

Western Institute of Technology at Taranaki
Limited

(the Company)

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

2nd March 2021

Minutes

1. Welcome and Apologies

Directors present: Robin Brockie (Chair), Bev Gibson, Colleen Tuuta, Daniel Fleming, Lyal French- Wright, Cassandra Crowley (via zoom), Charlotte Littlewood

Other attendees present: John Snook (Chief Executive), Nicola Conley (Director Corporate), Paul Holloway (Acting Chief Financial Officer via zoom), Nita Hutchinson (Academic Director), Kyle Hall (School Director), Daniel Fuemana (School Director), Ruth Crawford (School Director), Bryce Turner (School Director, via zoom)

Apologies: Sam Huggard (present until 10:30am)

The Chairperson declared the meeting open at 10:00am

2. Karakia

The meeting was opened with a Karakia

3. Register of interest

There were no conflicts to update

4. Confirmation of previous Board meeting minutes

The Board resolved unanimously to confirm as a correct record the minutes of the Board meeting held on 24th November 2020. There were no matters arising.

Moved: L French-Wright Seconded: D Fleming Carried

The Board resolved unanimously to confirm as a correct record the minutes of the Special Board Meeting held 18th December 2020. There were no matters arising.

Moved: R Brockie Seconded: D Fleming Carried

5. Management Reports

Chief Executive Report

The report was taken as read and the following comments were made:

- The new reporting format from the CE was acknowledged by the Board.
- Acknowledgement was also made to staff and the Board for their support in regards to a successful Graduation for 2020.
- Māori and Pacific Graduation was noted as small and a little disappointing. Contact with Iwi will be made referencing learners embarking on study at WITT and to work more collaboratively with whānau/Iwi approach ensuring success of students.
- The WITT Staff Professional Development/Conference was held 10th February. Key note speakers were Nigel Latta, Rod Baxter and Nicola Turner. Each speaker focused on one of the four Pou.
- Working closely with Te Pūkenga: It was noted there are some discrepancies between the approved Te Pūkenga budget and available financing for student numbers.
- Meetings will be held in March with Vice Chancellors from Victoria and Canterbury Universities, focusing on a collaboration with WITT around Engineering, Energy and Infrastructure.
- School Directors to present their Business Plans to the Board at subsequent e thus allowing the Board to test the strategic planning, organisation and quality at the school level.
- Offshore / Online focused on NZ Diploma in Business (Level 5) as a one-year programme. Waiting for NZQA Accreditation.

Academic Committee Report:

The report was received and the following comments were made:

- The Chair inquired as to any reference of issues between aligning the committee's current terms of reference and the Annual Activities. It was advised there were none and that the Academic Statute went under review to ensure alignment with the Education and Training Act 2020.

It was advised UCOL have updated their Statute and there is the opportunity for them to share with WITT.

A question from Board was raised pertaining to the risk register and risks identified as academic; could there be any impact on WITT's future liability? Potentially there is some concern on the moderation of Level 1 literacy and numeracy standards.

- A question was raised around the Pastoral Care of International Students Code of Practice regarding any concerns highlighted in the action plan. No concerns were highlighted and that there is ongoing improvement. A self-review has been completed against the new interim Code of Practice for Domestic Students.
- Are there any actions the Board need to be aware of and/or support to bring about change and improvement to the EPI data? Action plan outcomes from Te Pae Tawhiti self-assessment report to be supported by the Board.
- A requirement to monitor at risk programmes and to advise the Board of any improvements to the at-risk programmes around EPIs.
- It was advised that partnership programmes are shared across the subsidiaries and WITT will no longer be developing their own programmes. Subsidiaries will work collaboratively and accreditation will come from other providers programmes.

6. Audit and Risk

Minutes

The Board resolved to unanimously receive the reports of the Audit and Risk Committee meeting held on 16th February 2021, which includes the Finance Report, Minutes and Health and Safety Report.

Moved: R Brockie

Seconded: B Gibson

Carried Health & Safety Report

The report was taken as read. The Board clarified that WITT's Covid-19 Response Plan was in place should the current level change and all Comms will go through the CE of any updates required.

Finance Report

The report was taken as read. The Board noted that international revenue is \$672k adverse to budget due to no international intakes for July, September and November 2020.

Strategic or Discussion Items

7. WITT Student Recruitment Conversion Report

- Chard Consulting reviewed WITT's processes, what WITT did and how WITT operated, advising on opportunities for improvement.
- Actions plans were derived from the report and these will be initiated throughout the year. First point of focus will be withdrawals and retention of students.
- Reports on the status of the actions from the plan will be brought to the fortnightly Executive meetings for updates and monitored throughout the year.
- Resourcing and finances around the plan to be discussed further at next Executive Meeting.

8. Te Pae Tawhiti Report

Standing Item, no further comments were made

9. COVID-19 Regional Resurgence Plan – DRAFT

WITT's Covid-19 plans have incorporated all other centres and emergency plans (including community support networks) should we move to Level 3 / 4.

10. Delegation Authorities

- Delegation of functions were approved by Finance and Risk Committee in June 2018 and have been revised to align to the Operational and Financial Parameters Directions set by Te Pūkenga.
- Confirmation that the expenditure budget is the one presented to Te Pūkenga and

approved.

- CFO seeking confirmation that the Board are comfortable of delegation around authorisation of grants or loans out of money of the institution.
- It was advised that negotiation and agreement of any multi-employer collective agreement will be a recommendation from the Board to Te Pūkenga.
- Approval of establishment/disestablishment of permanent staff position that does not have a substantial impact of strategic direction of Te Pūkenga is considered operational and will go through the CE.
- It is recommended that the approval of establishment/disestablishment of permanent staff that may have a substantial impact of the strategic direction of Te Pūkenga will go through the Board.
- It was recommended that any contract or deed should be less than three years or less than \$400k.

Moved: R Brockie

Seconded: B Gibson

Carried

11. WITT Transport Plan

The report was received and the following comment was made:

- The ownership of the Transport Plan sits with Health & Safety. Security will be monitoring carparking.
- Carparking in most areas is free. The option to 'purchase' a car park is available.
- Offenders will receive a notice of warning before any further action will be taken.

Moved: D Fleming

Seconded: B Gibson

Carried

12. Update on engagement with Audit NZ

There have been two meetings with Audit NZ. The start date for the audit has been delayed due to Covid-19. An action plan is in place to address items that have been identified at the last audit. A discussion was held with Audit NZ, the CE and CFO on WITT's intent for the future and the successful approach to student recruitment.

No concerns have been indicated by Audit NZ to date.

It was advised that legally, the Annual Report requires signing off by end of April 2021. Final accounts are required to be given to Te Pūkenga by end of March 2021. Due to Covid-19, Audit NZ will not be able to meet this deadline and Te Pūkenga do not rely on this being completed. Verbal clearance will be given to the Board in April.

13. Provincial Growth Fund Monthly Dashboard

Provided for the information of the Board.

14. Taranaki Regional Profile

Provided for the information of the Board

15. NZIHT & WITT Certificate of Amalgamation

Provided for the information of the Board

7. 16. Letter of Support to Ministers

Provided for the information of the Board

17. WITT Board Resolutions

The Chair advised that the resolutions on the consolidation of the Treasury functions were approved by email.

Moved: R Brockie

Seconded: C Littlewood

Carried

18. Public excluded

The Board resolved that in accordance with section 48(1) of the Local Government Official Information and Meetings Act 1987, that the public are excluded from the following part of the proceedings of the Board of Directors meeting on Tuesday 22 September for the following reason/s:

Item 19: Approval of Public Excluded Minutes 24th November 2020

That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information where the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.

Item 20: WITT Investment Case - DRAFT

That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information where the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.

Item 21: Finance Summary 2020

That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information where the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.

Item 22: WITT Sensitivity Analysis

That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information where the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.

Item 23: Tranche 2 CAPEX

That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information where the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.

Item 24: Letter – 5 Cracraft Street (Piccolo Pre-School & WITT)

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result in the disclosure of information where the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.

Moved: R Brockie Seconded: B Gibson Carried

Closing

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

Signed as a correct record at the meeting 27 April 2021



Chairperson

MATTERS ARISING

Item	Topic	Responsible	Status	Due
1	Implementation of preferred framework for reporting	CE	OPEN	23 February 2021