

Western Institute of Technology at Taranaki Limited

(the Company)

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

28 September 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: John Snook (Chief Executive), Allie Hemara-Wahanui (Kaiārahi), Peter de Rungs (Kaiārahi Matamua), Nicola Conley (Director Corporate), Nita Hutchinson (Academic Director), Kyle Hall (School Director), Daniel Fuemana (School Director), Ruth Crawford (School Director), Bryce Turner (School Director), Linda Dravitski (Corporate Health & Safety), Roslyn Burkhart (Accountant), Paul Holloway (CFO Wintec)

Guest presentation via Zoom:

Boon Team – Murali Bhaskar, Krystel Cudmore, Chelsea Walsh

Apologies:

The Chairperson declared the meeting open at 9.00am, and extended a warm welcome in attendance and also to the Boon team leading this morning's presentation.

2. Presentation

A&B Block Capital Investment Presentation

Murali opened the presentation with a mihi and an overview of the various stages of proposed changes within A&B Block. Comments received from the Board and Executive team were as follows:

- The presentation was a great insight to what has been proposed, the long-awaited upgrade to the student hub as part of the long-term capital expenditure plan for the next 10 years.
- The purpose of the changes is to extend the footprint of the classes within this building so that they are able to accommodate more students in the specialised areas.
- The growth particularly in the Nursing, Health and Wellness school has outgrown the classes they are currently in. For example, the sim centre extends from 5 to 15 beds and beauty therapy from 10 to 24 beds.
- Other areas included the wellness centre (currently student success team area), which will open the space to include the cafeteria making the team more accessible and visible to the students, having a dedicated space for them to access the services.
- The overall aspect of the designs is to modernise the spaces for the students. If there is a possibility to the replacement of materials are going to be done with sustainability in mind. Where ever possible the gamma principles of stable design into the entire development.
- The buildings are required to have some seismic upgrades and this work would be done along

side this. Asbestos has been identified throughout the campus and an asbestos plan has been developed. Where renovations and alterations are being completed, we remove any asbestos as this goes through.

- The next phase of the work is to develop the cultural narrative and engage with iwi and stakeholders. The build is intended to take around 12-18 months, the projects are set out in priority order with the Simulation lab at the top of this list.

Strategic or Discussion Items

3. 2022 Budget & Release of Tranche's three 2021/one 2022

The 2022 Budget was being presented to the Board for approval and the following discussion and comments were made:

- Discussion around the year on year growth, where is the level of comfortability for the growth on top of the current year (2021) given that we will see a very low number of International students. Where is the certainty that we will make the additional 20% growth on 2021.
- By approving the release of the two tranche's, three 2021 & one 2022, would the spend be regretful should it be approved. The Projects presented by Boon with an estimate of \$10-15m will this be wasted spend. The spend via the two tranche's has the bigger picture in mind, so that the alterations done add value to the masterplan and spend is not at all regretful.
- What prioritisation criteria was used in regards to the capital expenditure and overall approach to the budget.
- Collaborations with the likes of TOPEC and the build of an eco-classroom built onsite by our Trades Academy students, this facility will be used by our students and could later be on sold like the houses currently being built by Trades academy students.
- The board have asked for an additional document be sent to Te Pūkenga outlining the growth in 2022, to support the 20% increase included in the budget for 2022. The report will include a year on year growth by programme and where the new programmes will see an increase in enrolments.

Decision Items

4. 2022 Budget:

The Board resolved to unanimously approve the release of the 2022 budget to be submitted to Te Pūkenga, this will include commentary specifically around the 20% additional growth for 2022.

Moved: R Brockie

Seconded: B Gibson

Carried

5. Capex

Approval – Tranche three 2021, Tranche one 2022 & Allocation of CAPEX funding for 2022 into three tranches:

The Board unanimously resolved to approve the release of Tranche three 2021 & the release of Tranche one 2022 so that the work can begin over the Christmas break, prior to start of semester one 2022. The Board also agreed to allocate the capital expenditure for 2022 into three tranches.

Moved: R Brockie

Seconded: B Gibson

Carried

6. Confirmation of previous Board meeting minutes

The Board resolved unanimously to confirm the minutes as a correct record of the meeting held on 31 August, this included the Public excluded minutes from the same meeting. There were no matters arising.

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 26 October 2021



Chairperson

MATTERS ARISING

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