

Western Institute of Technology at Taranaki Limited

(the Company)

Minutes of a meeting of the Board of Directors

(Board)

23 June at 10.00am

Minutes

These are the minutes of the *Board* meeting held on 23 June 2020 on Bell St Campus.

1. Welcome and Apologies

Directors present: Robin Brockie, Bev Gibson, Charlotte Littlewood, 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)

Apologies: Cassandra Crowley

The Chairperson declared the meeting open

Moved: Robin Brockie

Seconded: Daniel Fleming

2. Karakia

Colleen Tuuta lead the Karakia

3. Register of interest

The following conflicts of interest were noted:

Cassandra Crowley

- Remove: Trustee on Wild for Taranaki Biodiversity Trust

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 26 May 2020. No matters arising.

Moved: Lyal French-Wright

Seconded: Bev Gibson

5. Management Reports

Chief Executive Report

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

- Opportunities coming out of Covid-19 include fees-free and training through the Targeted training and Apprenticeships Fund. There is also opportunity in the Level 4 job space and WITT is seeking approval, and currently working with other providers
- Consideration re measuring the enrolments specifically from Covid-19. It would be difficult to identify and separate out however WITT can track enrolments from new funding sources
- CAP – Competency Assessment Programme an intake of students has nursing council approval and there is a planned flight from India 30th June, these students will enter the compulsory quarantine period of 14 days. Possible 20 EFTs plus domestic. Employment process is relatively straight forward upon completion
- Consideration around bringing Taranaki Futures work into WITT. John advised of his board involvement and our working in partnership and the excellent work Taranaki Futures do. WITT is committed to bringing in more provision
- Link the key points from NZIST letter of expectations into the CE Report

Chief Finance Officer Report:

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

- Daniel summarised major variances which included:
 - Extended holiday in April and Closedown due to Covid-19
 - No clawback by TEC
- 75 more EFTs since Audit and Risk meeting
- % of Maori learners enrolling for semester two will be provided to the next Audit and Risk Committee meeting
- WITT is very optimistic re semester two

Forecast

- No forecast report this month
- May forecast submitted, next forecast due July

Academic Committee Report

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

Health & Safety Report

- Risk Register will be presented at the next Audit and Risk Committee meeting

The Board resolved unanimously that the following reports be received:

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

Moved: Robin Brockie **Seconded:** Sam Huggard

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 17 June 2020.

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

7. Strategic or Discussion Items

- 'Shovel ready' infrastructure projects application in progress
- Taranaki Regional skills leadership group. Members not known as yet
- Reports to be reordered in agenda – A&R Minutes followed by Finance and H&S report
- Question on empty space on campus and suggestion re opportunity for Karanga-Calling the people to the institute, inviting the community for korero with the intention of bringing everyone together onto campus and considering the potential of offering more courses on marae

8. Decision Items

- Nil

9. Closing

There being no further business the Chairperson declared the meeting closed at **11.41am**

Bev Gibson lead a closing Karakia

Dated: 23 June 2020

Signed as a correct record



Chairperson

ACTION PLAN

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