

Western Institute of Technology at Taranaki

Council Meeting Minutes

Wednesday 26 February 2020 1.50pm in the Boardroom.

1. Statutory Requirements

1.1 Karakia/Mihi

The meeting commenced with a Karakia, the Chair opened by welcoming everyone to the meeting.

1.2 Attendance

a) Present

I. Voting Members

Robin Brockie (Chair), Charlotte Littlewood, Stuart Trundle, Cassandra Crowley (via Zoom)

II. Non-Voting Officers

III. John Snook, Kyle Hall, Ruth Crawford, Linda Weterman, Nicola Conley, Daniel Jackson, Kevin Uncles, Neil Barns.

b) Apologies

I. Voting Members,

Lyal French-Wright (Deputy Chair), Ross Dingle, Daniel Fleming

II. Non-Voting Members

Tania Hodges

III. Management

Nita Hutchinson

1.3 Disclosure of Conflicts of Interest

Additions/Alterations to the Disclosure of Conflicts of Interest Register

No Changes

1.4 Confirmation of Minutes

a) Minutes of Committee Meeting – 16 December 2019

Action: It was **resolved** that the minutes of the ordinary meeting of the WITT Council held on 16 December be confirmed as a correct record of proceedings of that meeting and be signed by the Chair accordingly.

Moved: C Littlewood, Seconded: S Trundle

Motion Carried

b) Matters Arising and Review of Action List of Committee meeting

Nil

2. For Discussion

2.1 Chief Executive Report

The report was taken as read.

Extensive discussions around the Coronavirus and the situation relating to students and staff, it was decided by the Committee the virus be a standing item on the agenda of Council and Audit & Risk until it is contained. We will follow Ministry of Health guidelines and processes.

Action: It was **resolved** that the Chief Executive Report and its contents be received and noted.

Moved: R Brockie, Seconded: C Littlewood

Motion Carried

2.2 Academic Board Report

The report was taken as read, the Committee acknowledged the comprehensive work that has gone into this from Nita and thank her for the nature of the information in the report.

Action: It was **resolved** that the Academic Board Report and its contents be received and noted.

Moved: R Brockie, Seconded: C Littlewood

Motion Carried

2.3 Audit and Risk Minutes – 18 December 2019

Action: It was **resolved** that the Audit and Risk Committee Minutes and its contents be received as a true and accurate record.

Moved: R Brockie, Seconded: S Trundle

Motion Carried

2.4 Ratification of Capex approval by Audit and Risk Committee – K Block Extension (Approved at A&R Meeting 19 February 2020)

Thanks to Kevin for his presentation to the Committee to put forward the business case for the K Block Extension, the Audit and Risk Committee approved the extension and the Council have ratified this decision.

Action: It was **resolved** that the Capex for the K Block Extension be ratified and approved.

Moved: R Brockie, Seconded: C Littlewood

Motion Carried

3. General Business

3.1 2020 Draft Budget

Action: It was **resolved** that the Council formally adopt the 2020 Draft budget which includes the OPEX and CAPEX, more narrative was required for the budget paper in response to the expenses.

Moved: R Brockie, Seconded: C Crowley

Motion Carried

3.2 Academic Statute

Action: It was **resolved** that the Academic Statute be adopted, with the inclusion of Masters Regalia in the document.

Moved: S Trundle, Seconded: C Crowley

Motion Carried

3.3 Strategic Plan

The plan needs further work around the KPIs, the Committee also wanted to see two different slide presentations, internal and external communications. The Committee have asked the minor work be completed for approval at the meeting 25 March.

3.4 Campus Master Plan

The Council have approved the Campus Master plan subject to a detailed business case for stage 1. It is requested that the Business case be presented to Council at the meeting 25 March.

The Chair thanked Murali and the team from Boon for the work and presentation for this plan.

Action: It was **resolved** that the Campus Master plan be approved, and the Business Case for stage 1 be presented at the March meeting.

Moved: R Brockie, Seconded: C Crowley

Motion Carried

3.5 Capital Asset Management Plan

The Committee received the draft CAM report, the Council would like further work to be done to show a split of the work that needs to be done, categorized as follows;

- Basic Model
- Modern Model
- Aspirational Model

3.6 Health & Safety Report

The report was taken as read.

Action: It was **resolved** that the Health & Safety Report was received.

Moved: R Brockie, Seconded: C Littlewood

Motion Carried

4. RoVE

- The work around the transition to RoVE is now moving at a fast pace.
- The Bill has now been passed in Parliament.
- 19 March is the date for the Inductions for all new Directors on the Regional Subsidiary Board.
- We would invite those Directors to observe at the last Council meeting prior to RoVE, 25 March.

5. Next meeting and closing Karakia

The Chair thanked those for their attendance, and closed with a karakia.



Robin Brockie
Council Chairman

The minutes from the meeting on 26 February 2020 to be signed off at the 25 March 2020 meeting once approved.

* To note: The meeting 25 March was cancelled due to Covid-19, that meeting was rescheduled to 29 April 2020, these minutes were ratified on 29 April 2020.

Actions List

Date of Meeting Raised	Action to be completed	Completed by who	Date to be presented to Council
26 February 2020	Coronavirus update	Zanetta Hinton	25 March 2020