

Western Institute of Technology at Taranaki
Limited

(the Company)

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

31 August 2021

Minutes

1. Welcome and Apologies

Directors present: Robin Brockie (Chair), Bev Gibson, Colleen Tuuta, Daniel Fleming, Lyal French- Wright, Cassandra Crowley, Sam Huggard, Charlotte Littlewood (departed at 10.16am, returned 12noon)

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)

Apologies:

The Chairperson declared the meeting open at 9.30am. Bev Gibson (Deputy Chair) opened the meeting with a mihi/karakia and extended a welcome to Peter de Rungs – Kaiārahi Matamua for the first meeting in attendance.

2. Presentation's

Raising Māori Equity

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

- Appreciated the panui back to iwi and hāpu, profiling some of the success and stories of some of the students that whakapapa back to iwi and was a great way of strengthening those links and affirming the connection with Iwi and Hāpu.
- It was great to see regular hui scheduled and taking place with our Iwi, the Board appreciated the progress in relationships and building on those with Allie and Peter now on the Team.
- Great to see WITT celebrating 50 years of Tertiary Education within Taranaki, it's really good to see Iwi at the core of this celebration. It makes sense the community as a whole including all iwi groups should drive the success of this celebration, and Taranaki is taken on a Journey from Taranaki Polytechnic to WITT through to Te Pūkenga and understand that we will still be present in the region.
- Kōrero raised at previous hui was Tāonga Māori that was gifted to the Institute that is expected to sit under Te Pūkenga asset register from 1 Jan 2023, discussions around this are currently underway. Part of this Kōrero are names that have been gifted from iwi/hāpu groups to the Institute are also upheld.

WITT Targeted Evaluation 2022 Preparation

The report included in the documents was taken as read, the presentation around Targeted Evaluations was greatly received by all, the Board participated in a few activities to gain knowledge that some members are familiar with and to some members this would be new to.

Further conversations around ensuring staff were well aware of the Targeted evaluations and how it was

measured. This is in progress now is a quality assurance induction series, including sessions around self-assessment. Some basic initiatives that are happening and asking those questions, some of those key evaluation questions and looking at Tertiary evaluation indicators in team meetings and staff meetings, different committee meetings to give a real bite size approach and across the organisation through different methods. How this information is then pushed up to the Board and gives a level of confidence to the Board that they understand

Overall the presentation was really engaging, and helped the Board with a glimpse into online learning as our students face the same challenges with online learning. The Board looked forward to when the letter is received from NZQA to finalise the date and scope.

Strategic or Discussion Items

3. COVID-19

The Chair thanked the team in regards to the early preview of communications going out to the staff and students in regards to the Institutes position around the change in level, and ensuring the communication that was due to go out was clear and easy to understand. The Board and Chief Executive expressed thanks to Manager Corporate Health & Safety and Executive Director Corporate Services, and the team for ensuring protocols were upheld and that all risks/challenges were made aware of. The team have done an excellent Job.

Update on the current statistics including the number of cases currently and locations of interest. The logistics of ensuring teaching staff had dedicated time slots to be on campus and ensuring they didn't have a cross over with other staff to the campus, this time was allocated to each staff that needed to gather essential teaching materials that were then dropped to students contactless. For teaching online while at level 3.

Questions raised around disclosing of information re vaccination for Covid-19 and those staff that identify themselves as high risk, the WITT Doctor, will be conducting the assessments using the Ministry of Health guidelines. Although staff are not legally required to give this information to us at the present time, we can assume no self-declaration is the same as not being vaccinated.

4. Te Pūkenga

Standing Item:

- The Chair moved to acknowledge the work the Executive team are putting in and supporting Te Pūkenga on a lot of work streams. WITT are actively supporting Te Pūkenga's ambition to bring to life the charter that was determined by the act – 1 April 2020.
- The Operating model is due to be released for consultation to all subsidiary's in September 2021. Staff in all subsidiaries will be asked to give feedback in consultation of the Operating model as part of the Change Management teams at each subsidiary.
- A discussion around the formation of some programmes i.e a steering group that involves a representative from each subsidiary working together to co-create a Bachelor of Nursing that will be a shared degree between all ITP's. Bringing ideas from each ITP that means the degree would be the same one taught throughout Aotearoa.

5. Register of interest

Updates to the Register have been included in the report.

N Hutchinson – To add,

Communities of Practice Project Workstream Co-lead (0.2 secondment to Te Pūkenga)

6. Confirmation of previous Board meeting minutes

The Board resolved unanimously to confirm as a correct record the minutes of the Board meeting held on 29 June. There were no matters arising.

Moved: B Gibson

Seconded: L French-Wright

Carried

7. Management Reports

Chief Executive Report

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

- Included in the report the inclusion of the Organisational structure at the leadership level, to note we remain very decentralised. We remain here to support the Schools and all our ākonga, with a flat structure and as a leadership team we are here to make things happen. The documents presented to you today reinforces the fact that things are starting to happen at WITT which is encouraging for our community.
- Māori FTE at the leadership level within the executive layer has grown from .2FTE to more of a 50/50 balance. This is something to be very proud of and thank you to the Board for supporting this change.
- Very productive conversations with two university partners, one being Victoria University and the other being University of Canterbury. These partnerships offer some opportunities for our students and staff in the Taranaki region.
- Second semester enrolments have started well, other ITPs show a downturn in not meeting their achievement or enrolment level. WITT is right on target, and its currently successful enough to get us right on margin of achieving EFTs for 2021 which is against the trend many others have not.
- 2022 Prospectus has been released, online copies will be provided to the Board.
- MyWITT app has been a great success under V1 release. A second release will be completed shortly, its given students real time information and has put the power in the hands of the students providing information about their timetable, programmes and assessments.

Kaiārahi Report:

The report was received and the following comments were made:

- Te Pae Tawhiti is created from a series of goals and outcomes, with a lot of detailed content, that informed WITT's commitment to Te Pae Tawhiti. The document isn't framed in a kaimahi friendly way, therefor a more condensed version of the framework has been created, so our kaimahi are able to completely understand the why and this creates the buy in and takes our kaimahi on the journey with us to support our students.
- This framework has been communicated to our iwi at a high level so they are aware of the environment that were moving towards around the focus on meaningful tiriti relationships with iwi.

- What are we doing to ensure we expose our kaimahi to this plan and framework enough to ensure were overcoming any institutional racism that they have grown with in the system, and that we challenge them to ensure this is a key part of their work. Which delivers on Te Pae Tawhiti but gets to the heart of what we want to achieve.
- A few mechanisms which include conversations taking place with each Kura, the Learning Development Committees, kaimahi Maori forums, staff hui and the quarterly hui scheduled with iwi.

Academic Committee Report:

The report was received and the following comments were made:

- Trimester one EPI data, why Māori percentage is higher for 2021, we would like to think that we're finally seeing some positive movement with all the work that we've been doing. So, while it is .4 of an increase it is the only group that is showing an increase at this midway point. We are heartened by that increase in terms of parity of achievement, its very exciting to see.

WITT Targeted Evaluation:

The report accompanied the presentation given earlier to the Board and Executive, confirming the Academic Director had heard back from NZQA and once a lead advisor has been assigned then they would work with us to finalise a date, the Board would be advised of any changes.

Te Pūkenga Commitments:

The report was taken as read, and the Academic Director would like to add the report is not comprehensive. It looks like a big commitment but some of the groups were already in existence, so they are not an addition but now they have a particular Te Pūkenga focus.

The Board resolved unanimously to receive the management reports and no further comments were made.

Moved: R Brockie

Seconded: B Gibson

Carried

8. Audit and Risk

Health & Safety Report

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

- The catering event included in the report, was investigated to find conclusive evidence of where this event was triggered. The final investigation was unable to pin point the cause but given there were 22 staff with the same symptoms gave a good indicator.

Policy stocktake

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

- The Academic Director provided an update and review on Policy for the Board, there was some work around consolidating and grouping policies that were currently in progress of review.

Decision Items

9. 2022 Student fees for approval:

The Board resolved to unanimously approve the 2022 Student fees on recommendation from the Audit and Risk Committee.

Moved: R Brockie

Seconded: L French-Wright

Carried

10. Approval of Graduands:

The Board unanimously resolved to approve the Ratification of Graduands on recommendation from the Academic Committee.

Moved: R Brockie

Seconded: B Gibson

Carried

11. Cybersecurity:

The Board resolved to receive and endorse the report on recommendation from the Audit and Risk Committee.

Moved: B Gibson

Seconded: C Tuuta

Carried

Public excluded 11.21am

In accordance with section 48(1) of the Local Government Official Information and Meetings Act 1987, resolves that the public are excluded from the following part of the proceedings of the Board of Directors meeting on 31 August, 2021. Items 17, 18 and 19 on the Agenda for the following reason/s:

Item 14: WITT Sensitivity Analysis: Audit and Risk

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 : 15. Business Proposal's

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 16: Negotiations in progress with other organisation's

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.

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 28 September 2021



Chairperson

MATTERS ARISING

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