

Western Institute of Technology at Taranaki  
Limited

(the Company)

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

26 October 2021

Minutes

**1. Welcome and Apologies**

Directors present: Robin Brockie (Chair), Bev Gibson, Lyal French- Wright. The following members attended via zoom, Cassandra Crowley (departed 10am), Sam Huggard, Charlotte Littlewood (departed 10am), Colleen Tuuta, Daniel Fleming

Other attendees present: Allie Hemara-Wahanui (Acting Chief Executive), Peter de Rungs (Kaiārahi Matamua), Nita Hutchinson (Academic Director), Kyle Hall (School Director), Angela Ferguson (Acting School Director), Ruth Crawford (School Director), Bryce Turner (School Director), Linda Dravitski (Corporate Health & Safety), Paul Holloway (CFO Wintec)

Guest presentation via Zoom:

Te Pūkenga Chief Executive – Stephen Town & Deputy Chief Executive – Warwick Quinn

Apologies: John Snook (Chief Executive), Nicola Conley (Director Corporate)

The Chairperson declared the meeting open at 9.00am, and extended a warm welcome to all those in attendance in person and to those joining the meeting virtually.

**2. Register of Interests**

**3. Strategic or Discussion Items**

a) Te Henui Lodge

The update was given verbally and the following comments were made:

- Discussions with Te Henui Lodge were in progress to utilise dedicated rooms for WITT Students. Further information would be available at the next Board meeting in November.

b) Management of Staff and Related Issues, no further comments were made.

c) Capex in progress including Infrastructure Park

The update was given verbally and the following comments were made in regards to the Infrastructure Park:

- The Business case will be presented to the NPDC at a meeting in November and D Langford will lead this process, David would relay the decision following the meeting in November, but looked promising and has the support from CEO of NPDC and the New Plymouth Mayor.
- Capex Projects, some projects mainly down in the trades area. Further delays in regards to the Shelter Project due to Covid restrictions in Auckland as the staff are not able to travel with the shelter until Auckland is at Level 2. Other areas of risk are material shortage that is a nationwide issue.

## For Information

### 4. Management Reports

a) Acting Chief Executive Report, the following report was taken as read and the following comments were made:

- Was great to see the positive messaging coming through around the Secondary Schools, the different ways of communication and the ways the Schools are viewing connections with WITT. Some subject level teachers met with two School Directors and engaged around historical reputation and quality of student. This meeting ended with great insight on how we can support them and better recruit students to WITT from the Secondary School area.
- An Open Day is scheduled on 13 November which will showcase all of WITT as a whole and this would feed in to the engagement with not only this group but the community as well. There is a level of student leavers that are not sure what they would like to engage with, so having an open day for them to explore all areas will be a great thing.
- Te Pou Tu was launched in the Taranaki Daily News and it was a really positive initiative and the Board wished it all the success. It's a great move to engage with our Māori and Pacific students.

b) Academic Committee Report, the following report was taken as read and the following comments were made:

- Improvements in the First Impression surveys from Tri 1 to Tri 2 that have made a positive impact on students. It was pleasing to see implementations of MyWITT app has had a really positive impact.

### 5. Audit and Risk Committee Meeting

a) Draft minutes – 19 October 2021

- The minutes give a good summary of the actions from the meeting, it was great to see such thorough engagement and discussion in to the reports being presented.

b) Finance Report – September results

- Comments around the cash flow position and that we were pushing the boundary and have we got a level of comfort that we were managing it. The 2022 Budget was yet to be confirmed and Te Pūkenga were still in discussions with Paul to make some changes to the proposed budget. Challenges for the 2022 budget are around growth and the evidence of that.
- The unfunded delivery in the level one and two space that we have provided to those very vulnerable people that are leaving school, where will these

students go if we are not going to be funded for this area that isn't recognised as priority by TEC.

- A case study would be conducted of levels one and two that we can share with Te Pūkenga to help support our application for additional funding. A consensus from the Board to look into actioning this case study at a glance. An example of local insights reports that are being produced by the Regional Skills Leadership group to produce something similar that gives a snapshot of the key information.

c) Health & Safety Report, the report was taken as read and the following comments were made:

- Notification to all staff was rolled out through the IT System to notify all staff about National Shakedown day coming up
- Further fire drills were coming up for certain areas on campus
- One member of the public had been trespassed from campus due to an incident on campus

d) Risk Management Framework, the report was taken as read and no further comments were made. The report was being formalised with Te Pūkenga to create a nationwide risk framework and further discussions are being held with all subsidiaries.

## 6. Covid-19 Update

- a) Further details have been released in regards to the traffic light system, these details are available on the Covid-19 Website and will be available for staff and students on iWITT.
- b) Tui ora would be on campus on the 3<sup>rd</sup> November, for those to drop in to the clinic for first or second vaccinations.
- c) Mandates from the Ministry of Education had not yet advised if staff or students needed to be vaccinated and advice or information on this had not yet been released. Staff are currently not required to release the status of their own vaccination status.

## 7. Te Pūkenga Update – Via Zoom

Chief Executive, Stephen Town & Deputy Chief Executive Warwick Quinn

- The Board discussed the Operating Model that has been released and that the view from the Board was that they were disappointed with the final report and that that key message would be relayed to Chief Executive – Stephen Town. Members of the Board joined the WITT Staff presentation on the document had very few questions come back which was not surprising.
- The feedback that Te Pūkenga was looking for was total honesty, this is the time to speak up and address anything that really concerns others. The Quality of the document

seemed repetitive and not of a level it should be.

- The three key subject areas missing in the document are the regional issues and discussions with iwi and hāpu. Secondly around regional governance and finally to this was the specific design of the organisation.

#### Q&A Session with Stephen Town

- The Board expressed their disappointment in the final document that was released by Te Pūkenga on the Operating Model.
- It was agreed that the Board feedback would be collated as a collective and presented back to Te Pūkenga for discussion.
- Creativity and Innovation were some of the things that looked exciting when RoVE was first introduced but that lacked in the report. The relationship between TEC and Te Pūkenga what this looked like and finally what this meant to me as a staff member, there was no evidence of this and being an important factor, in the absence of information staff will fill the gaps with their own thoughts and anxiety.

## Decision Items

### 8. Capex Projects for approval

Audit and Risk Recommendations have come through from the Committee to approve the four capex projects.

The Board have commended Manager Corporate Health in dealing with what really needs to be dealt with and the frequency with delivering the right size projects within budget.

***The Board resolved to receive and approve the following capex projects:***

1. Replacement of B-Block membrane roof and mechanical ventilation system
2. Te Kāuta kitchen refurbishment
3. Replacement and re-pitch of T-Block Roof and Extension
4. Impressions Restaurant

***Moved: R Brockie***

***Seconded: L French-Wright***

***Carried***

### 9. Policy Approval

Audit and Risk Committee have recommended the following policies be approved.

The following policies were presented to the Audit and Risk Committee and the Board:

1. Information and Record Management Policy
2. Alcohol and Drugs Policy
3. Managing Workplace Stress Policy

*The Board resolved to receive and approve the three Policy's stipulated above.*

*Moved: C Littlewood*

*Seconded: B Gibson*

*Carried*

## 10. Approval of Graduands

*The Board resolved to receive and approve graduands to Graduate in February 2022.*

*Moved: R Brockie*

*Seconded: C Littlewood*

*Carried*

## 11. Meeting dates for 2022

The report was presented to the Board and Audit and Risk Committee for meetings set in 2022. Some members notified a clash with one or two dates but majority saw the dates as available. The Audit and Risk Meeting days needed to be edited to match the dates which fall on Wednesdays.

*The Board resolved to receive and approve the meeting dates for Audit & Risk and The Board meetings in 2022.*

*Moved: R Brockie*

*Seconded: L French-Wright*

*Carried*

## 12. Minutes from previous meeting

*The Board resolved to receive and approve the minutes as a true and accurate record of the meeting on 31 August.*

*Moved: B Gibson*

*Seconded: C Littlewood*

*Carried*

## 13. General Business

### Closing

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

Signed as a correct record at the meeting 26 October 2021



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Chairperson

## MATTERS ARISING

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