

Western Institute of Technology at Taranaki Limited

(the Company)

Minutes of a meeting of the Board of Directors

(Board)

21 July at 10.15am

Minutes

These are the minutes of the *Board* meeting held on 21 July 2020 on Bell St Campus.

1. Welcome and Apologies

Directors present: Robin Brockie, Bev Gibson, Cassandra Crowley, Colleen Tuuta, Daniel Fleming, Sam Huggard, Lyal French-Wright

Robin Brockie acted as chairperson of the meeting.

Other attendees present: John Snook (Chief Executive), Nicola Conley (Director Corporate), Daniel Jackson (Chief Financial Officer), Nita Hutchinson (Academic Director), Kyle Hall (School Director), Daniel Fuemana (School Director), Ruth Crawford (School Director), Kim Ulberg (TEC), Conrad Herewini (TEC)

Apologies: Charlotte Littlewood, Linda Weterman

The Chairperson declared the meeting open

Moved: Robin Brockie

Seconded: Daniel Fleming

2. Karakia

The meeting was opened with a Karakia

3. Register of interest

The following conflicts of interest were noted:

Nil

4. Confirmation of previous Board meeting minutes

The Board resolved unanimously to confirm as a correct record the minutes of the Council meeting held on 23 June 2020. No matters arising.

Moved: Bev Gibson

Seconded: Daniel Fleming

5. Management Reports

Chief Executive Report

The report was taken as read and the following noted from discussion:

- It was positive to see WITTs' Stakeholder Engagement with the wider Taranaki has improved and relationships have been strengthened through the Chief Executive and Director Level.
- Bryce Turner appointment to the Director of School – Māori Enterprise, Business and Technology
- Schools were working hard to ensure systems are set up and ready to go for our new intake, including A++/Course Outlines/Timetables
- Chief Executive Report aligned with Letter of Expectations

Chief Finance Officer Report:

The report was taken as read and the following noted from discussion:

- Domestic enrolments have increased in primarily Trades and Nursing, and this meant we are close to reaching our EFTs target for the year
- Confirmation from TEC regarding extra funding for over delivery would be advised at the next meeting
- School Directors are all focused on meeting their targeted efts

Forecast

- International numbers have increased from 318 to 334 we will likely see a decrease in these enrolments in due course later in the year, due to the Borders being closed, we are currently target marketing to the International students already in the country to try enrol these students to Taranaki.

Health & Safety Report

- The report was taken as read and the Committee thought the new format was great and are pleased to see the collaboration with other ITPs to frame the new report.

The Board resolved unanimously that the following reports be received:

- Chief Executive Report
- Chief Finance Officer Report
- Health & Safety Report

Moved: Robin Brockie **Seconded:** Colleen Tuuta

6. Receipt of Audit and Risk Minutes

The Board resolved unanimously to receive as a correct record the minutes of the Audit and Risk Committee meeting held on 15 July 2020.

Moved: Robin Brockie **Seconded:** Daniel Fleming

7. Strategic or Discussion Items

- Covid-19 – No Updates. Comments from the Committee in regards to the Obligations and screening around any International students and ensuring protocols are in line with Ministry of Health
- RoVE/NZIST – No Updates

8. Decision Items

- 2021 Budget Assumptions to be submitted to NZIST – Approved by the Board to be submitted to NZIST
- The Board asked to see a CAPEX Summary presented to the Audit and Risk Committee next meeting 19 August 2020.

The Board resolved unanimously to receive as a correct record the minutes of the Audit and Risk Committee meeting held on 15 July 2020.

Moved: Robin Brockie **Seconded:** Bev Gibson

9. Closing

The Committee wished to acknowledge Linda Weterman and the work she has accomplished in the short time frame she has been Director – School Māori Enterprise, Business and Technology, we wish Linda well in her next Journey.

There being no further business the Chairperson declared the meeting closed at **12.00pm**

Bev Gibson lead a closing Karakia

Signed as a correct record



Chairperson

ACTION PLAN

Item	Topic	Responsible	Due	Status
1.	Link the key points from NZIST letter of expectations into the CE Report.	John Snook	21.07.2020	Closed
2.	% of Maori learners enrolling for semester two will be provided to the next Audit and Risk Committee meeting	Daniel Jackson	15.07.2020	Will be presented to the Board 25 August 2020
3.	Risk Register will be presented to the Audit and Risk Committee	Daniel Jackson	15.07.2020	Closed