



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

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

**30 March 2021 at 9.30am**

**Minutes**

These are the minutes of a meeting of the board of the Company held on 30 March 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, Maryann Geddes, Nettles Lamont, 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), Te Marino Lenihan (Ara Kaiārahi), Karen Te Puke (DCE, Customer Engagement and Experience), Belinda De Zwart (DCE, People and Culture) and Christina Yeates (Ara Executive Officer).

**Apologies** Andrea Leslie [Director].

**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) One amendment was recorded to the existing Register of Disclosures of Conflicts of Interest as detailed:  
Thérèse Arseneau [*Chair*] - *Removal of Christchurch Symphony Orchestra (Chair and Trustee).*

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

**5 Confirmation of Meeting Minutes**

**5.1 Minutes of Committee Meeting – 23 February 2021**

It was **resolved** that the minutes of the ordinary meeting of the Ara Board held on 23 February 2021 (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) AP25 – Marae visit – due to limited availability of the Marae venues through to June, it was agreed to canvas Board members availability via Doodle Poll to meet at the newly refurbished Te Puna Wanaka (TPW) in May 2021.
- b) At the Board's request, it was agreed that the Te Puna Wanaka opening should be moved with a suggested date of 1 May 2021.
- c) AP35 – Health and Safety – Board SafePlace induction – in progress with HSWLG; currently concentrating on induction elements for Learners.
- d) AP46 – Student leaders' lunch with the Board – agreed for May Board.
- e) AP49 – Health and Safety – Colleague Wellbeing table accuracy check – completed.

## 6 Items for Discussion

### 6.1 Chief Executive (CE) Report

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

- a) Visual of the EFTS of the placemat/ dashboards. and potential deep dive update provided.
- b) Financial performance YTD 2021-
  - no particular areas of concern; tracking as expected for the year-to-date period
  - impact of strong recruitment numbers offsetting some of the downside of the absence of international student numbers
  - noting allocation of 6 Ara students as part of the 57 allocation to Te Pūkenga, from the 1000 total allocation via the government in-bound international student initiative
  - funding from Te Pūkenga will be key when Ara reforecasts EFTS for 2021. Some concern on the impact of the uplift of enrolments and whether the quantum increase experienced by the subsidiaries will be in excess of the available funds.
- c) Agreed that growth in numbers is about delivering against demand and ensuring quality of product.
- d) Rollout of more support for learners and specific increased learning support is already in place and being further developed
- e) Teaching/pastoral care costs – discussion on revenue that does not go straight to the bottom line i.e. spend relating to careful matching of cohort groups with learner support and pastoral care. Board to be kept updated of how this is tracking. Estimated 50% of revenue to go to direct costs associated with supporting the Learner. [AP50 CE]
- f) Discussion on resources for roles required, ability to recruit and current challenges in the market, and the opportunities that will come from teaching and learning colleagues' flexibility.

- g) Of note, Māori colleagues very pleased with the current levels of pastoral support.
- h) Scholarships – consistently underbudget but impacted by free fees training. Past scholarships had focused on tuition fee support, but with the introduction of free fees and the results of a review, (previously requested by the Ara Council), there had been a reorientation of scholarship criteria. This is still a work in progress and requires further review especially given the introduction of TTAF at the end of 2020.
- i) Te Ōhaka is gaining traction and becoming increasingly embedded in Ara; it was agreed the model is a great opportunity for Te Pūkenga in general. Looking for opportunities as an institute to lead innovation and entrepreneurship in the sector, there is discussion with Wintec and their relationship with Soda (an equivalent of the Ministry of Awesome). Exciting start-ups involving students in research and providing dollar contributions into the newly established Ara research hub. The Board is keen to support Te Ōhaka and its embedding across Ara with innovation opportunities in each Ara department.
- j) Internationalisation – Noting the Ara Chief Executive is still leading this for Te Pūkenga working closely with Education New Zealand.

There had been the first live virtual session with students in China for the first year of the Bachelor of Nursing degree, studying at Liongyang University and this worked well. The Board are keen to see key points of the Internationalisation Strategy shared in the future and it was agreed the challenge is in the future focus for the sector.

- k) OIA Complaints Data Reporting – noted by the Board, with no issues for Ara.

## 6.2 Health and Safety

The report was taken as read.

- a) The following items were noted:
  - i. Overview – key issues - clarification was provided to Item 2.1b (i) prevent inbound travel **from outside of the region** for visitors and colleagues
  - ii. The CE provided a brief update on the key work Ara is involved in with Te Papa Hauora – influential in broad health communications for the Christchurch communities; developing future leaders across the health sector, supported by colleagues at Ara (24 learners across partner institutions).
  - iii. **Safety Observations table** – the Board would like to see more information included here. **[AP51 CE]**
  - iv. **Health and Safety Systems – visibility is required on the split between campuses.** Important for the Board to have assurance that the uptake for the new Health and Safety system (SafePlace) is across **all** campuses. **[AP52 CE]**
  - v. **Internal Audit Process** – the Board sought assurance from the CE that actions are followed up on and completed when issues arise. It was agreed **the CE would provide a summary to the Board of any written reports** received as a result of Ara's internal processes [noting **reporting on closeout of actions will be available in SafePlace once embedded – timeframe to be advised to the Board.**] **[AP53 CE]**

- vi. Discussion on sharing best practise within the sector (noting Ara's membership on the Health and Safety Business Leaders Forum) within the Te Pūkenga framework.
- vii. The Board noted the excellent progress to date and congratulated all those involved in the tremendous amount of work that has taken place in the development of Safety, Health and Wellbeing at Ara
- viii. Wellbeing - raising "at risk" issues were discussed e.g. bullying, harassment and the internal processes available to colleagues and learners. **It was agreed to provide a one-page summary to the Board for the April meeting which addresses these issues and reviews the policy and processes in place.** There are multiple avenues for raising issues and it was noted in SafePlace, that the health and wellbeing category has an area for colleagues to report at risk issues. It was further agreed to consider these types of questions when preparing for the next Wellbeing Survey. **[AP54 CE]**
- ix. The Board congratulated those colleagues who participated in the Aotearoa Bike Challenge.

### **6.3 Chair Report**

The Chair provided a verbal update as follows:

- a) Autumn Graduation Ceremony – 26 March 2021 – congratulations to all those involved, noting three cohorts of graduands in one day. **The Board requested a copy of the student speeches as they were both considered exemplary.** **[AP55 Board Secretary]**
- b) South Island Chairs hui taking place on 13 April 2021 at SIT with CEs in attendance. Noting, CE and DCE COO also meeting with SIT at this time, to discuss a number of activities, including Trade's delivery and SIT2LRN distance learning.
- c) 27 April Board meeting – Timaru arrangements to be finalised. Stakeholder engagement is taking shape with a number of attendees confirmed.

## **7 Information Items**

### **7.1 Subcommittee Reports**

- a) The meeting minutes of the Ara Board Audit and Risk Committee from 22 March 2021 were taken as read; an update on items of business is provided in the Public Excluded section of this meeting.
- b) The meeting minutes of the Ara Board Campus Redevelopment Committee from 4 March 2021 were taken as read; an update on items of business is provided in the Public Excluded section of this meeting.

### **7.2 Ara Board Work Programme**

- a) The contents of the work programme were noted.

### **7.3 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 11.00am

Dated:

Signed as a correct record

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**Chairperson**

*[note: signed via electronic signature]*

## Ara Board Minutes - Action List as of 30 March 2021

Number	Date When Action Arose	Agenda Item	Topic	Action	Board Responsibility	Status	Due Meeting date
AP25	29 Sept: updated 30/3/21	6.4d	Kaiārahi Report	Marae visit – due to limited availability of the Marae venues through to June, it was agreed to <b>canvas Board members availability via Doodle Poll</b> to meet at the newly refurbished Te Puna Wanaka (TPW) in <b>May 2021</b>	Board Secretary	Completed.	27 April 21
AP35	27 Oct updated 23/2/21	6.1p (v)	CE Report – Health and Safety	<b>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.</b>	CE/Board Secretary	In progress.	Early 2021
AP50	30 Mar	6.1(e)	CE Report – Teaching / Pastoral Costs	Board to be kept updated on revenue that does not go straight to the bottom line i.e. spend relating to careful matching of cohort groups with learner support and pastoral care.	CE	In progress.	Ongoing
AP51	30 Mar	6.2(iii)	Health and Safety – Safety Observations Table	<b>More information needed</b>	CE	In progress.	27 April 21
AP52	30 Mar	6.2(iv)	Health and Safety – Systems	<b>Visibility on the split between campuses is required</b>	CE	In progress.	27 April 21
AP53	30 Mar	6.2(v)	Health and Safety – Internal Audit Process	<b>Summary to be provided of any written close out reports received by the CE</b>	CE	In progress.	27 April 21
AP54	30 Mar	6.2(vii)	Health and Safety – Wellbeing	<b>One-page summary to be provided addressing policy and processes for handling “at risk” issues.</b>	CE	In progress.	27 April 21
AP55	30 Mar	6.3(a)	Chair Report – Graduation	<b>Copy of the student speeches to be sent to the Board.</b>	Board Secretary	In progress.	27 April 21