Ara Institute of Canterbury Limited
(the **Company**)

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

29 September 2020 at 9.30am

Minutes

These are the minutes of a meeting of the board of the Company held on 29 September 2020 in Room V101, Woolston Campus.

1   **Karakia** The Ara Chief Executive opened the meeting with a Karakia.

2   **Welcome**

Directors present: Thérèse Arseneau, Murray Bain, Jane Cartwright, Maryann Geddes, Nettles Lamont, Andrea Leslie, Melanie Taite-Pitama (via teleconference) 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), Te Marino Lenihan (Ara Kaiārahi) and Christina Yeates (Ara Executive Officer).

Apologies Nil.

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)   Updates to the Conflict of Interest Register were recorded as follows:
   • Te Marino Lenihan – addition of Canterbury Community Trust (Trustee)

4   **Items not on the Agenda** Nil.

5   **Confirmation of Meeting Minutes**

5.1   Minutes of Committee Meeting – 25 August 2020

It was **resolved** that the minutes of the ordinary meeting of the Ara Board held on 25 August 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/A Leslie   Carried

5.2   Matters Arising Nil.

5.3   Action List

a)   AP9 Health and Safety – Third column to identify non-notifiable injury/illness – the CE advised that Safe Place went live on 16 September 2020 and is a less onerous and has a more streamlined approach with good reporting elements. This will address the request for specific non-notifiable injury and illness reporting. Action closed.

b)   AP10 Health and Safety Walkabouts – the CE referred the Board to the proposed walkabout schedule for 2020/2021 under Agenda item 6.1c). Action closed.

c)   AP11 DCE reports – the CE advised of the shift in reporting to more Executive summaries and a review of templates is currently underway. This is a work in progress and would likely be fully completed for the next academic year.

d)   AP12 and 13 Ara Work Programme – the CE and Ara Executive Officer have reviewed the existing work programme for 2020 and this is for discussion under Agenda item 7.4. The Ara Marketing team are preparing a calendar of events for 2021. Action closed.

e)   AP15 – the data tables have been reformatted and are now much clearer. Action closed.

f)   AP16 and 17 – the board have been provided with information pertaining to access to SafePlace reporting as per Agenda item 6.1c and amendments completed in relation to the colleague wellbeing table in the CE report. Action closed.

g)   AP18 - the CE is involved in ongoing discussions with NZQA in regard to EER reviews. Ongoing.

h)   AP19 – Ara Work Programme – as per item d) above. For discussion and review today. Action closed.

6   Items for Discussion

6.1   Chief Executive (CE) Report

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

a)   CoVE's – discussion included how Ara is currently involved in the development of the Primary Industry and Construction CoVEs, noting there is still work that needs to be done by RoVE on the intended distributed model. The CE clarified the context behind the purpose of the CoVE's – the intent within the main Reform of Vocational Excellence (RoVE). CoVE's are RoVE driven with the component parts interlinked with Te Pūkenga but not driven by it. Currently remain as work in progress; resourcing is minimal in terms of delivery and direction. The Board are keen to understand all the component parts and noted the involvement of ChristchurchNZ with Food and Fibre identified as a "supernode". Will include in discussions with the NZIST Chair and CE on 22 October when visiting Ara.

[AP20 Chair]

b)   The CE will distribute the CoVE's diagram illustrating linkages.

[AP21 CE]

c) The format of Board reporting was discussed. The Chair advised the Board would like meetings to be a balance between the Board fulfilling compliance obligations, but with sufficient board time spent on future focus. It was noted that a more sophisticated set of dashboards than currently used would provide the Board with the information required for compliance and effective oversight. This would also mean written reports could be streamlined. Suggest blocks presentation that shows 'highlights/lowlights areas of concern' including hyperlinks through to analytics e.g.Tribal (NZBT). [AP22 CE]

d) International Students – discussion on the data provided and clarification that within the numbers provided, Ara is currently looking at a minimum number of 150 new students who might come based on the number of Semester Two students coming in. The Board noted the concerns around international travel for 2021. This will be discussed further in the Ara budget discussion.

e) Trades – the Board noted that Trades is showing improved numbers in comparison to 2019 – whilst overall applications numbers are still lower, the conversion rate has been higher and the number of enrolled learners are tracking well; the improvement is seen as partly due to on-line enrolments.

f) The 2020 targets summary table was discussed, and the format of the data supplied. The Board would like the following added "by exception we should note and the reason is….." [AP23 CE]

g) The 2020 Application and Enrolment summary were discussed and the DCE COO clarified that this relates to those that have **applied** to study in 2021 – as an early lead indicator.

h) Discussion on the table showing Ara Overall EFTS data for 2020 and by Department. The Board were advised that the total number of enrolled students is ahead of this time last year and the colour coding gives a sense at department level and previous historical numbers. Overall, the Institute is tracking positively, and we are currently monitoring applications against early withdrawals.

i) Brief discussion on Campus Connect sites and the CE provided an overview of Computing for Free – Hornby, Rangiora, Oamaru and Ashburton. Running at a loss and the challenge exists for Te Pūkenga in how to maintain this type of provision.

j) **Health and Safety:** the report was taken as read. The following items were noted:

   i. The Board noted that the number of minor and near misses reported is increasing showing richer reporting. The use of SafePlace will assist with this as responsibility is distributed across Managers. It was requested that for future reporting, the CE/Management state formally they are satisfied and confident that these issues have been addressed. [AP24 CE]

   ii. Annual Leave liability was discussed and the CE advised there is a project currently addressing this issue, trying to ensure colleagues take earned leave consumed in year; Management are very aware of the impact on colleagues of not taking annual leave as well as the contingent liability impact on the 2020 outturn.

   iii. The report addressing SafePlace access and reporting for the Board was received and noted.

6.2   Deputy Chief Executive (DCE) Reports

The reports were taken as read.

6.3   Kaiārahi Report

The report was taken as read. Discussion as follows:

a)   The Ara Kaiārahi provided an overview of the structure for the phase one implementation of the Framework for Māori Achievement (FMA). This involved locating experts and shifts to perform more effectively for Māori achievement and this would be in all DCE portfolio's. Skills development is being addressed through the student mentoring initiative which is proven to be crucial to the learning experience.

b)   The key flagship of integration and embedding, with the provision of culturally responsive education involves a research component, a review of programme design and utilising Te Puna Wanaka (TPW) as our centre of excellence.

c)   From a learner's perspective, it is the need to embed their culture in the classrooms and across the whole programmes – they need to feel their culture is being valued.

d)   In line with community and the letter of expectations, we are confident that Ara is ahead of the Te Tiriti framework. The Board agreed they would like a day set aside in the future work programme to focus on their role in driving this change. The Board's focus is on outcomes and the need to be agile – having a holistic view. It was suggested a meeting offsite to be held on a Marae organised by the Ara Kaiārahi.   [AP25 Kaiārahi]

e)   Discussion on equity across the Pasifika population and the Kaiārahi reaffirmed that Māori are Pacific people, and the framework is good for all relationships and speaks to teaching and learning, therefore is equitable to all - the balance between what happens in the classroom and the Māori student mentoring programme, marrying with great teaching and learning in the classroom.

f)   How the framework supports learners in the workplace was discussed as well as how the framework supports learners in the classroom. There is a need to help the employer work with the framework and to ensure it is fit for purpose in the work environment. It was agreed that it was the intention to support all programmes both on-job and off-job to be culturally responsive and training of our own staff and industry colleagues would be needed. This could occur through options including cultural intelligence micro-credentials which would support industry to become more responsive. Ngāi Tahu are also looking at collaborating with industry sectors

g)   It was agreed that discussion on a comprehensive appraisal of resources with timeline will be included in the draft 2021 Budget discussion.

7   Information Items

7.1   Chair Report

a)   The decision to cancel the Ara Spring Graduation Ceremony was disappointing for all but necessary due to the COVID alert levels.

7.2 Subcommittee Reports

It was noted that there had been no subcommittee meetings held since the last Board meeting. The Campus Redevelopment Committee will meet for a workshop in early October.

7.3 Academic Committee Report

The report was taken as read. It was agreed there is a significant amount of work that still needs to be done and concern that this will be duplicated across the sector.

7.4 Ara Board Work Programme

The work programme was discussed in Public Excluded.

7.5 Media Report The report was taken as read.

8 General Business

The Ara Board are scheduled for a campus tour and orientation of the Woolston campus from 11am to 12pm after the close of the public meeting.

Closure

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

Dated: 27 October 2020

Signed as a correct record

_____

Chairperson

[note: signed via electronic signature]

Ara Board Minutes - Action List as of 29 September 2020

Number	Date When Action Arose	Agenda Item	Topic	Action	Board Responsibility	Status	Due Meeting date
AP11	28 July Updated 25 Aug	6.2a	DCE Reports	The Board would like to see a future focus included in the DCE reports. Agreed to review format and content – reporting by exception and BAU bimonthly.	CE	In progress	Jan 2021
AP18	25 Aug	6.2c	DCE Reports – EER	EER issues should be addressed through a joint approach to NZIST by category one ITPs. The CE agreed to raise this with NZIST CE.	CE	Ongoing	
AP20	29 Sept	6.1a	CE Report – COVE's	Will include in discussions with the NZIST Chair and CE for 22 October visit.	Chair	In progress	22 Oct
AP21				Distribute CoVEs diagram to the Board illustrating linkages.	CE		
AP22	29 Sept	6.1c	CE Report – Dashboards	Review of dashboards in CE reporting	CE	In progress	Jan 2021
AP23	29 Sept	6.1f	CE Report – 2020 Targets Summary	Add "by exception we should note … and the reason is….."	CE	In progress	27 Oct
AP24	29 Sept	6.1k(i)	CE Report – Health and Safety	It was requested that for future reporting, the CE/Management state formally they are satisfied and confident that issues around minor and near misses have been addressed.	CE	In progress	27 Oct
AP25	29 Sept	6.4d	Kaiārahi Report	A meeting offsite at a Marae be arranged	Kaiārahi	In progress	Jan 2021