



Ara Institute of Canterbury Limited

(the Company)

MEETING OF THE BOARD OF DIRECTORS

Date: 30 March 2021

Time: 9.30am

Venue: Room G202, Te Kei, City Campus

Directors: T Arseneau (Chair), M Taite-Pitama (Deputy Chair), M Bain, J Cartwright, M Geddes, N Lamont, A Leslie [*advance apologies received*] and B Thompson.

OPEN AGENDA

Item	Subject
1.	Karakia
2.	Welcome/Apologies/Notices
3.	Conflicts of interest
4.	Call for and discussion of minor items not on the Agenda
5.	Confirmation of Meeting Minutes (Public) – meeting 23 February 2021 5.1 Approval of Meeting Minutes 5.2 Matters Arising 5.3 Action List
6.	Discussion Items 6.1 Chief Executive Report <ul style="list-style-type: none"> • Enrolments Performance • Financial Performance • Health Safety and Wellbeing • Te Papa Hauora • Te Ōhaka • Internationalisation • OIA Complaints Data Reporting 6.2 Chair Report
7.	Information Items [For noting] 7.1 Sub-Committee Reports <ul style="list-style-type: none"> a Audit and Risk Committee [5 and 22 March 2021] b Campus Redevelopment Committee [4 March 2021] 7.2 Ara Board Work Programme 7.3 Media Report
8.	General Business

CLOSED AGENDA

PUBLIC EXCLUDED: *It will be moved that the public be excluded from the remainder of the meeting.*

The general subject of the matters to be considered while the public is excluded is:

Item	Subject	
9.	Confirmation of Meeting Minutes (Public Excluded) - meeting held 23 February 2021 9.1 Approval of Meeting Minutes 9.2 Matters Arising 9.3 Action List	[s9(2) (f), (i), (j)]
10.	For Decision 10.1 Annual Report 2020	[s9(2) (f), (i), (j)]
11.	For Information [For noting] 11.1 Sub-Committee Reports a Audit and Risk Committee [5 and 22 March 2021] b Campus Redevelopment Committee [4 March 2021] c Health, Safety, Wellbeing Leadership Group (Minutes)	[s9(2) (f), (i), (j)]
12.	For Discussion 12.1 CE Report <ul style="list-style-type: none"> • Targeted Evaluation • Board Placemat/Dashboard 12.2 Health and Safety Annual Report 2020 <i>[Health and Safety Manager in Attendance]</i>	[s9(2) (f), (i), (j)]
13.	General Business	
14.	STRATEGY SESSION – 12.00pm 14.1 Strategy Development and Transformation a Key Priorities for Ara and Delivery Intentions to 2022	[s9(2) (f), (i), (j)]

This resolution will be made in reliance on s48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interests protected by s9 of the Official Information Act 1982 which would be prejudiced by the holding of the proceedings of the meeting in public. The section of the Official Information Act which applies is shown beside each item to be considered while the public is excluded:

- *Matters involving confidential information about an identifiable person*
s9(2)(a) - Protect the privacy of natural persons, including that of deceased natural persons
- *Submissions to Parliament and other formal advice*
s9(2)(f) - Maintain confidential conventions which protect political neutrality, and the confidentiality of communications and advice tendered by officials
- *Commercially sensitive financial data*
s9(2)(i) - The Crown or any Department or organisation holding the information to carry out, without prejudice or disadvantage, commercial activities
- *Negotiations in progress with other organisations*
s9(2)(j) - Enable a Minister of the Crown or any Department or organisation holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)

2021 Register of Disclosure of Conflicts of Interest

Last update as of 24 November 2020

Ara Board of Directors

Thérèse Arseneau <i>[Chair]</i>	<ul style="list-style-type: none"> • ChristchurchNZ (Chair and Director) • Christchurch Symphony Orchestra (Chair and Trustee) • J Ballantyne and Company Ltd (Director) • Elder Family Trust (Trustee) • Open Polytechnic (Board Director) 	<ul style="list-style-type: none"> • Therese Arseneau Consulting Ltd (Director and Shareholder)
Melanie Taite-Pitama <i>[Deputy Chair]</i>	<ul style="list-style-type: none"> • Tuahiwi Education Ltd (Director/Shareholder) • Tuahiwi School Board of Trustees (Member) 	<ul style="list-style-type: none"> • Taite Family Trust (Trustee)
Murray Bain	<ul style="list-style-type: none"> • TSB Bank (Deputy Chair) • Northland Polytechnic Ltd (Deputy Chair) • CTAS (Chair) • Kerikeri Retirement Village Trust (Chair) 	<ul style="list-style-type: none"> • Southern Institute of Technology Ltd (Director) • Optimum Services Ltd (Director/Owner) • Oryx Technology Ltd (Director/Owner) • ESA Ltd (Director)
Jane Cartwright	<ul style="list-style-type: none"> • Brackenridge Estate Limited (Chair) • Nurse Maude Association (Chair – Clinical Quality & Risk Committee). • Nurse Maude Association (Deputy Chair and Finance & Audit Committee Member) 	<ul style="list-style-type: none"> • Canterbury Clinical Network (Independent Advisor) • Cartwright-Newton Family Trust (Trustee) • JC Ltd (Director)
Maryann Geddes	<ul style="list-style-type: none"> • Te Pūkenga (Council member) • Southern Institute of Technology (Director) • Otago Polytechnic (Director) 	<ul style="list-style-type: none"> • Service IQ (Director)
Nettles Lamont	<ul style="list-style-type: none"> • Quality New Zealand Limited (Chair, Director and shareholder) • Conquest Training Limited (Director and shareholder) • Alliance Services Limited (Chair, Director) 	<ul style="list-style-type: none"> • Arinui Limited Chair (Director) • Hortus Limited (Director) • JFC Limited (Director) • Kidson Trust Advisory (Board member) • Dublin Street Charitable Trust (CEO)
Andrea Leslie	<ul style="list-style-type: none"> • Primary ITO (Employee) • Authentic Education Ltd (non-trading) (Director) 	<ul style="list-style-type: none"> • Greenhill Farm Trust (Trustee)
Bryn Thompson	<ul style="list-style-type: none"> • Metalcraft Engineering Company Limited (Principal/Director) • Avid Group Limited (Share Holder/Director) • Cassem Holdings Limited (Principal/Director) • Competenz Trust (Director) 	<ul style="list-style-type: none"> • B&S Thompson Family Trust (Trustee) • NZMEA (President/Director) • Mancan (Chairperson/Director) • Canterbury Manufacturing Trust (Chairperson/Trustee)

Ara Board Officers

<p>Tony Gray Chief Executive</p>	<ul style="list-style-type: none"> • Ara Foundation (Trustee) • Hurford Trust (Trustee) • NZIST COVID-19 Recovery Training and Skills Needs Working Group (Member) • NZIST Internationalisation Working Group (Chair) • Ōtautahi Education Development Trust (Trustee) • SANITI Advisory Board (Member) • TANZ Accord (Chair) • TANZ Ltd (Director)
<p>Te Marino Lenihan Kaiārahi</p>	<ul style="list-style-type: none"> • Ka Honua Momona (Traditional Fish Pond Non-Profit Organisation on Moloka'i, Hawai'i) (Board Member) • Kaiapoi Pā Trust (Trustee) • Ngā Aho (National Network of Māori Design Professionals) (Executive) • Ngāi Tahu (Whakapapa) • Canterbury Communications Trust (CCT) (Trustee) • He Toki ki Te Rika (Maori Trades Training) Trust • He Toki ki Te Mahi (Maori Apprenticeship) Trust
<p>Darren Mitchell Deputy Chief Executive Chief Operating Officer</p>	<ul style="list-style-type: none"> • Ōtautahi Education Development Trust (Trustee) • Public Sector Consultation Group – CAANZ • WorldSkills NZ (Director)
<p>Christina Yeates Executive Officer</p>	<ul style="list-style-type: none"> • Nil



Ara Institute of Canterbury Limited
(the Company)

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

23 February 2021 at 9.30am

Minutes

These are the minutes of a meeting of the board of the Company held on 23 February 2021 in Room G202, Te Kei, City Campus.

1 Karakia The Deputy Chair opened the meeting with a Karakia.

2 Welcome

Directors present: Thérèse Arseneau (Chair), Murray Bain, Jane Cartwright, Nettles Lamont, Andrea Leslie, Melanie Taite-Pitama (Deputy Chair) and Bryn Thompson.

Thérèse Arseneau acted as chairperson of the meeting.

Other attendees present: Tony Gray (Ara Institute of Canterbury Ltd (Ara) Chief Executive), Darren Mitchell (Ara DCE COO), Karen Te Puke (DCE, Customer Engagement and Experience) and Christina Yeates (Ara Executive Officer).

Public attendees present: Robert Dantzer.

Apologies Maryann Geddes, Te Marino Lenihan (Ara Kaiārahi) and Belinda De Zwart (DCE, People and Culture).

Quorum The Chairperson noted that a quorum of Directors was present at the meeting and declared the meeting open.

3 Conflicts of interest

- a) No conflicts were declared in relation to the open agenda.
- b) No amendments recorded to the existing Register of Disclosures of Conflicts of Interest.

4 Items not on the Agenda Nil.

5 Confirmation of Meeting Minutes

5.1 Minutes of Committee Meeting – 24 November 2020

It was **resolved** that the minutes of the ordinary meeting of the Ara Board held on 24 November 2020 (not being a meeting or part of a meeting from which the public was excluded) be confirmed as a correct record of proceedings of that meeting and be signed by the Chair accordingly.

J Cartwright/M Taite-Pitama

Carried

5.2 Matters Arising Nil.

5.3 Action List

- a) AP11 DCE reports – Completed – proposed reporting forms part of the meeting papers for today.
- b) AP22 – CE Report – Completed – proposed reporting forms part of the meeting papers for today.
- c) AP25 – Marae visit – in progress with the Ara Kaiārahi and Ara Board Deputy Chair. Discussion included agreement on what the Board would like to achieve from the visit. **Resulting actions in red below.**
 - cultural competency [increasing knowledge and understanding];
 - links to FMA and how it relates to the capability matrix and feedback nationally from Te Pūkenga;
 - deep dive into understanding population demographics and opportunities to engage in learning with Māori from entry (foundation) level to postgraduate;
 - learnings across the network;
 - being clear about the Treaty partner in each region – understanding expectations with Treaty partner, holistic partnership, what it means to them and particularly in Timaru with Arowhenua.
 - the need to look at the Board’s legislative obligations so consider both “law and heart”.
 - to hear more from learners – what does success really feel like and parity – what does it look and feel like for Māori? **DCE Customer Experience and Engagement and CE to co-ordinate session with Learners** either as part of Board Marae visit or at a convenient time for learners to meet the Board.
 - the opportunities with the re-opening of Te Puna Wānaka and the revitalisation of the space? Suggest a visit to the Marae and then increasingly use Te Puna Wānaka as a base for activity and development.
 - agreed the **CE would produce a programme for the Marae visit in consultation with the Deputy Chair and Kaiārahi.**
 - **doodle poll to be used** to seek availability for Board members to attend a Marae in March.
- d) AP35 – Health and Safety – SafePlace induction – in progress with HSWLG prior to Board induction.
- e) AP38 & AP39 – Application Summary and Retention Data– presentation forms part of today’s agenda with reference to the dashboards.
- f) AP40, AP41 & AP42 – Health and Safety – all actions have been completed and referred to in today’s papers. The Board noted the progress report for Ōtautahi House and that a walkaround will be arranged in due course [likely to be included in the City health and safety walkabout for 2 Board Directors as per the work programme].
- g) AP43, 44 & 45 – Te Pae Tawhiti – a zoom meeting was arranged to review Ara’s submission in December 2020 and the Board noted the contents of the final submission to Te Pūkenga. The CE advised that feedback to date has been positive.

- h) AP46 – Student leaders’ lunch with the Board – date to be determined. The Board noted the invitation to join the Pacific Welcome on 24 February (3.30-5.00pm) in the Student Services building.

6 Items for Discussion

6.1 Chief Executive (CE) Report

The report was taken as read. The CE provided the following update:

- a) COVID-19: the CE thanked colleagues for the swift response to the move to Alert Level 2. All communications have been provided within the CE report pack and noted by the Board.
- b) Enrolment performance at the time of writing, is looking positive and numbers will be firmed up at the end of March. In overall terms, including potential enrolments, there has been a rise from 5200 to 5700 YTD, 11.5% ahead on EFTS.
- c) Southern campus numbers, excluding International, are showing good growth in Nursing, Engineering, Motor Vehicle and Construction. The removal of international (mainly English Language programmes) will have an impact in Timaru [29 International students in 2019 and in 2020 reduced to 3].
- d) Engineering and Architectural Studies – engineering international offset by shift in domestic enrolments – 559 compared to 409 same time last year. [37% increase]. Learners who were interested in engineering have been looking at shift from degree to diploma to take advantage of the TTAF.
- e) TTAF does not affect free fees. Shows learners are thinking quite tactically in relation to study costs. The Board agreed that the future fee structure needs to be discussed strategically across the sector to enable greater equity.
- f) Discussion on Te Pūkenga and the cost of delivery of programmes and quality assurance that needs to be achieved once across the sector.

6.2 Health and Safety

The report was taken as read.

- a) The following items were noted:
 - i. The Health and Safety Annual Report will be provided at the March Board meeting.
 - ii. Wellbeing development across Ara, continues to progress well.
 - iii. Safety and Wellbeing walkabouts schedule to be progressed for 2021.
 - iv. External auditing schedule – in relation to a query on the machinery audits, the Board were reassured that all teams are reporting inefficiencies on the basis of needing new machines rather than just taking corrective action. Ara’s practice is to include guards on some machines to improve safety even when not required by legislation. Systematic and proactive analysis is carried out at a Management and operational level to ensure the appropriate health and safety requirements are met.

- v. The CE confirmed that the Trades health and safety external audit action of communication to Trades colleagues has been completed. A session on the Audit was held with all Trades colleagues at the end of 2020 which picked up on this element of risk mitigation.
- vi. The Board requested that the Colleague Wellbeing table be checked for accuracy of data and that the format is revised as it is currently hard to follow. [AP49 CE]

6.3 Chair Report

The Chair provided a verbal update as follows:

- a) A productive, robust and interesting Subsidiary Chairs meeting was held on 9 February and a full day discussion on the pace of work across the network, helping to provide greater visibility around what is happening.
- b) COVID – noting the swift response of Ara colleagues to the communications around the change in Alert levels; and that the Timaru Graduation will need to be rescheduled.
- c) The Board meeting on 27 April is to be held in Timaru - noting a potential opportunity for the Graduation ceremony to be rescheduled to 3pm on this date and would enable Board members to attend. Further discussion to be had on stakeholder engagement planning for this April board meeting.

[Note: 10.30am Robert Dantzer depart].

7 Information Items

7.1 Deputy Chief Executive (DCE) Reports

The reports were taken as read, noting that future reports will fit into the proposed new reporting format to the board on a bi-monthly basis.

- a) The Board congratulated all colleagues on the good completion rates and student satisfaction levels against a backdrop of the disruption due to COVID-19 in 2020. Discussion on Graduate outcomes took place. The Board were advised that follow up surveys are undertaken to identify employment rates into first jobs, related to field of study.
- b) EDI – Discussion on the number of Māori students that have not completed the course in this area – how do we market these better to Māori? Noting that issues exist with Business and Computing programmes for the whole country; it was agreed there is a requirement to look closer at the products on offer.
- c) AIR – Discussion on the follow up with learners who are applying to ensure their path of study is correct for the learner and how we proactively follow up - the career hub and student pastoral support are critical in this area. Learnings from COVID have resulted in contact at the earliest time with tutors, as this makes a huge difference to success and the sense of belonging for a learner to a programme of study.
- d) External industry led projects – the Board congratulated colleagues in this area and how the relationship with Te Ōhaka is creating opportunities. Discussion on TITO engagement opportunities and how we move forward with areas of super nodes is a focus within our key priorities.

7.2 Subcommittee Reports

- a) The Chair of the Ara Board Audit and Risk Committee advised that the Committee had met on 17 February 2021 and an update on items of business is provided in the Public Excluded section of this meeting.

7.3 Ara Board Work Programme

- a) The contents of the work programme were noted and that there are a number of items as work in progress, including the Board visit to a Marae.

7.4 Media Report

The report was taken as read.

8 General Business

Nil.

Closure

There being no further business the Chairperson declared the public meeting closed at 10.35am

Dated:

Signed as a correct record

Chairperson

[note: signed via electronic signature]

Ara Board Minutes - Action List as of 23 February 2021

Number	Date When Action Arose	Agenda Item	Topic	Action	Board Responsibility	Status	Due Meeting date
AP25	29 Sept: updated 23/2/21	6.4d	Kaiārahi Report	<p>A meeting offsite at a Marae be arranged. 23/2/21 –</p> <ul style="list-style-type: none"> • doodle poll completed post meeting for availability for Board members to attend in March 2021. • Agreed the CE would produce a programme for the Marae visit in consultation with the Deputy Chair and Kaiārahi. • Session to be co-ordinated with Board and Learners either as part of the Marae visit or at a future board meeting. 	<p>Board Secretary</p> <p>Kaiārahi/Deputy Board Chair/CE</p> <p>CE/DCE Customer Experience and Engagement</p>	<p>Completed post-meeting</p> <p>In progress</p> <p>In progress</p>	30 Mar 21
AP35	27 Oct updated 23/2/21	6.1p (v)	CE Report – Health and Safety	Induction to SafePlace and reporting to be added to the Ara Board work programme 23/2/21: in progress with HSWLG prior to Board induction.	CE/Board Secretary	In progress.	Early 2021
AP46	24 Nov updated 23/2/21	7.1	Chairs Report	Student voice reps to be invited to Ara Board lunch - dates to be determined for 2021.	Board Chair/Secretary	In progress.	Early 2021
AP49	23/2/21	6.2a(vi)	CE Report – Health and Safety	Colleague Wellbeing table to be checked for accuracy of data and format to be revised.	CE	In progress	30 Mar 21

Ara Board 30 March 2021	Agenda Item		6.1
	Decision Item	Discussion Item	Information Item
PUBLIC	Presented by		Tony Gray

ARA BOARD REPORT SUMMARY	
TITLE OF REPORT	Chief Executive's Report
BACKGROUND AND PURPOSE	To provide the Board with key information and data that are important in Ara's development.
RECOMMENDATION(S)	That the Chief Executive's Report be received.
LINK TO ARA STRATEGY	
KEY ISSUES IDENTIFIED	
FINANCIAL IMPLICATIONS FOR ARA	-
RISK IMPLICATIONS FOR ARA	-
RATIONALE FOR EXCLUDING PUBLIC	NA

Chief Executive's Report

Public Meeting

0 Ara Performance – EFTS Overview as at 24 March 2021

	Enrolments (EFTS)	
	Actual	Target
SAC Level 3+	4,895	5,846
SAC Level 1-2	113	127
ACE	19	86
Trade Academy	192 (567 places)	153 (570 places)
Youth Guarantee	66	83
ITO	49	99
Other	35	109
Total Domestic EFTS	5,367	6,502
Total International EFTS	194	509
Total EFTS (including eCampus)	5,561	7,011
Levels 1-2	336	491
Levels 3-4	1,814	2,521
Levels 5-6	1,035	979
Level 7	2,306	2,938
Levels 8-9	71	81

Key points include: [**Excluding potentials*]

- 0.1 As at 24 March 2021, Ara Global* has enrolled 5,561 EFTS against a target of 7,011 EFTS for 2021 study. 79.3% of target enrolled.
- 0.2 Including potential EFTS Ara Global has enrolled 6,371.6 EFTS (90.88 % of target)
- 0.3 Fund specifics*
 - i SAC 3+ have enrolled 83.7% of target
 - ii SAC 1-2 have enrolled 88.9% of target (up 23.5%)
 - iii Trade Academies have enrolled 567 students, 99.47% of target places
 - iv ACE -13.2% compared to STLY
 - v MPTT 90.55% (EFTS target)
- 0.4 Ara Global - Domestic has enrolled 5,367 EFTS*
 - i 82.54% of target enrolled
 - ii 14.09 % year to date growth compared to same time last year (4704.0 EFTS)
- 0.5 Māori participation is at 14.5% against a target of 13.1%

0.6 Pacific participation is at 5.0% against a target of 4.8%

1 Financial Performance Report

- 1.1 As of 28 February 2021, the year-to-date reported deficit before Abnormal Items is \$4.9m, compared to an expected deficit of \$6.4m. The deficit after Abnormal Items (the Transformation Programme) is \$5.1m compared to an expected deficit of \$6.9m.
- 1.2 Overall Government Funding year-to-date is \$0.9m less than the \$6m year-to-date budget, most of which is within the SAC Funding Level 3+ category. The February results do not reflect the increase in domestic enrolments which are at a higher level than budgeted. Enrolments continue to be processed resulting in a much more favourable position in the March report.
- 1.3 The main increase in domestic enrolments is expected to be in SAC Level 3+ funded delivery which is projected to be 11% higher than budget. This will be reflected in the first reforecast for 2021, however, before this is formally included confirmation is needed that the increase will be fully funded as it exceeds the automatically funded tolerance level. Discussions with Te Pūkenga and TEC are already underway.
- 1.4 Domestic Fee Income is aligned with SAC Funding Level 3+; the shortfall against budget that appears in this report will improve in March as enrolment processing progresses. Usage of related scholarships and discounts is under budget by \$855k year-to-date, which currently more than offsets the variance in fee income; however, much of the variance is due to the timing of the awarding of the scholarships. Currently, 317 scholarship applications have been received for 2021 and 94 have been awarded across 11 categories. Once the enrolments period is complete the variance will be reduced.
- 1.5 International Fee Income less related Commissions and Discounts is \$71k behind budget. It is expected that international enrolments will be weaker than budgeted which will be reflected in the next reforecast.
- 1.6 Overall, Student Tuition Fees Income less related Scholarships/Commissions and Discounts exceed budget year-to-date by \$96k.
- 1.7 Other Teaching Income is marginally ahead of budget year-to-date (\$3.6k)
- 1.8 Interest Income is below budget by \$58k due to the cut to the OCR which has reduced available interest rates.
- 1.9 Other Revenue exceeds budget year-to-date by \$66k.
- 1.10 Teaching Costs are currently below budget by \$447k. This is due to the phasing of the casual contracts in the budget. There was an agreement with the teaching departments who elected to flat phase the casual budget over the duration of the year rather than align it with the anticipated casual usage. As the year progresses the variance will be eroded.

- 1.11 Non-Teaching costs is tracking marginally under budget.
- 1.12 Net Annual Leave Personnel costs begin the year substantially in credit due to the high amount of annual leave taken in January, especially by teaching staff prior to the semester start. The expectation that total annual leave does not increase, will result in the budget being zero by year-end. This credit will progressively reduce across the year, except for July and December, as more leave is accrued each month than is taken.
- 1.13 Occupancy Costs are \$12k under budget year-to-date.
- 1.14 The Finance Lease Charge is in line with budget.
- 1.15 General Operating Expenditure is \$854k below budget year-to-date. The most significant savings are in marketing costs (\$106k), media resources (\$81k), sub-contracted delivery (\$79k), printing (\$79k), and other services (\$245k). Department managers have confirmed that many of these costs are delayed rather than being genuine savings at this point.
- 1.16 Depreciation costs are \$129k under budget year-to-date largely due to spending on leased computers being lower at present.
- 1.17 Transformation costs are \$412k under budget year-to-date. With the exception of committed personnel resources, expenditure to date has been on those projects that have carried over from 2020. The new initiatives for 2021/22 as at end of February were yet to commence.
- 1.18 In the Statement of Financial Position, Loans and Receivables is currently high due to student enrolment debt. Most students are now automatically invoiced shortly before the start of their course of study, which has resulted in earlier invoicing and a short-term increase in debt.
- 1.19 Revenue Received in Advance is currently high at \$37m. This is typical for this time of year as fees have been invoiced and the revenue is allocated to the associated delivery periods. Other than the main enrolment periods (February/ March and July), this figure will progressively decline each month as income is recognised.
- 1.20 The overall Cash and Investments position is strong at \$87m as a high proportion of fees income is received early in the year. As with Revenue Received in Advance, outside of main enrolment periods this will typically decline each month.
- 1.21 There are no other items of note in the Financial Position or Cash Flows for February.

**Statement of Financial Performance
for the year to 28 February 2021**

	Year to Date			Full Year	
	Actual	Budget	% var	2021 Budget	2020 Actual (unaudited)
Government Funding					
SAC Funding Level 3+	5,142,327	5,844,821	-12.0%	56,682,478	53,645,330
SAC Funding Level 1-2	117,986	135,145	-12.7%	1,144,295	1,839,428
ACE Funding	26,220	54,990	-52.3%	393,055	578,954
Youth Guarantee Funding	47,201	59,537	-20.7%	1,060,780	3,018,869
CTC funding	303,062	286,287	5.9%	2,625,324	2,305,665
Other Non-EFTS grants	327,473	495,324	-33.9%	2,971,944	3,064,783
Total	5,964,270	6,876,105	-13.3%	64,877,876	64,453,029
Student Tuition Fees					
Domestic Fee Income	2,718,326	3,406,486	-20.2%	32,869,962	32,354,452
less Scholarships/Discounts	(239,610)	(1,094,332)	-78.1%	(1,990,950)	(1,643,780)
International Fee Income	317,160	429,134	-26.1%	9,091,956	15,401,956
less Commissions/Discounts	(19,716)	(60,706)	-67.5%	(1,055,196)	(1,404,957)
Total	2,776,160	2,680,582	3.6%	38,915,772	44,707,671
Other Teaching Income	65,956	62,400	5.7%	2,341,608	2,054,908
Other Income					
Interest	94,827	152,661	-37.9%	915,335	1,489,124
Other Revenue	824,967	759,448	8.6%	5,914,491	4,400,883
Total	919,794	912,108	0.8%	6,829,826	5,890,007
Total Revenue	9,726,180	10,531,195	-7.6%	112,965,082	117,105,614
Personnel Costs					
Teaching	5,249,618	5,696,599	-7.8%	36,565,697	36,369,282
Net Annual Leave - Teaching	(1,060,378)	(642,066)	65.2%	-	216,611
Non-Teaching	5,787,436	5,848,499	-1.0%	37,480,506	36,252,092
Net Annual Leave - Non-Teaching	(538,228)	(228,052)	136.0%	-	124,615
Total	9,438,448	10,674,980	-11.6%	74,046,203	72,962,599
as % of Revenue	97.0%	101.4%		65.5%	62.3%
Other Costs (except Depreciation)					
Occupancy/Property costs	1,441,574	1,453,265	-0.8%	10,054,815	9,515,524
Finance Lease Charge	230,066	230,066	0.0%	1,373,256	1,389,636
General Operating Expenditure	1,760,129	2,613,875	-32.7%	19,293,187	17,211,391
Total other costs	3,431,769	4,297,205	-20.1%	30,721,258	28,116,551
Depreciation					
All Depreciation	1,789,657	1,919,542	-6.8%	11,346,495	12,472,593
Total Expenses	14,659,874	16,891,728	-13.2%	116,113,956	113,551,743
Surplus/(Deficit) excl Abnormal	(4,933,694)	(6,360,532)	-22.4%	(3,148,874)	3,553,871
as % of Revenue	-50.7%	-60.4%		-2.8%	3.0%
Abnormal Items					
Transformation Costs	(131,837)	(544,096)	-75.8%	(3,300,000)	(1,743,725)
Demolition Costs	-	-		-	(1,086,026)
Share of Associate Surplus/(Deficit)	-	-		-	18,065
Total Abnormal Items	(131,837)	(544,096)	-75.8%	(3,300,000)	(2,811,687)
Total Surplus/(Deficit)	(5,065,531)	(6,904,628)	-26.6%	(6,448,874)	742,184
as % of Revenue	-52.1%	-65.6%		-5.7%	0.6%

Statement of Financial Position as at 28 February 2021

	Actual 28-Feb-21 \$000	Budget 31-Dec-21 \$000	Actual (unaudited) 31-Dec-20 \$000
ASSETS			
Current Assets			
Cash and Cash Equivalents	11,278	2,140	7,635
Loans and Receivables	6,831	2,000	1,676
Inventories	755	1,027	702
Prepayments	2,186	2,291	2,329
Short Term Investments	47,176	34,095	33,919
Residual Insurance Proceeds	28,281	22,905	28,281
Total Current Assets	96,508	64,458	74,542
Non-Current Assets			
Property Plant and Equipment	306,319	310,385	306,948
Intangible Assets	1,104	1,506	1,193
Investment in Associate	1,169	1,151	1,169
Total Non-Current Assets	308,591	313,043	309,310
TOTAL ASSETS	405,099	377,501	383,852
LIABILITIES			
Current Liabilities			
Trade and other payables	5,385	5,000	5,736
Finance leases	690	1,233	683
Employee Benefit Liabilities	2,302	3,157	3,615
Revenue Received in Advance	36,921	11,800	8,895
Total Current Liabilities	45,298	21,190	18,928
Non-Current Liabilities			
Finance leases	24,830	25,092	24,886
Employee Benefit Liabilities	228	238	228
Total Non-Current Liabilities	25,058	25,330	25,114
TOTAL LIABILITIES	70,355	46,520	44,043
NET ASSETS	334,744	330,981	339,809
EQUITY			
Retained Earnings	231,377	227,199	236,442
Asset Revaluation Reserve	103,367	103,782	103,367
TOTAL EQUITY	334,744	330,981	339,809

Statement of Cash Flows
for the year to 28 February 2021

	Year to Feb 2021 \$000	2021 Budget \$000	2020 Unaudited \$000
Cash Flows from Operating Activities			
Cash was Provided from:			
Government Grants	12,423	64,878	62,882
Student Tuition Fees	17,424	38,916	36,028
Other Teaching Revenue	66	2,342	2,055
Other Revenue	2,518	5,890	6,048
Interest	165	915	1,701
Total	<u>32,596</u>	<u>112,941</u>	<u>108,714</u>
Cash was Applied to:			
Employees and Suppliers	14,214	102,698	99,772
Net Cash Effect of Abnormal Items	132	3,300	2,830
Total	<u>14,346</u>	<u>105,998</u>	<u>102,602</u>
Net Cash Flows from Operating Activities	<u>18,250</u>	<u>6,943</u>	<u>6,112</u>
Cash Flows from Investing Activities			
Cash was Provided from:			
Sale of Fixed Assets	0	26	57
Total	<u>0</u>	<u>26</u>	<u>57</u>
Cash was Applied to:			
Purchase of Other Financial Assets			
Purchase of Fixed Assets	182	5,114	2,992
Campus Capital Plan Spending	839	5,547	4,158
Total	<u>1,021</u>	<u>10,661</u>	<u>7,150</u>
Net Cash Flows from Investing Activities	<u>(1,020)</u>	<u>(10,635)</u>	<u>(7,093)</u>
Cash Flows from Financing Activities			
Cash was Provided from:			
Equity	-	-	25
Total	<u>-</u>	<u>-</u>	<u>25</u>
Cash was Applied to:			
Finance Lease Payments	330	2,399	2,296
Total	<u>330</u>	<u>2,399</u>	<u>2,296</u>
Net Cash Flows from Financing Activities	<u>(330)</u>	<u>(2,399)</u>	<u>(2,321)</u>
Total Net Cash Flows	<u>16,900</u>	<u>(6,091)</u>	<u>(3,302)</u>
Opening Cash, Bank & Short Term Investments	69,835	65,231	73,138
Closing Cash, Bank & Short Term Investments	<u><u>86,735</u></u>	<u><u>59,140</u></u>	<u><u>69,835</u></u>

2 Health, Safety and Wellbeing

2.1 Overview – Key Issues

- a This report primarily covers activities until the end of February 2021.
- b At the time of finalising this report, Ara has shifted from COVID-19 Alert Level 2 to Alert Level 1. The Incident Management Team was stood down early on the morning of 8 March 2021. Two amendments to the practice and procedures of Alert Level 2 had been introduced to (i) prevent inbound travel for visitors and colleagues and (ii) for all pre-testing and testing of possible COVID-19 cases to alert the Safety and Wellbeing Manager for monitoring risk to campuses. Safety and Wellbeing received notification of 12 colleagues and 28 learners with confirmation that either no testing was required, or negative results were received.
- c There were no notifiable incidents during the month of February.
- d While the SafePlace system is now operational at both a colleague and learner level, the project will remain focused on validating data, ensuring alignment of core Health and Safety registers within the system and manage delegations for automation of escalation workflows. Capability minimum requirements are identified in three parts: induction, investigation and managers' roles and responsibilities. All future embedding of systems will increase operational reporting objectives.
- e A strategic and tactical plan for Safety and Wellbeing for 2021 has been drafted and provided to the Health, Safety and Wellbeing Leadership Group (HSWLG) for their endorsement, with an anticipated adoption by the Working and Action Groups in March. In addition to learners and priority groups, members of HSWLG are participating in consultation over March.
- f The Wellbeing Action Group (WAG) at its 26 February 2021 meeting, received one nomination for Chair and unanimously voted the appointment of Meg Nelis, Student Wellbeing Advisor to the Chair. The WAG reviewed its Terms of Reference and will ratify at its next meeting.
- g Health and Safety data recorded in SharePoint before SafePlace implementation (January - September 2020) has been reclassified and entered into PowerBI for future comparative reporting and improved analysis.

2.2 Health and Safety

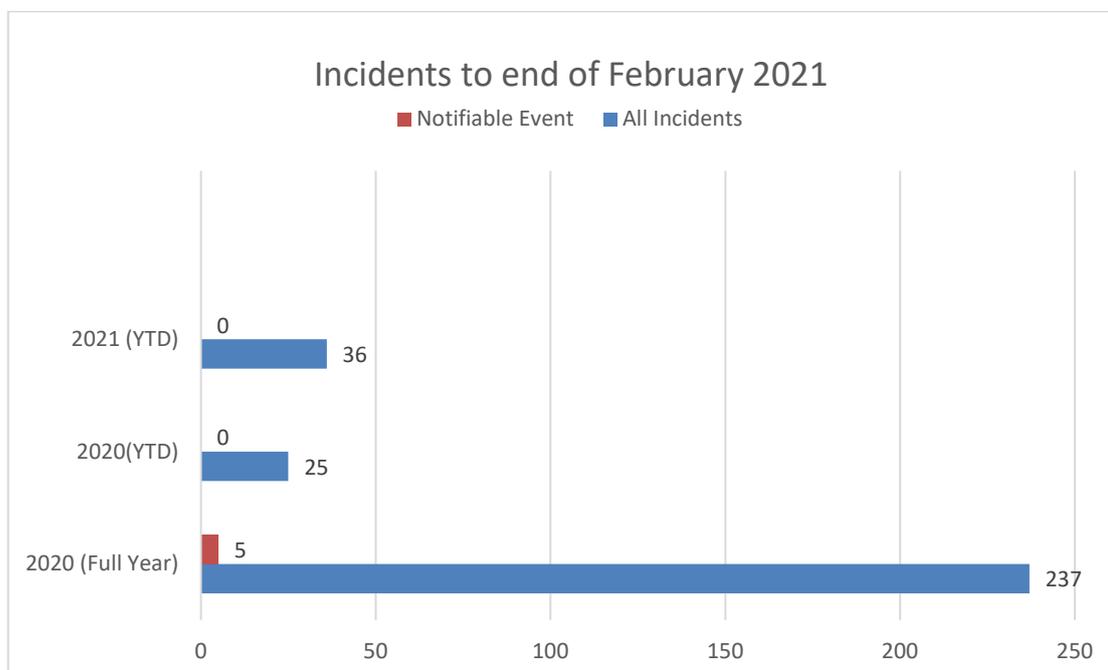
a Performance

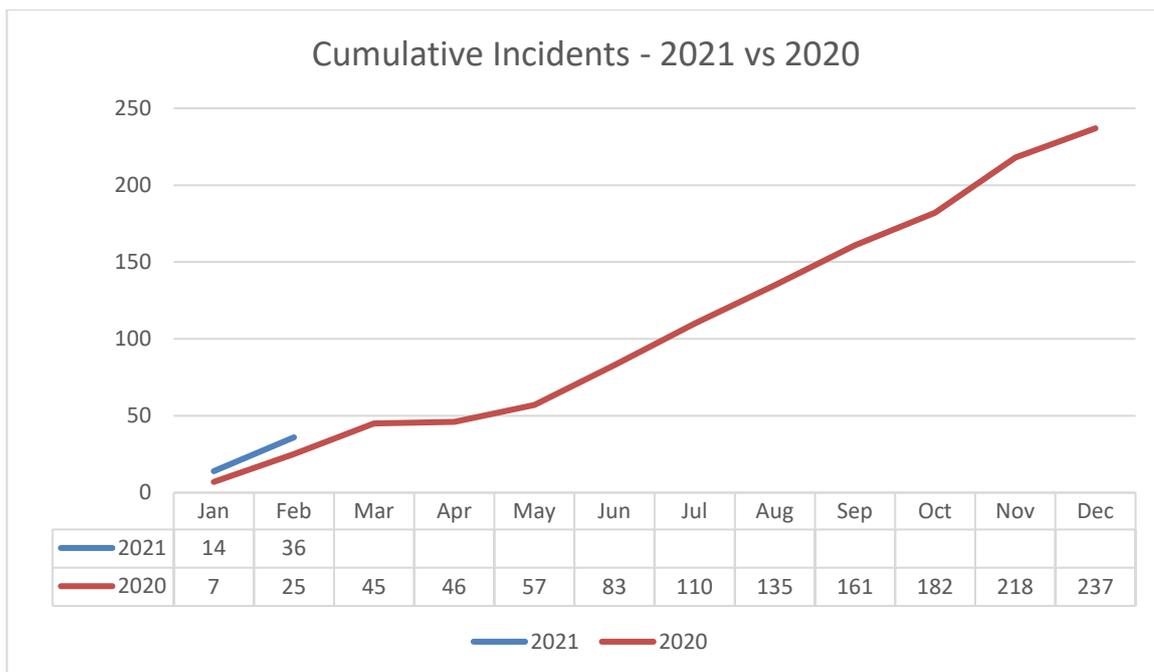
INCIDENT SUMMARY – MONTH AND YEAR TO DATE						
Person Type	Notifiable Injury or Illness		Notifiable Incident		All Incidents	
	This Month	YTD	This Month	YTD	This Month	YTD
Colleagues	0	0	0	0	7	17
Learners	0	0	0	0	15	16
Contractors	0	0	0	0	0	0
Visitors	0	0	0	0	0	1
Capital Works	0	0	0	0	0	2
Total	0	0	0	0	22	36

High level summary of key incidents:

- i Minor injuries – minor burn (from water boiling) and minor cuts to fingers (eight), trips and falls (nine) with injury to toes, ankle legs and chins.
- ii Non-injury – chest pain.

INCIDENT DETAIL (SINCE LAST REPORT)

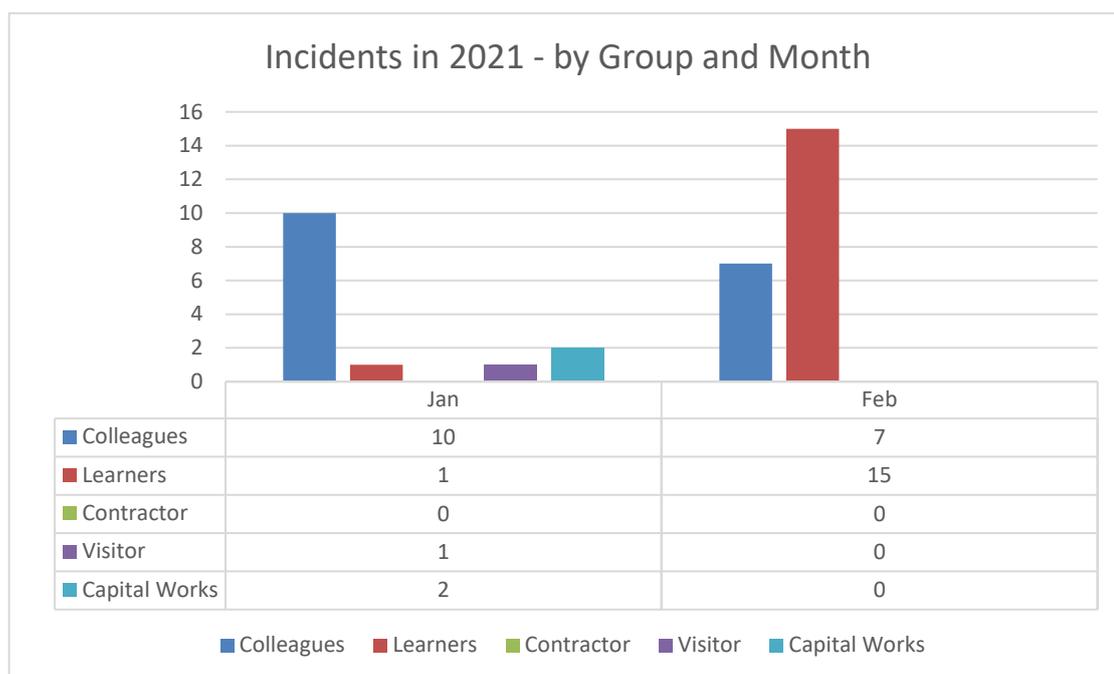




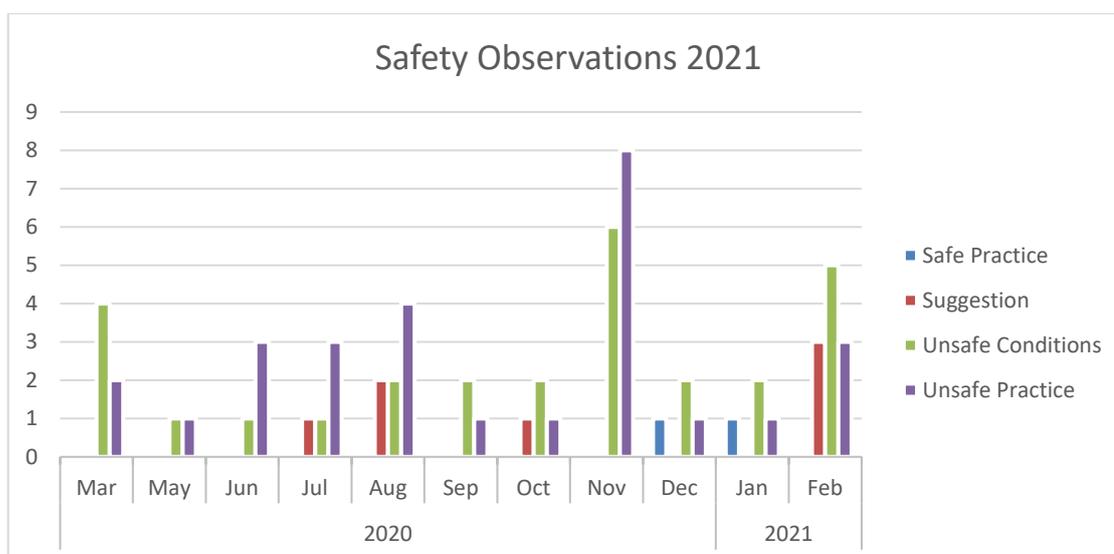
Note: Four Capital Works SafePlace records submitted in January 2021 for periods July, September, November and December 2020, respectively one in each month, adjustments reflected in 2021 YTD.

The level of reporting in February is higher than the same time last year which is a positive start to 2021. It demonstrates the growing awareness and engagement with the SafePlace tool.

The early indicators in SafePlace demonstrate at least six incidents reported directly by learners.



b Safety Observations



c Leadership

The matrix of roles and responsibilities around safety and wellbeing continues to be updated by the Health and Safety Working Group, encompassing all the changes made in the last 18 months.

d Engagement and Participation

i Promotion of Policy and Practice March 2021

- **Drug and Alcohol Policy**

In anticipation of approval of investment funding, an implementation plan is being finalised for the roll out of the Drug and Alcohol Policy (primarily training for colleagues and managers).

- **Rehabilitation Guidelines**

Plans are being finalised to work with managers on the updated guidelines and track embedding of a consistent approach including focus on supportive return to work strategies.

e Critical Risks

The 10 identified critical risks that resulted from the project the Health and Safety Working Group undertook have been tabled on Waituhi. The focus is on alignment with Ara wide risks, Critical risks, The Risk Matrix (including Te Pūkenga's risk matrix) and the development of a procedure to support capability. This will include promoting learnings on each Critical Risk over the remainder of the year and linking to Safety and Wellbeing activities.

f Health and Safety Systems

HEALTH AND SAFETY SYSTEMS AND PROCESSES (February)		
Number of audits and inspections	1	Capital Works Audits
Colleagues participating in Health and Safety Oversight	35	Health and Safety Coordinators
Permanent colleagues completed Pathways Woven Together induction	5	Total of 23 are complete YTD
Casual colleagues completed their induction	30	35 New casuals**
2 fire alarm events occurred in February		3 – YTD
29 contractors were inducted during February		62 – YTD
3 workstation assessments completed in February		3 – YTD

** Work on induction workflow process is a focus within Capability, creating clarity in the employee experience and capability team. This should then lead to more consistent recording and accuracy of Health and Safety data.

g Health and Safety Auditing

i Objectives to

- Evolve our auditing approach to be “leader led” and include both internal and external auditing, in a planned way, which aims to continuously improve Ara health and safety systems but also our health and safety capability and engagement across all levels.
- Ensure the draft Safety and Wellbeing Strategic Plan for 2021 has a planned approach to auditing to meet the above objective. The information below incorporates aspects from that plan.

ii External Auditing Schedule

When	Topic	Status
Quarter Two – Quarter Three	Contract Management (proposed) <ul style="list-style-type: none"> • Third party review on how we manage contractor risk 	Audit scope being prepared
Quarter Two – Quarter Three	Machine Safety (proposed) <ul style="list-style-type: none"> • Third party review on an area of critical risk 	Audit scope completed
Quarter Three – Quarter Four	Environmental monitoring (proposed) <ul style="list-style-type: none"> • Likely scope, asbestos, solvents, wood dust 	Audit scope to be prepared.

iii Internal Auditing Schedule

The Safety and Wellbeing Strategic Plan outlines work to finalise the internal audits procedure by end of quarter one. A draft has been completed and will be tabled at the next Health and Safety Working Group. The key amendment to the plan is the alignment with Health and Safety Roles and Responsibilities. Alignment includes review of the Charter as actioned in the previous Health Safety and Wellbeing Leadership Group meeting. The plan also outlines that the schedule will be operational by the beginning of quarter two after engaging and training audit participants, Ara leaders, the Health and Safety Working Group, and Health and Safety Coordinators.

h Health and Safety Actions

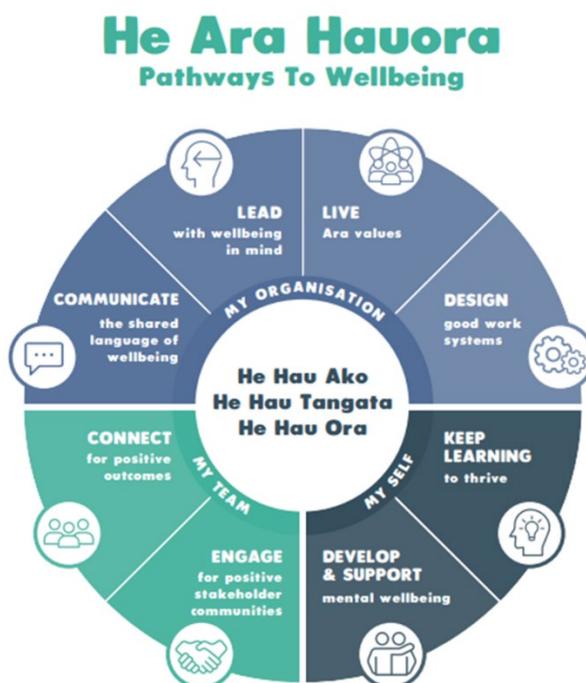
HEALTH AND SAFETY ACTIONS UNDERWAY			
Action Description	Owner	Due Date	% Complete
Develop and implement a Health and Safety Communications Plan	Health and Safety Manager Internal Comms Lead	Quarter One	100% Internal Comms Lead has met with S&W Manager and the plan is finalised.
Review rehabilitation guidelines as they relate to experience rating	People and Culture Business Partner Health and Safety Manager Safety and Wellbeing Manager	Quarter One	95% As per commentary above
Health and Safety Charter review	Health Safety and Wellbeing Leadership Group	Quarter One	Sub-group reviewed and amended, Safety and Wellbeing team reviewing for next Health Safety and Wellbeing Leadership Group meeting.

i Trades External Audit Actions Summary

TRADES HEALTH AND SAFETY EXTERNAL AUDIT ACTIONS			
Action	Accountability	Priority	Status
People and Culture Business Partner for Trades to interview tutors who have undergone new Induction process to determine extent of health and safety training provided.	DCE People and Culture Manager Capability	Medium	Pending
A technology solution for competency recording. Explore the possibility of a common tool (an App) that is adaptable to diverse needs.	DCE Chief Operating Officer ICT Director	Medium	Pending
Instigate a cross department best practice sharing mechanism where teams "host" other teams. Also look for Section Teams to instigate sharing as part of their teams' meeting agenda.	DCE AIR HoD Trades	Medium	Pending

TRADES HEALTH AND SAFETY EXTERNAL AUDIT ACTIONS			
Action	Accountability	Priority	Status
Schedule of Ara Board health and safety walks to be reinstated. Suggest a shift to individual/pairs hosted by the Divisional Leader of that Department.	Chief Executive	High/ Medium	Complete
A communication to Trades colleagues reminding them of the opportunity to elevate health and safety concerns if they feel they cannot eliminate or mitigate the risk.	DCE, AIR HoD Trades	Low	Pending
Present findings to the Department of Trades.	Chief Executive HoD Trades Health and Safety Manager	High	Complete

2.3 Wellbeing



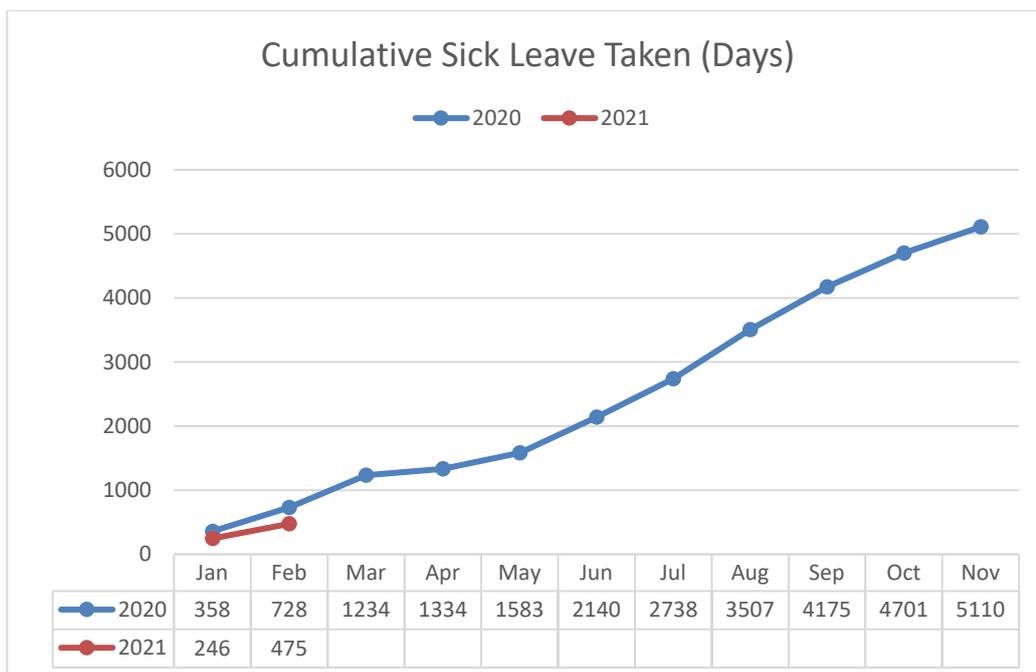
a Performance

i Employee Assistance Programme

- Nine colleagues were seen through the Ara EAP in February 2021.
- In comparison, eight colleagues were seen in February 2020.
- 100% are self-referrals.
- 78% female identified; 22% male identified.
- The average number of sessions attended for an individual was 1.7.

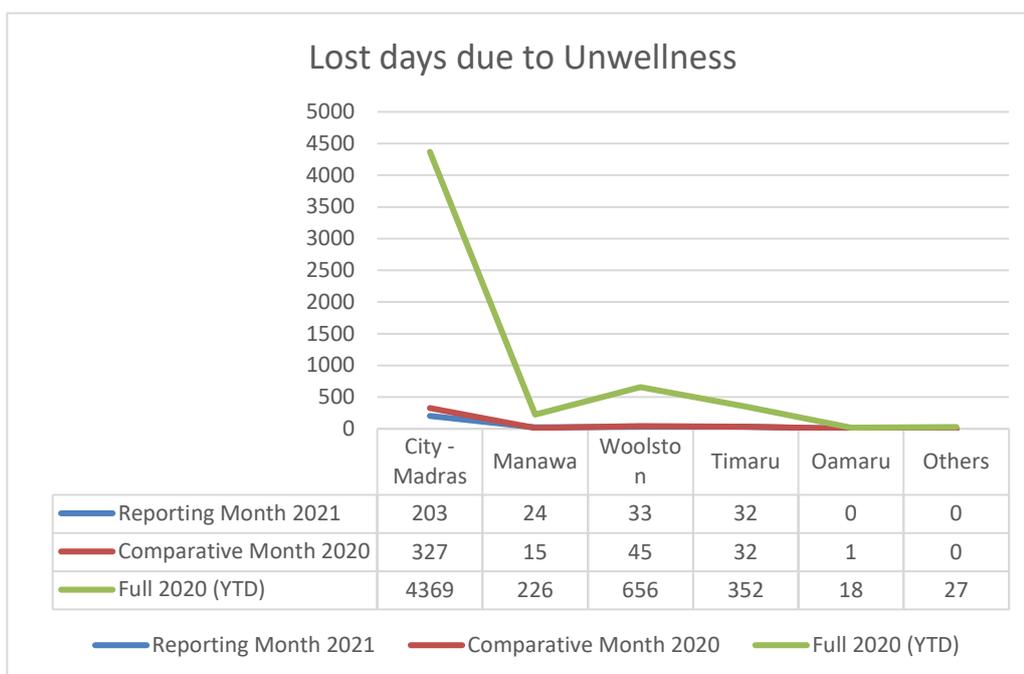
All services engaged with are from colleagues with four new colleagues participating in February.

ii Sick Leave

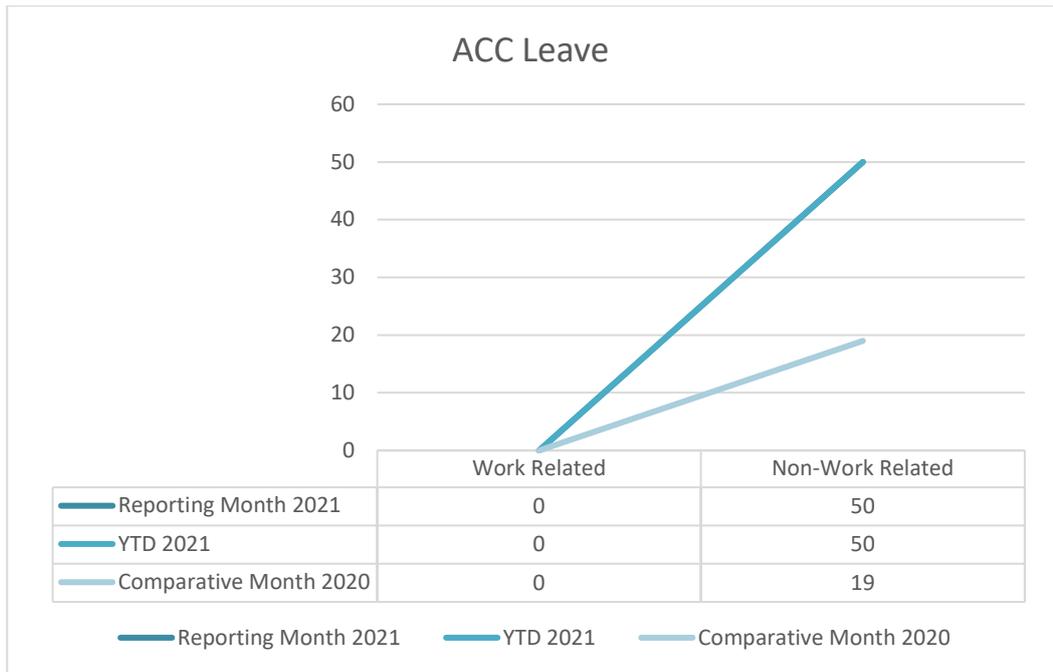


Note: February reported lower number, an adjustment has been made to January’s data (increase of 62 days).

YTD sick leave of more than five days – **86 days by 6 people** (including days booked/reversed retrospectively after earlier reports).



Note: Data has been requested for Māori colleague sick leave. Investigation with our People and Culture Analyst is that re-engineering of the HRIS system will be required to do this. Work is in progress.

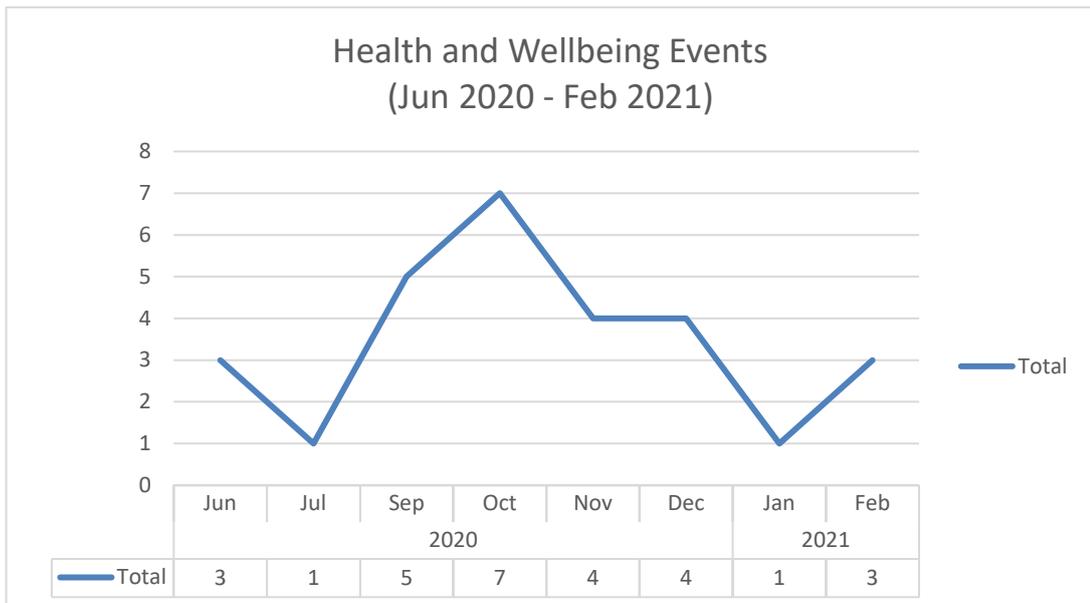


Note: The data for ACC is entered as it is received which can be up to three months after injury/illness. Where a flat line is shown or lower numbers than a comparative month, it may relate to data being entered later than the month.

There are no colleagues on a return-to-work plan in this reporting period.

b SafePlace Health and Wellbeing Events

The chart below describes SafePlace entries under Health and Wellbeing, a new category of event, recorded since June 2020. As data grows and eventual PowerBI is operational, these events will be represented in overall incident reporting.



c Engagement

Ara colleagues participated in the Aotearoa Bike Challenge, and 92 members cycled 15,321 kilometres over the month of February. Ara completed the challenge as leader for size of staff in the Education Industry and Christchurch, taking twelfth position in New Zealand. Colleagues are invited to receive an award from Christchurch City Council Urban Development and Transport Committee with Mayor Lianne Dalziel on 1 April 2021.

3 Te Papa Hauora

- 3.1 The Te Papa Hauora (TPH) Advisory Council (CDHB, Ara, University of Canterbury (UC), University of Otago (UO), Ngāi Tahu) have agreed a work programme for 2021. Based on the revised 2020 strategy update; the programme includes:
- i Placing an emphasis on ‘equity in health and wellbeing’ and for this to be reflected in all aspects of collaboration and activities of TPH:

Developments will focus on ‘enabling the people, whānau and communities we serve to start well, live well, age well and have access to appropriate health services’.
 - ii Events are planned to bring together relevant people and communities to hear about and discuss research/initiatives/programmes being undertaken by the TPH partners.
- b In addition, the delivery of:
- i TPH’s Health Research Events 2021 – ‘We’re Talking Healthy Communities’ will take place on 11 May 2021
 - ii Partnering with the NZ Brain Research Institute – ‘Brain Health Matters’ event on 24 March 2021
 - iii The Future Leaders Programme in May has attracted twenty-five learners from across CDHB, Ara, UO and includes representation from medicine, nursing, midwifery and social work.
- c TPH is also significantly involved in the ChristchurchNZ HealthTech Supernode initiative and the Canterbury Health Innovation initiatives – work includes supporting the development and promotion of events.
- d Other activity revolves round:
- i Canterbury Clinical Network (CCN) to support the Urgent Care Service Level Alliance and the use of data to support decision making and predict pressure points on the local health system.
 - ii Discussion with Callaghan Innovation around their Health Technology development, encouraging clinicians and health professionals to take part in innovation by de-risking and incentivising the process.
- e The next meeting of the Te Papa Hauora Advisory Council will be held on 19 April 2021.

4 Te Ōhaka

4.1 Key activities/developments for 2021 include:

- i Te Ōhaka Showcase -21 April 2021 – this event is designed to further highlight for colleagues, learners and other stakeholders the opportunities through ‘start-ups’. The ‘Ara Story – Journey from student to entrepreneur’ is the theme.
- ii Te Pūkenga Innovation Collective – in collaboration with Wintec Design Factory (Soda), Te Ōhaka is developing a strategy to build an ‘all of sector’ opportunity to engage in innovation and entrepreneurship. We will be presenting the strategy to the Te Pūkenga Chief Executive in early May.
- iii Three new Te Ōhaka start-ups have strong connections and development opportunities for Ara learners and colleagues. The three are:
 - **Bayuble** – developing a soluble and edible fruit sticker for the horticulture industry which will help the industry in reducing wastage. Bayuble came out of the Youth Enterprise Programme, for which Ara has been the major sponsor since 2018.
 - **Vibration Action** – designed to monitor direct human exposure to workplace vibration from handheld tools or machinery.
 - **ViewPoint Medical** – a MedTech start-up dedicated to improving vein imaging, aiming to establish a new standard of care in venepuncture.

Bayuble and Vibration Action are working with the Ara Research Hub to see how best they can work with learners with this activity already leading to a research scope for EDI’s new Tech CoLab.

- iv Work with the Ministry of Awesome, alongside Te Ōhaka has also provided opportunity to be a key research partner along with Callaghan Innovation and Ernst Young on the Orion Energy Accelerator. The Accelerator is aimed at calling to action start ups who will support NZ in its quest towards a low-emission energy future. The Ara Research Hub and Ara Engineering learners and colleagues will also benefit from access to experts from across the energy sector.

5 Internationalisation

- 5.1 Internationalisation activity remains focussed on further diversifying from our reliance on inbound international students to Ara.
- 5.2 At the time of writing, we have just completed the first online and virtual delivery to our learners at the Liaoning University of Traditional Chinese Medicine. This is a 4+0 Bachelor of Nursing programme which has recruited 230 learners into the first year.
- 5.3 We are presently reviewing the opportunity to also create an institute-to-institute relationship with Shenyang Jianzhu University, Liaoning Province, China in the area of Engineering.
- 5.4 The Te Pūkenga Internationalisation Strategy is in development and being led by Education New Zealand and the Te Pūkenga Internationalisation Working Group. We will be presenting the framework for the potential Internationalisation go forward to the Te Pūkenga Council in May.

6 OIA Complaints Data Reporting

The Official Information Act (OIA) complaints data for 1 July 2020 to 31 December 2020 was published by the Chief Ombudsman on 4 March 2021. Ara was provided with an advance copy and I am pleased to report that there was only one complaint for Ara (an individual complaint in relation to a delay in making a decision), no investigation was required with an outcome that the complaint was withdrawn. No further action was required.

Further reporting by the Ombudsman will take place on a six-monthly basis.

Ara Board Audit and Risk Committee Minutes

22 March 2021

Minutes of a meeting of the Ara Board Audit and Risk Committee held on Monday 22 March 2021 at 12.05pm in Room G202, City Campus and via videoconference.

Welcome

The Chair opened the meeting and welcomed all members to the meeting.

1 Meeting Business

1.1 Attendance

a Voting Members

Nettles Lamont (Chair) and Andrea Leslie (via videoconference).

b Non-Voting Members

Tony Gray (Chief Executive), Darren Mitchell (DCE, Chief Operating Officer) and Christina Yeates (Minute Secretary).

c In Attendance

Thérèse Arseneau (Board Chair), Michael Rondel (Independent Advisor), Emma Henshall (Ara Finance Manager), John Mackey (AuditNZ) and Trevor Makanza (AuditNZ).

1.2 Apologies

Murray Bain.

2 Confirmation of Meeting Minutes

2.1 Minutes of the Audit and Risk Committee meeting of 17 February 2021

*It was **resolved** that the Minutes of the Ara Board Audit and Risk Committee meeting held on 17 February 2021 be approved as a correct record of proceedings at that meeting and be signed by the Chair accordingly.*

N Lamont/A Leslie

Carried

2.2 Business Arising out of the meeting

Nil.

2.3 Action List

Nil.

3 Public Excluded

12.10pm

It was **resolved** that the public be excluded from the remainder of the meeting.

It was further **resolved** that Michael Rondel, Independent Advisor to the Committee and AuditNZ representatives John Mackey and Trevor Makanza, remain for the public excluded section of the meeting.

N Lamont

Carried

The general subject of the matters considered while the public was excluded was:

3.1	Minutes of the Meeting held on 17 February 2021	s9(2)(i)
3.2	Matters Arising/Action List	s9(2)(i)
3.3	Audit 2020 Update	s9(2)(i)
3.4	Annual Report 2020	s9(2)(i)
3.5	For Noting: Te Pūkenga Group Debt Financing – Discussion [if required]	s9(2)(i)

This resolution was made in reliance on s48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interests protected by s9 of the Official Information Act 1982 which would be prejudiced by the holding of the proceedings of the meeting in public. The section of the Official Information Act which applies is shown beside each item considered while the public was excluded:

- *Matters involving confidential information about an identifiable person*
[s9 (2)(a)] – Protect the privacy of natural persons, including that of deceased natural persons
- *Submissions to Parliament and other formal advice*
[s9(2)(f)] – Maintain confidential conventions which protect political neutrality, and the confidentiality of communications and advice tendered by officials
- *Commercially sensitive financial data*
[s9(2)(i)] – The Crown or any Department or organisation holding the information to carry out, without prejudice or disadvantage, commercial activities
- *Negotiations in progress with other organisations*
[s9(2)(j)] – Enable a Minister of the Crown or any Department or organisation holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)

The Committee moved back into open meeting.

There being no further business the meeting closed at 1.00pm.

READ AND CONFIRMED

Chair:

Date:

Ara Board Campus Redevelopment Committee Minutes

4 March 2021

Minutes of a meeting of the Ara Board Campus Redevelopment Committee held on Thursday 4 March 2021 at 10.00am in Room L233, City Campus and via videoconference.

1 Welcome

2 Meeting Business

2.1 Attendance

a Voting Members

Bryn Thompson (Chair) (BT), Andrea Leslie (AL) via zoom and Darren Mitchell (DM).

b Non-Voting Members

Nil.

c In Attendance

Colin King (Manager, Project Office) (CK), Grant McPhail (Manager, Facilities), and Christina Yeates (Minute Secretary).

2.2 Apologies

Jane Cartwright (JC) and Tony Gray (TG).

3 Disclosure of Conflicts of Interest

Nil disclosed for the items on the agenda today.

The disclosures for the Ara Board are noted as presented at the Ara Board meeting on 23 February 2021.

4 Confirmation of Minutes

4.1 Minutes of Council Campus Redevelopment Committee meeting of 5 August 2020

*It was **resolved** that the Minutes of the Campus Redevelopment Committee meeting held on 5 August 2020 be approved as a correct record of proceedings at that meeting and be signed by the Chair accordingly.*

A Leslie/B Thompson

Carried

4.2 Business Arising out of the meeting

Nil.

5 General Business

5.1 Nil

6 Public Excluded

10.10am

It was resolved that the public be excluded from the remainder of the meeting.

B Thompson

Carried

The general subject of the matters considered while the public was excluded was:

- | | | |
|-----|---|--------------------|
| 6.1 | Previous Meeting Minutes of the Campus Redevelopment Committee Meetings – Public Excluded | [s9(2)(f),(i),(j)] |
| | a) 5 August 2020 | |
| | b) For noting: Flying Minute 8 October 2020: Direction of Travel for the RMP [Approved by the Ara Board on 27 October 2020] | |
| 6.2 | Business Arising from previous Public Excluded Minutes | [s9(2)(i)(j)] |
| 6.3 | Capital Works Programme (CWP) Update | [s9(2)(i)(j)] |
| 6.4 | Regional Masterplan | [s9(2)(i)(j)] |

This resolution was made in reliance on s48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interests protected by s9 of the Official Information Act 1982 which would be prejudiced by the holding of the proceedings of the meeting in public. The section of the Official Information Act which applies is shown beside each item considered while the public was excluded:

- *Matters involving confidential information about an identifiable person*
[s9 (2)(a)] – Protect the privacy of natural persons, including that of deceased natural persons
- *Submissions to Parliament and other formal advice*
[s9(2)(f)] – Maintain confidential conventions which protect political neutrality, and the confidentiality of communications and advice tendered by officials
- *Commercially sensitive financial data*
[s9(2)(i)] – The Crown or any Department or organisation holding the information to carry out, without prejudice or disadvantage, commercial activities
- *Negotiations in progress with other organisations*
[s9(2)(j)] – Enable a Minister of the Crown or any Department or organisation holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)

The Council moved back into open meeting.

There being no further business the meeting closed at 11.00am.

READ AND CONFIRMED

Chair:

[Date of next meeting]

ACTION LIST

Action #	Date	Commentary	By Whom	Status	Due Date

DRAFT

Ara Institute of Canterbury Ltd

Board of Directors

2021 Work Programme

as at 30 March 2021

Month	Topics	Notified Non-availability
January	26 Board Meeting – Strategy Planning Session (Christchurch)	
February	17 Audit and Risk Committee	M Geddes 23/2
	18 Graduation (Timaru – Parade 12 noon, Ceremony 2 pm) <i>[Note: Cancelled due to COVID-19]</i>	
	23 Board Meeting (Christchurch)	
March	4 Campus Redevelopment Committee	A Leslie 30/3
	8 Audit and Risk Committee	
	22 Audit and Risk Committee	
	26 Autumn Graduation (Christchurch) (10am & 2pm)	
	30 Board Meeting <ul style="list-style-type: none"> Annual Report 	
April	27 Board Meeting (Note: Anzac Day 26 April) Timaru Stakeholder Engagement Function	
May	3 Remuneration Committee	
	25 Board Meeting (Christchurch) <ul style="list-style-type: none"> Report on Affixing of Common Seal 	
June	2 Campus Redevelopment Committee	
	9 Audit and Risk Committee	
	29 Board Meeting (Christchurch)	
July	Remuneration Committee	
	27 Board Meeting (Christchurch) <ul style="list-style-type: none"> Fee Setting 	
August	31 Board Meeting (Woolston) <ul style="list-style-type: none"> Pacific Strategy Report 	
September	1 Campus Redevelopment Committee	
	6 Audit and Risk Committee	
	17 Spring Graduation Ceremony (10am and 2pm)	
	28 Board Meeting (Christchurch) [Note: 27 Sept S Canterbury Anniversary Day] <ul style="list-style-type: none"> 2022 Budget 	

October	26	Board Meeting (Christchurch) note: 25 October Labour Day	
		<ul style="list-style-type: none"> Report on Affixing of Common Seal 2022 Budget Sign Off 	
		Remuneration Committee	
		Academic Committee	
November	1	Audit and Risk Committee	
	30	Board Meeting (Christchurch)	
		<ul style="list-style-type: none"> Annual Report 2021 – content/format 	
December	15	Board Meeting (Christchurch) (if required)	

Ara Board meeting timings

9.00am – 9.30 am Board only time

9.30 am – 1.30 pm Board meeting

Ara Board and Committee meeting venues

Christchurch – Room G202, Boardroom, Te Kei, Christchurch City Campus

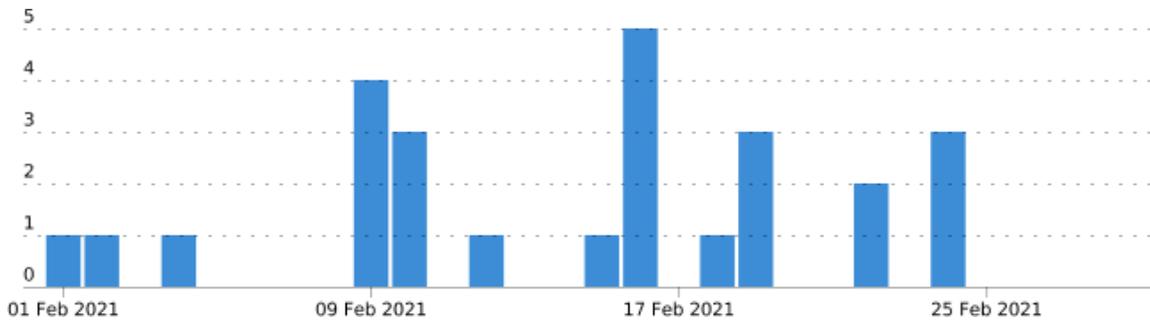
Timaru – Room TA210, Boardroom, Timaru Campus

Waitangi Day – Observed Mon 8th February
 Otago Anniversary – Mon 22nd March (Oamaru campus closed)
 Good Friday – Fri 2nd April
 Easter Monday – Mon 5th April
 Easter Tuesday – Tues 6th April
 ANZAC Day observance – Observed Mon 26th April
 Queen's Birthday – Mon 7th June
 South Canterbury Anniversary Day (Timaru campus closed) – Mon 27th September
 Labour Day – Mon 25th October
 Canterbury Anniversary/Show Day (Christchurch campuses closed) – Fri 12th November

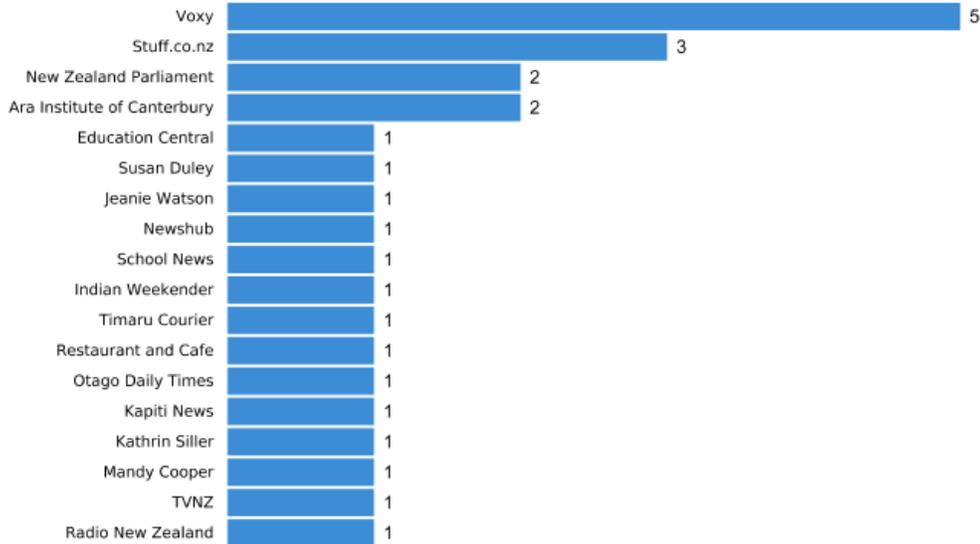


MEDIA REPORT FEBRUARY 2021

Volume



Sources



Online: 18
Hansard: 2

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Newsletter: 1

1. INTERNAL CONTENT:

Powhiri marks launch of Food and Fibre CoVE

From Voxy, Kathrin Siller, EIT Hawke's Bay
Published 12:30 24/02/2021
Keywords Ara, Skills, Technology, New Zealand Institute

A bright future for learners planning on entering the construction sector

From Education Central, Voxy
Published 09:24 24/02/2021
Keywords Canterbury, Ara Institute's, Ara Institute

Cody Mathieson Packer visits Kāpiti College

From Kapiti News
Published 12:04 19/02/2021
Keywords New Zealand Broadcasting School

NZIOB appoints Adam Baxter as Chair of Young Practitioner Advisor Committee

From Voxy, Susan Duley, NZ Institute of Building
Published 09:22 19/02/2021
Keywords Technology, Ara Institute

Covid-19 a boon for pre-loved clothes shops

From Stuff.co.nz
Published 16:07 18/02/2021
Keywords Canterbury, Ara Institute

Ara Institute of Canterbury now offering new business and innovation courses

From Voxy
Published 16:32 16/02/2021
Keywords Ara, Canterbury, Institute, Ara Institute

This year for the first time **Ara Institute** of **Canterbury** is offering learners the opportunity to enrol in courses designed to develop their own business and innovation ideas.

'There's no playbook for being an MP': Political newbie Nicola Grigg sets out her priorities

From Otago Daily Times

Published 14:11 16/02/2021
Keywords: New Zealand Broadcasting School

Queenstown tourism operator 'takes eco-education to new heights'

From Voxy, Mandy Cooper, Southern PR
Published 10:57 16/02/2021
Keywords Canterbury, ARA Institute

WelTec Student Places Third in World's Largest Digital Culinary Competition

From Restaurant and Cafe
Published 16:05 15/02/2021
Keywords Canterbury's, Ara Institute

Christchurch terror attack survivor creates course to 'turn hate into aroha'

From Stuff.co.nz
Published 16:13 12/02/2021
Keywords Dr. Mazhar, Ara Institute

Hansard: Oral Question: 3. Question No. 3-Education

From New Zealand Parliament
Published 15:11 10/02/2021
Keywords Ara, Skills, Technology, New Zealand Institute

Domestic enrolments leap at some polytechnics

From TVNZ, Newshub, RadioNZ
Published 05:58 10/02/2021
Keywords Ara, Canterbury

Hansard: Severin, Toni; Mallard, Trevor: Address in Reply Debate

From New Zealand Parliament
Published 19:54 09/02/2021
Keywords Christchurch Polytechnic

New Ilam MP Sarah Pallett's long journey to Parliament

From Stuff.co.nz
Published 19:01 09/02/2021
Keywords Technology, Ara Institute

[Lots on offer at Waitangi whanau fun day](#)

From Timaru Courier
Published 18:00 04/02/2021
Keywords Aoraki Polytechnic

[Ara offers new scholarships for Māori learners](#)

From School News
Published 16:41 02/02/2021
Keywords Canterbury, Ara Institute

[Newsletter: Canterbury DHB CEO Update](#)

From Jeanie Watson, Canterbury DHB
Published 16:05 01/02/2021
Keywords Ara, Certificate

2. [INTERNAL CONTENT:](#)

[New CoVE to deliver excellence in food and fibre sectors](#)

From Ara News
Published 25/02/2021

[A Bright Future For Learners Planning on Entering the Construction sector](#)

From Ara News
Published 23/02/2021

[Ara now offering new business and innovation courses](#)

From Ara News
Published 16/02/2021

[Ara Flies The Māori Flag](#)

From Ara News
Published 05/02/2021