

Western Institute of Technology at Taranaki
Limited

(the Company)

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

27 April 2021

Minutes

1. Welcome and Apologies

Directors present: Robin Brockie (Chair), Bev Gibson, Colleen Tuuta, Daniel Fleming, Lyal French- Wright, Cassandra Crowley, Sam Huggard

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)

Apologies: Charlotte Littlewood

The Chairperson declared the meeting open at 10:00am

2. Karakia

The meeting was opened with a Karakia

3. Register of interest

Updates to the register include:

- Ruth Crawford: Nurse Educators in the Tertiary Sector (NETS) (Member)
- NZ Nurses Organisation Nursing Research Section (Committee member)

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 2 March. There were no matters arising.

Moved: B Gibson

Seconded: C Crowley

Carried

5. Management Reports

Chief Executive Report

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

- The work currently being done by Te Pūkenga on the Operating model didn't appear to have a strong Education expert. Te Pūkenga is currently doing a roadshow across the country and will be advising all subsidiaries of the new operating model.

- Meeting with Southern Cross was disheartening to hear they no longer wished to take on student placements.
- A new student app was in production and the basic fundamentals would be operating by second semester start date, this is a product already being used by a number of ITPs, therefore a reinvention of the wheel was not needed, we would simply implement what has already been used elsewhere and rebrand for WITT students. There will be a second stage after the primary tiles are setup, functions included personalised timetables, invoices, application stages etc.
- Theresa Rongonui from Skills will be presenting to the Executive team and Māori staff in June, around how they have had success in raising the cultural capability across their staff to empower them to work in a way that aligns to Te Ao Māori. Increase in Māori student success has also been increased, it would be a great insight see how we can achieve the same success. We would wait until the Kaiārahi has been appointed so hoping for a mid to late June meeting with Skills.
- 2018 EER Recommendations had a lot of comments pertaining to organisation across the board and it was one of the focuses the institute is really charging behind, ensuring our systems and processes are better organised for students coming on to campus.
- Central Services report is a new addition to the Management reporting, providing more information into what supports are set up to assist the Schools to achieve, ensuring organisation within the Schools and being ready for students prior to start dates. The report will also give us real time data on how students are progressing.
- School Directors to present their Business Plans to the Board allowing the Board to test the strategic planning, organisation and quality at the school level.

Academic Committee Report:

The report was received and the following comments were made:

- How teaching staff are enabling the students are passing and are there early intervention mechanisms to ensure the students are supported.
- Comments around ensuring teaching staff are meeting deadlines and results are being processed in a timely manner according to policy. Real time data will support early interventions for the students.
- An update of the EPI data to be available at the meeting in June showing how students are tracking and those about to complete in Semester one.

Central Services Report

The report was created to give the board more oversight into HR and Academic matters, the report moving forward will include a dashboard of A++ (results system) activities. A Matrix document was being created for central service positions to cover high level tasks and who was responsible for them in order to create visibility across the institute. Creation of School and Institutional calendars were being created to ensure deadlines were being met.

6. Audit and Risk

Minutes

The Board resolved to unanimously receive the reports of the Audit and Risk Committee meeting held on 20 April 2021, which includes the Finance Report, Minutes, Health and Safety Report.

Moved: R Brockie

Seconded: B Gibson

Carried

Health & Safety Report

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

- More training for staff was being rolled out in regards to Health & Safety on incidents, what to do and how to deal with difficult situations, inappropriate behaviours and class sizes.

Finance Report

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

- Cashflow focus at present, the sensitivity on pressure around monthly cashflow through to the end of the year.
- There should be better communication in regards to timely payments up front from TEC and Te Pūkenga, waiting on payments from the previous year puts WITT at risk when it comes to cashflow.
- There is uncertainty around confirmation of funding for second semester delivery. It was noted Te Pūkenga had approved growth when approving the 2021 budget.
- Discussions around the list of “priority” areas and where the specified information can be obtained. This should have been determined prior to the start of semester, not changed or have a specific set of rules after enrolments have started.
- In terms of priority areas, discussion with Te Pūkenga Chair and CE around if a student wanted to do a programme or course that isn’t in the priority areas, we wouldn’t want to turn them away but who carries the cost if not in the list of priority areas.

Strategic or Discussion Items

7. Presentations:

Mariella Trynes – Regional Skills Leadership Group

- The board thanks Mariella for her time and information to come out of the presentation was really useful, the Board and the Executive had more of an understanding of the group and its intentions.

School Directors: Bryce Turner, School – Māori Enterprise, Business and Technology & Kyle Hall, NZIHT School of Engineering, Energy and Infrastructure.

- The Board thanked the two Directors for their presentations and a better oversight on their Schools, they look forward to the next two Schools presentations in June.

8. COVID-19

- Standing item, nothing to update. Should the need to move levels at any time, WITT plans are in place.

9. Te Pūkenga

Standing Item:

- Terms of Reference for Te Poari Akoranga was sent to all subsidiaries and is included in this meetings documents.
- Angela Beaton has distributed a Health & Wellbeing education provision paper presented to the Te Pūkenga Council in April.

Decision Items

10. Ratification of Graduands

The Board resolved to unanimously approve the Ratification of Graduands presented.

Moved: S Huggard

Seconded: B Gibson

Carried

11. Capex Approval of Tranche 2

The Board unanimously resolved to approve the release of Tranche 2 Capex subject to points 1-4 in the document.

Moved: R Brockie

Seconded: C Crowley

Carried

12. Delegation to Board Chair and Deputy Chair to co-sign Financial Changes under Te Pūkenga with Westpac

The Board resolved to approve the delegation for the Board Chair and Deputy Chair to complete the associated legal documentation for Finance changes under Te Pūkenga.

Moved: R Brockie

Seconded: S Huggard

Carried

13. 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 27 April, 2021 for the following reason/s:

Item 13: Approval of Public Excluded Minutes 2 March 2021

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.

The Board resolved to approve the public excluded minutes, no changes were required.

Moved: R Brockie

Seconded: C Crowley

Carried

Closing

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

Signed as a correct record at the meeting 29 June 2021

A handwritten signature in blue ink, consisting of a large initial 'L' followed by a series of loops and a final flourish.

____Chairperson

MATTERS ARISING

Item	Topic	Responsible	Status	Due