changing by seeing the influence and knowledge of those appointments giving WITT more mana to teach and mana within the Māori community by seeing those who are now part of the WITT Whānau. Kaimahi Māori staff who are actively involved in their iwi and hapū can recruit their wider whānau and iwi into growing the capability of the iwi members.

- Some iwi indicated that they are at this point in time unavailable to assist in terms of taking a lead role in Māori Governance but have whole heartedly said they are very supportive of WITT continuing.
- Ngāti Maru are looking to be owners of a PTE – Feats, WITT have a relationship with Feats and pathways for their students to WITT. It is understood that this would still continue.

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

- 2021 Self review, is something that has been an internal review each year. Last years review was said that the inclusion of the external stakeholders so the committee moved that we would see feedback from the Executive and Board as well, the survey will be released by was of a Survey Monkey.
- Recent approval of the Postgraduate Diploma in Certificate of Applied Management being the first Post Graduate that the School of Māori Enterprise, Business and Technology has developed.
- Nursing has also recently had a successful Bachelor of Nursing Monitoring visit. Credit to Ruth and the team for this.
- Research, WITT hosted a Hui Kōrerorero Rangahau that had staff present research submissions and a key note speaker – Keri Opai who is a local Taranaki iwi member who has recently released his own book around Taranaki Tikanga.

d) Draft Kawa o Te Matatini o Taranaki Policy:

- The policy is presented in draft with the view to inform our cultural values, i.e Kawa being the rule and Tikanga being the process of how we do that kawa.
- This would be presented as the bicultural ‘rule book’ to ensure we are keeping safe in terms of all things cultural. Growing all kaimahi Māori to being capable to deliver with confidence those roles of kaimahi Māori. Also, our non-Māori staff giving them the support to take on more understanding of kawa, tikanga, protocols and understanding etc.

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

*Moved: B Gibson*

*Seconded: S Huggard*

*Carried*

#### 4. Audit and Risk Committee Meeting

a) Draft minutes – 23 November 2021

- The minutes give a good summary of the actions from the meeting, it was great to see such thorough engagement and discussion in to the reports being presented. No further changes were made.

b) Finance Report – October results

- Predicting a year end forecast deficit of \$1.8m mainly driven by lower revenue than expected in particular through level three and three plus programmes.
- We were still seeking payment for over delivery in Youth Guarantee and Level one and two over delivery. This funding would come from Te Pūkenga and a letter would be submitted to Stephen Town – CE Te Pūkenga, for this payment request. This confirmation is likely to be made after the December SDR has been sent through.
- Audit NZ have made contact in the last week and hopefully we would be looking to close off the 2020 Audit prior to the 2021 Audit being commenced.
- Budget 2022, Te Pūkenga has notified WITT that the Audit and Risk Committee have confirmed the inclusion of growth for the budget proposal, the Te Pūkenga Committee have agreed to 13% growth and this is awaiting final sign off by the full Board of Te Pūkenga.

c) Health & Safety Report, the report was taken as read and the following comments were made:

- The Board were glad the staff member that had a medical event this month, has now made a full recovery and back at work. They commended those staff that assisted.

d) Risk Management Framework:

- The report was taken as read and no further comments were made. The report was being formalised with Te Pūkenga to create a nationwide risk framework and further discussions are being held with all subsidiaries.

***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: R Brockie***

***Seconded: L French-Wright***

***Carried***

## 5. Covid-19 Update

- a) Communication from Te Pūkenga has been frequent in regards to the stance Te Pūkenga will be taking in regards to the vaccinations. A framework has been set and would be used to assess the risk of each staff position at WITT and the information would be used to later inform the risk of the staff and students as a whole.
- b) A Policy template was being worked on by a group of ITP CEs, this template would later

be released to each subsidiary so that it can be implemented and have consistency under Te Pūkenga.

## 6. Te Pūkenga Update

- The Board discussed the Operating Model that has been released and that the view from the Board was that they were disappointed with the final report and that that key message would be relayed to Chief Executive – Stephen Town. Members of the Board joined the WITT Staff presentation on the document had very few questions come back which was not surprising.
- The feedback that Te Pūkenga was looking for was total honesty, this is the time to speak up and address anything that really concerns others. The Quality of the document seemed repetitive and not of a level it should be.
- The three key subject areas missing in the document are the regional issues and discussions with iwi and hāpu. Secondly around regional governance and finally to this was the specific design of the organisation.

## Decision Items

### 7. Cybersecurity Projects

Audit and Risk Recommendations have come through from the Committee to approve the implementation costs of the cybersecurity projects estimating \$107,000.00

The Board have been looking to ensure with all the cyber attacks happening all over the world, strengthening the systems at WITT are a priority.

*The Board resolved to receive and approve the following cybersecurity capex projects:*

*Moved: D Fleming*

*Seconded: C Tuuta*

*Carried*

### 8. Policy Approval

Audit and Risk Committee have recommended the following policies be approved.

The following policies were presented to the Audit and Risk Committee and the Board:

1. Health & Safety, which includes the Drug and Alcohol Policy  
The Board would like the inclusion of clause 5.1 in the Drug and Alcohol Policy to be added to the Health and Safety Policy.

*The Board resolved to receive and approve the Health and Safety Policy, including the Drug and Alcohol Policy and Procedure.*

*Moved: B Gibson*

*Seconded: D Fleming*

*Carried*

## 9. Approval of Graduands

*The Board resolved to receive and approve graduands to Graduate in February 2022.*

*Moved: R Brockie*

*Seconded: B Gibson*

*Carried*

## 10. Delegation to Audit and Risk for approval of Graduands

A recommendation was made to the Board to delegate approval of Graduands between 1 Dec and 16 February 2022 to be approved at the Audit and Risk meeting on 16 February, to be approved for Graduation on 18 February 2022.

*The Board resolved to receive and approve the delegation for Audit & Risk to approve graduands for Graduation 2022.*

*Moved: C Littlewood*

*Seconded: D Fleming*

*Carried*

## 11. Minutes from previous meeting

*The Board resolved to receive and approve the minutes as a true and accurate record of the meeting on 26 October 2021.*

*Moved: R Brockie*

*Seconded: L French-Wright*

*Carried*

## 12. General Business

### Closing

There being no further business the Chairperson declared the meeting closed with a karakia.

Signed as a correct record at the meeting 23 February 2022



Acting  
Chairperson

**MATTERS ARISING**

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