

Western Institute of Technology at Taranaki Limited

(the Company)

Minutes of a meeting of the Board of Directors

(the Board)

31 August 2022

Minutes

1. Welcome and Apologies

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

Other attendees present: John Snook (Chief Executive), Allie Hemara-Wahanui (Deputy Chief Executive), Bryce Turner (School Director), Nita Hutchinson (Academic Director), Daniel Fuemana (School Director), Ruth Crawford (School Director), Kyle Hall (School Director), Paul Holloway (CFO Wintec, via Zoom), Te Rina Waiwiri (Executive Manager) and Loren Anderson (Observer).

Apologies: Colleen Tuuta, Zanetta Hinton (Executive Director Student Success)

The Chairperson declared the meeting open at 11.30am and extended a warm welcome to all those in attendance. This Board meeting was held at the newly opened Infrastructure Park – Te Kura Matahanganga.

2. Register of Interests –

For Information

3. Management Reports

a) Chief Executive Report - Verbal

b) Academic Committee Report

- WITT Bachelor of Nursing was approved for delivery following an accreditation visit by the Nursing Council of New Zealand (NZNC) in October 2019.
- First Impressions survey is now conducted through Student Pulse.
- Engineering scholarships – The Academic Committee ratified the approval of scholarship criteria that a sub-group had developed for the GNS Science Scholarship and Ara Ake Scholarship.
- Te Pūkenga have developed a Risk Management Framework that all subsidiaries are reporting into regarding their institute risks.

c) Kaiārahi Report

- Relationship building with mana whenua continues slowly.
- Iwi are well informed about ROVE, their concerns are how to influence Te Pūkenga and ensuring provision leads to Māori succeeding at WITT.
- Iwi are also noticing the calibre of Kaimahi Māori being recruited at WITT.
- 50th Anniversary celebration of WITT, the date has been set Monday 17 October.
- Te Kahui Matanui, seeking approval of the Terms of Reference in approval items. This Committee sits parallel to the Academic Committee and encompasses all things cultural.

d) Finance Report

- Year to date July result is a deficit of \$-5.045 million against a budgeted deficit of \$-2.337 million.
- An EBITDA of \$-3.704 million
- Year to date revenue of \$12.768 million is averse to budget by \$3.662 million
- Year to date operating expense of \$16.473 million favourable to budget by \$1.044 million
- Cash in the bank at end of July is \$1.092 million
- The additional loan facility of \$3.62 million from Te Pūkenga was approved. We expect the next drawdown to be September.

e) Health and Safety Report

- October/November Training for Kaimahi online would maximise the attendance.
- Synergy Health APP was available for WITT kaimahi as part of the Te Pūkenga trial due to come to an end.
- New Emergency Phone stations have been installed on campus.

f) Risk Register

- Training for some staff had taken place, follow up sessions would be required.

g) Property Lease update

- 500 Victoria Street, Hamilton – The lease consists of 3 occupancies known as A, B and C.
- Under the contract WITT has a “Limited Right to Partial Surrender” for either A or C, WITT has provided notice to the landlord on 19 August 2022 to surrender Tenancy A of the lease which is the higher value of the two. This offers

significant savings for WITT.

h) NZQA Targeted Evaluation Report

- Despite the contextual challenges presented by the reform of vocational education and the pandemic, WITT governance, management and staff have continued to move forward strategically and decisively. For example, this has recently culminated in Te Korowai Mātauranga o Taranaki strategic plan (which is also visible in clearly stated, monitorable connections within each school's business plan), and the commencement of a sizeable 'infrastructure skills park' in collaboration with the local council and local industry. WITT is pressing ahead with the necessary revitalisation and change required to better serve their region's needs.

4. Te Pūkenga

- Verbal discussion on what is currently going on within Te Pūkenga and with the proposed organisational structure that is in the middle of consultation nationally.

Decision Items

5. Te Kahui Matanui

That the Terms of Reference to the Academic Statute as recommended by the Academic Committee be received and approved by the Board.

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

Carried

6. Minutes of the previous meeting – 29 June 2022

The Board resolved to receive and approve the minutes as a true and accurate record of the meeting on 29 June 2022.

Moved: R Brockie **Seconded:** C Littlewood

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 Littlewood

Carried

8. 2023 Student Fees

The Board resolved to receive and approve the recommendation for 2023 Student Fees.

Moved C Littlewood Seconded: D Fleming

Carried

9. Intention to Sell Surplus Crown Owned Land at 20 Bell Street, Welbourn Campus

The Board resolved to receive and approve the recommendation that land identified in this paper is potentially surplus and instruct WITT management to commence proceedings to dispose of this land should Te Pūkenga and the Secretary of Education declare the land surplus and available for sale.

Moved B Gibson

Seconded: D Fleming

Carried

10. Tūparikino Active Community Hub Partnership

That the Board notes in full the contents of this report and authorises WITT senior management to engage with the Tūparikino Active Community Hub and other prospective partners regarding the terms of a Memorandum of Understanding that will support the future development and operations of a Sports and Wellness Education Facility; and to continue with the development of a Business Case for WITT Council and Te Pūkenga consideration.

Moved: B Gibson

Seconded: D Fleming

Carried

Abstain: L French-Wright (due to conflict)

Closing

The meeting closed with a Karakia.

Signed as a correct record at the meeting on 26 October 2022.



Chairperson

MATTERS ARISING

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