



Ara Institute of Canterbury Limited

(the Company)

MEETING OF THE BOARD OF DIRECTORS

Date: 28 September 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 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 31 August 2021 5.1 Approval of Meeting Minutes 5.2 Matters Arising 5.3 Action List
6.	Discussion Items 6.1 Chief Executive Report a EFTS Performance b Financial Performance c Regional Roundup d Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 6.2 Chair Report
7.	Information Items [For noting] 7.1 Sub-Committee Reports a Audit and Risk Committee [6 September 2021] b Campus Redevelopment Committee [1 September 2021] 7.2 Ara Board Work Programme 7.3 Media Report
8.	General Business
10.15am to 11.00am ARA BOARD VISIT TO ŌTAUTAHI HOUSE	

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 31 August 2021 9.1 Approval of Meeting Minutes 9.2 Matters Arising 9.3 Action List	[s9(2) (f), (i), (j)]
10.	For Discussion 10.1 Chief Executive Report a Health, Safety and Wellbeing b Te Ohaka Report c Performance Dashboard/Placemat d Transition Programme Update 10.2 Executive Director Te Tiriti Partnerships Report	[s9(2) (f), (i), (j)]
11.	For Decision 11.1 Budget 2022	
12.	Presentation 12.15pm – 1.00pm [via zoom] 12.1 Tribal Benchmarking 2020 Results <i>(In attendance: Daniel Gayton, Senior Consultant (Performance Benchmarking) - Tribal Group)</i>	[s9(2) (f), (i), (j)]
13.	For Information [For noting] 13.1 Trustees 13.2 Sub-Committee Reports a Audit and Risk Committee [6 September 2021] b Campus Redevelopment Committee [1 September 2021] 13.3 Scholarships Revised Framework 13.4 Regional Delivery Stock-take	[s9(2) (f), (i), (j)]
14.	General Business	

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 2 August 2021

Ara Board of Directors

Thérèse Arseneau [Chair]	<ul style="list-style-type: none"> • ChristchurchNZ (Chair and Director) • 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 [Deputy Chair]	<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) • Workbased Learning (WBL)Ltd (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) • Workbased Learning (WBL) Ltd (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>Darren Mitchell Acting Chief Executive</p>	<ul style="list-style-type: none"> • Ōtautahi Education Development Trust (Trustee) • Ara Foundation (Trustee) • WorldSkills NZ (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 • Te Tira Manukura (Chair)
<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)

31 August at 9.30am

Minutes

These are the minutes of a meeting of the board of the Company held on 31 August 2021 via zoom videoconference.

1 Karakia The Chair opened the meeting with a Karakia, noting all thoughts are with Aucklanders at this time as they continue to fight Covid in the community during Level 4 lockdown.

2 Welcome

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

Thérèse Arseneau acted as chairperson of the meeting.

Other attendees present: Darren Mitchell (Ara Institute of Canterbury Ltd (Ara) Acting Chief Executive), Te Marino Lenihan (Executive Director, Te Tiriti Partnerships), Jasmine Canon (Executive Director, People and Culture), Karen Te Puke (DCE, Customer Engagement and Experience), Glynnis Brook (Acting Executive Director, AIR), Leeanne Carson-Hughes (Acting Executive Director, People and Culture), Colin King (Acting Executive Director, Operations) and Christina Yeates (Ara Executive Officer).

The Chair warmly welcomed Jasmine Canon and Leanne Carson-Hughes to the meeting, noting a handover is currently underway for the role of Executive Director, People and Culture.

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 and updates to the current register were requested to be notified to the Ara Executive Officer by email, as per usual process.

4 Items not on the Agenda Nil.

5 Confirmation of Meeting Minutes

5.1 Minutes of Committee Meeting – 27 July 2021

It was **resolved** that the minutes of the ordinary meeting of the Ara Board held on 27 July 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/ B Thompson

Carried

5.2 Matters Arising Nil.

5.3 Action List

- a) AP63 – **CE Report – Targeted Review** – the Board were advised that this report is still pending the moderation process with NZQA. Carried forward.
- b) AP67 – **Te Ōhaka** – it was noted that the agreement is still being finalised with the CE seeking clarity on roles, expectations, outcomes and deliverables with the Ministry of Awesome (MOA) to ensure roles and responsibilities within the Te Ōhaka structure are clear as well as having defined benefits and deliverables from MoA. Carried forward to September.
- c) AP 69 – **Kaiārahi report – Implementation plan for FMA** – it was noted that the update is provided in today's meeting papers.
- d) AP70 – **Ōtautahi House** – due to the Covid lockdown, the tour will be rescheduled and the Chair advised an “out of cycle” visit could be arranged if necessary [outside of Board meetings].

6 Correspondence

- a) The correspondence from the NZQA to the Chief Executive, in relation to the Interim Domestic Code of Practice 2019 was received and contents noted.
- b) The correspondence from the Ara Board Chair to the Ōtautahi Education Development Trust (OEDT) in relation to the nomination of Ara Board Director, Nettles Lamont as an additional Trustee was noted.

7 Items for Discussion

7.1 Chief Executive (CE) Report

The report was taken as read and the following is a summary of the discussion areas:

- a) **Stakeholder Engagement**– the CE has hosted a number of open mic forums with colleagues in South Canterbury which have proved beneficial. The Ara Board Chair and CE have met with the Chamber of Commerce for South Canterbury and the Timaru District Council and noted the strong interest in the future direction for the Timaru Campus and their keenness to be engaged in co-design discussions. The Board were advised that this engagement strategy is currently being mapped out with the focus on the Timaru campus being an Education “Hub” rather than it being an Ara centric delivery location.
- b) **FMA Implementation Plan** – the initial main focus is on building capability to enable retention of Māori learners in study, looking at participation rates of existing learners, and job descriptions and roles to support capability within the Ara teams. Resourcing is heading in the right direction and capability of Kaupapa Māori staff through “experts on call” [Māori educationalists looking at Māori capability] forms part of the process. It was

noted that the Te Pae Tawhiti reporting is illustrating how key themes are aligning well with pathways and Ara is on the right track. It was further noted that learners who have been through the Māui te Taurira programme are more resilient at this current time (Covid context). Clarification was provided on the “Ask Your Team” survey tool.

- c) **Collaborative Opportunities** - positive feedback from the meeting with Open Polytechnic has been received and follow up meetings arranged. Ara is focusing on a blended delivery model with a mix of online and campus engagement and could be a pilot for Te Pūkenga.
- d) **Financials** – tracking very well and on course to outperform budget. There are no concerns for the 2021 Budget. In terms of the 2022 Budget, it was noted that Ara is currently experiencing significant demand and growth in the domestic space with funding still not confirmed. It is recognised that it is not sustainable to support the level of provision with the same cost structure with impacts on frontline resourcing that needs to be acknowledged. These issues will be discussed further with the Audit and Risk Committee at their meeting scheduled for 6 September.

7.2 DCE Reports

The reports were taken as read.

- a) **General comments:** The Board continue to appreciate these reports to provide a “flavour” of the organisation with a good level of detail. A reminder the Board are keen to see how the “doing” links to the outcomes.
- b) **CEE** - a brief verbal overview of the report was provided, highlighting the following to the Board:
 - the wraparound support and resourcing in place for learners
 - investment in learner pastoral support and academic support
 - Ara has moved to a model of Māori/Pacific support aligned with each department and increased engagement
 - focus on retention early in the year and look at enrolment processes
 - through MoH funding with Te Pūkenga, Ara is employing online 24/7 provider with strong engagement with Māori and also looking at employing a social worker. Additionally, using external organisations more to access a range of practitioners.
- c) **P&C** – discussion on equitable outcomes for Māori, specifically if Ara has considered a blind recruitment policy [no gender, date of birth, ethnicity etc]. It was agreed to consider this alongside our existing processes which include unconscious bias training, the diversity and inclusion working group, and recruitment process review with a specialist Māori colleague.
- d) **AIR** – specific discussion included the following:
 - **Professorial appointments** – the Board would like to understand the principles underlying these appointments more along with understanding how they fit with Te Pūkenga post December 2022. It was noted that the principles to date are not solely around academic success but also that of connecting with industry, so has a broader purpose. Keen to ensure that the focus of the roles is aligned to the strategic priorities and to ensure it is supporting compliance of the degree programmes in terms of research engagement as set by NZQA. **Agreed Management and Board representatives to meet to discuss further. [AP85 CE/Board]**
 - **Collegial engagement [frontline staff]** – survey results were discussed and the Board were advised further work is being undertaken to gain some insights into these results and to build a picture of the areas that need to be addressed.
- e) **Future of Vocational Education Systems** – In the context of Ara having a broad and diverse portfolio, somewhat less traditional than a typical ITP, it was agreed that a strategic discussion needs to happen at Board level in regard to the principle of vocational education. **To be included as a future Agenda item. [AP86 Board Chair]**

7.3 Chair Report

- a) The Chair expressed the Board's gratitude to all colleagues for their excellent and agile response to the Covid lockdown. In addition to the messaging via the CE updates, the Board are keen to show their appreciation to all colleagues with an end of year morning tea or similar. [AP87 CE/Chair/Board Secretary]

8 Information Items

8.1 Subcommittee Reports

It was noted that there had been no Subcommittee meetings held during August for the Audit and Risk Committee and the Campus Redevelopment Committee.

8.2 Academic Committee

The report was taken as read and contents noted.

8.3 Ara Board Work Programme

The contents of the work programme were noted.

- a) 28 September Board meeting to be held in Timaru – stakeholder engagement planning needs to be discussed. [AP88 CE/Chair/Board Secretary]

8.4 Media Report

The report was taken as read.

9 General Business

Nil.

Closure

There being no further business the Chairperson declared the public meeting closed at 10.40am.

Dated:

Signed as a correct record

Chairperson [note: signed via electronic signature]

Ara Board Minutes - Action List as of 31 August 2021

Number	Date When Action Arose	Agenda Item	Topic	Action	Board Responsibility	Status	Due Meeting date
AP63	25 May updated 29/6/21 updated 31/8/21	7.1c	CE Report – Targeted Review	Final version of the Targeted Review report will be provided to the Board for the June meeting. 29/6 Updated – AWAITING final report. 31/8 Updated - still pending the moderation process with NZQA.	CE	Awaiting final report	28 Sept 21
AP67	29 June updated 31/8/21	7.1c	CE Report - Te Ōhaka	Going forward the Board requested that the report should specifically provide an analysis of outcomes for Ara's investment. 31/8 Carried forward to September.	CE		28 Sept 21
AP70	29 June updated 31/8/21	7.2	Ōtautahi House	Ōtautahi House visit to be rescheduled.	Board Secretary	Post meeting this has been rescheduled to 28 Sept meeting	28 Sept 21
AP85	31 Aug 21	7.2	DCE Report – AIR – Professorial Appointments	Agreed Management and Board representatives to meet to discuss further.	Board/CE		26 Oct 21
AP86	31 Aug 21	7.2e	Future of Vocational Education Systems	Future Agenda Item - strategic discussion needs to happen at Board level in regard to the principle of vocational education.	Full Board/CE		26 Oct 21
AP87	31 Aug 21	7.3	Chairs Report – Appreciation to Colleagues	Provide an opportunity for the Board to mix with all colleagues toward the end of the year e.g. morning tea.	CE/Board Secretary		Oct/Nov 21
AP88	31 Aug 21	8.3	Work Programme – Timaru visit	Stakeholder engagement sessions including with colleagues to be planned whilst the Board are visiting Timaru for the 28 September Board meeting. Potential for evening meetings on 28 th .	Board Chair, CE, Board Secretary	Post meeting this item is rescheduled to October due to Covid lockdown levels	26 Oct 21

Ara Board 28 September 2021	Agenda Item		6.1
	Decision Item	Discussion Item	Information Item
PUBLIC	Presented by		Darren Mitchell

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

1 CE Overview

1.1 Managing the COVID-19 Lockdown

A significant focus for the Ara leadership team since the last Board meeting has been the resumption of on campus operations post the Alert level 3 lockdown. A synopsis of how the event has been managed is below.

At 11:59 pm on 17 August 2021, the whole of New Zealand moved to Alert Level 4 lockdown following an announcement by the Prime Minister earlier in the day. This was in response to a case of the Delta variant of COVID-19 being detected in the community in Auckland. Ara's campuses were shut and secured from the evening of 17 August 2021 and the Incident Management Team (IMT) was stood up at 8:00 am on Wednesday 18 August 2021. IMT meetings were conducted every weekday morning at 8:00 am and occasionally at different dates and times depending Government announcements until 15 September 2021 when they moved to a three days per week schedule. Every meeting was minuted and a daily Incident Action Plan (IAP) produced to capture key factors, changes, progress, and actions.

As was the case in the previous outbreak in 2020, the IMT developed and released Alert Level Operating Guidelines to colleagues as the alert levels changed. These guidelines provided advance notice of the things colleagues should prepare for, a comprehensive account of Ara's specific alert level settings, Public Health control measures, and other key information like any travel restrictions. The Alert Level 2 guidelines are the most current, and guidance for Alert Levels 1 or 3 have been kept up to date in anticipation of any sudden change in future levels. Ara guidelines have aimed at contextualising the official Government guidelines.

Early in IMT planning discussions, a key decision was made to take a more responsive and anticipatory approach to communications, acknowledging feedback gathered in the previous lockdown's lessons learned summary paper. This would include communications being more rapid, despite not always having all the answers, and to signal intentions and planned updates so as to allow learners and colleagues to feel assured that information not already received would soon be on its way.


Furthermore, a signalling of operational intentions in advance of the changing Alert Levels served to remove uncertainty and boost confidence by learners and colleagues that Ara was keeping on top of the situation. This was done using normal communication channels such as Waituhi, MyAra, the Ara website and email but also through weekly live video conference sessions with the Chief Executive. As a result of this new approach, feedback throughout the outbreak has been noticeably more positive from learners, colleagues and other stakeholders.

Unlike the previous lockdown, Ōtautahi House remained open to residents wishing to stay in place. Whilst some took up this opportunity, many returned to their homes anticipating the lockdown continuing for some time. As we moved from Alert Level 4 to Alert Level 3, the opportunity to offer limited learning on campuses to bubbles of learners was made available. This was particularly so to those for whom this was critical to their programme of study and to their successful completion. However, with Alert Level 3 lasting just one week, this was only carried out in a small number of cases. In all, Alert Level 4 and Alert Level 3 for those outside Auckland lasted 21 days with Alert Level 2 coming into force at 11:59 pm on 7 September 2021. Ara returned to normal onsite delivery from Friday 10 September 2021.

1.2 Engagement and Wellbeing Surveys

Commencing at the end of this month we are undertaking both the Engagement and Wellbeing surveys of all colleagues. An important barometer of colleague sentiment across Ara, the surveys will provide useful insight into the impact of the challenges and changes of the last 12 months. It will be helpful knowledge as we plan and implement the necessary change management processes for transition into Te Pūkenga.

2 Ara Performance – EFTS Overview – as at 16 September 2021



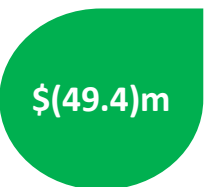
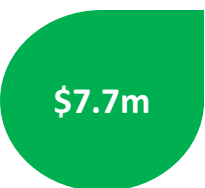
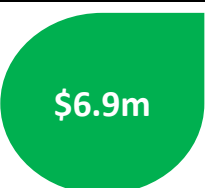
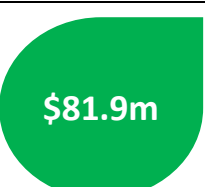
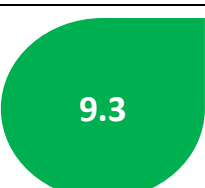
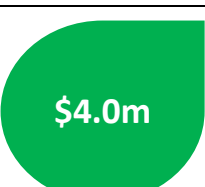
2021 Targets Summary			2020	2021	APS	CRE	EAS	EDI	HPR	
					HSI	HUM	TRA	ZTE	Other	
Enrolments (EFTS)			Actual	Target						
SAC Level 3+	6,501	5,846								
SAC Level 1-2	169	127								
ACE	58	86								
Trade Academy	179 (568 places)	153 (570 places)								
Youth Guarantee	82	83								
ITO	95	99								
Other	70	109								
Total Domestic EFTS	7,154	6,502								
Total International EFTS	364	509								
Total EFTS (including eCampus)	7,519	7,011								
Levels 1-2	467	491								
Levels 3-4	2,792	2,521								
Levels 5-6	1,325	979								
Level 7	2,838	2,938								
Levels 8-9	96	81								
Participation			Actual	Target						
Māori Student Participation Rate	14.0%	13.1%								
Pacific Student Participation Rate	5.1%	4.8%								
Student Experience			Actual	Target						
Student Satisfaction, all learners	84.0%	84.0%								
Student Achievement			Actual	Target						
Successful Course Completion										
All learners at levels 1-6	78.2%	84.0%								
All learners at levels 7-9	91.3%	94.0%								
Māori learners at all levels	75.7%	82.0%								
Pacific learners at all levels	71.5%	82.0%								
Overall all learners at all levels	83.0%	88.0%								
Financial			YTD period ending Jul	Actual YTD	Budget YTD	Budget FY				
Teaching Revenue		\$68.5m	\$60.2m	\$106.1m						
Other Revenue		\$3.3m	\$4.0m	\$6.8m						
Total Revenue		\$71.8m	\$64.2m	\$113.0m						
Other Costs		\$22.2m	\$24.6m	\$41.9m						
Staffing Costs		\$42.3m	\$42.6m	\$74.0m						
Total Expenses		\$64.6m	\$67.3m	\$116.1m						
Surplus (excluding abnormal items)		\$7.2m	-\$3.1m	-\$3.1m						

Key points include:

- 2.1 As at 16 September 2021, Ara Global has enrolled 7,518.6 EFTS against a target of 7,011 EFTS. 107.2% of target enrolled (*excluding potential*)
- 2.2 Including potential EFTS Ara Global has enrolled 7,594.0 EFTS
- 2.3 Ara overall: 4.6% growth against same time last year (*excluding potential*)
 - a SAC 3+ have enrolled 112.8% of target
 - b SAC 1-2 have enrolled 133.7% of target
 - c Trade Academies have enrolled 569 students, 99.8% of target places
- 2.4 Ara Global – Domestic has enrolled 7,154.2. EFTS (*excluding potential*)
 - a 110% of target enrolled
 - b 12.7% year to date growth compared to same time last year
- 2.5 Māori and Pacific Participation – 2021
Based on current enrolments (*excluding potential*)
 - a Māori participation is at 14.0% against a target of 13.1%. Our same time last year position was 13.9%
 - b Pacific participation is at 5.1% against a target of 4.8%. Our same time last year position was 5.5%.
- 2.6 2021 International
 - a Ara Global (International) has enrolled 364.4 EFTS against a target of 509.2 EFTS; 71.5% of overall target enrolled
 - b Including potential, this is at 371.7 enrolled EFTS which is 73.0% of target

3 Financial Performance Report

3.1 Executive Financial Summary as at 31 August 2021

YTD EBITDA		The year-to-date EBITDA is +\$15.1m which is +\$10.0m (prior month was +\$10.1m) better than the budget of +\$5.1m.
YTD Total Revenue		The year-to-date revenue is +\$82.7m which is +\$7.8m (prior month was +\$7.6m) better than the budget of +\$74.9m. \$1.8m of this income currently exceeds the current funding allocation. Provided TEC funds to the anticipated 105% over-delivery allocation this income will be received.
YTD Total Personnel Exp		The year-to-date personnel costs are -\$49.4m which is -\$0.2m worse than the budget of -\$49.2m. Annual leave is +\$0.2m.
YTD Operating Surplus / (Deficit)		The year-to-date operating surplus is +\$7.7m which is +\$10.2m better than the budget deficit of -\$2.6m. The operating surplus is +9.3% of revenue compared to a budget target of -3.4%.
YTD Net Surplus / (Deficit)		The net surplus is +\$6.9m being +\$11.7m better than the budget of -\$4.8m
Cash		The YTD cash position is +\$81.9m.
Cash Cover		Cash cover is 9.3 months compared to TEC benchmark of 2 months.
YTD Capex		Capex spend year-to-date is \$4.0m compared to full-year budget \$10.7m.

Statement of Financial Performance
for the year to 31 August 2021

	Year to Date			2021 Budget	Full Year	
	Actual	Budget	% var		2021 Forecast	2020 Actual
Government Funding						
SAC Funding Level 3+	43,498,044	38,593,281	12.7%	56,682,478	63,573,133	53,645,330
SAC Funding Level 1-2	992,235	935,481	6.1%	1,144,295	1,464,866	1,839,428
ACE Funding	215,152	260,842	-17.5%	393,055	272,709	578,954
Youth Guarantee Funding	617,997	668,589	-7.6%	1,060,780	1,237,624	3,018,869
CTC funding	1,882,504	1,825,594	3.1%	2,625,324	2,633,707	2,305,665
Other Non-EFTS grants	2,208,844	1,981,296	11.5%	2,971,944	2,986,856	3,064,783
Total	49,414,776	44,265,083	11.6%	64,877,876	72,168,895	64,453,029
Student Tuition Fees						
Domestic Fee Income	24,598,258	22,619,640	8.7%	32,869,962	36,435,166	32,354,452
less Scholarships/Discounts	(1,067,263)	(1,972,524)	-45.9%	(1,990,950)	(1,322,915)	(1,643,780)
International Fee Income	5,028,198	4,628,451	8.6%	9,091,956	6,963,537	15,401,956
less Commissions/Discounts	(137,840)	(724,598)	-81.0%	(1,055,196)	(139,334)	(1,404,957)
Total	28,421,353	24,550,969	15.8%	38,915,772	41,936,454	44,707,671
Other Teaching Income	1,132,661	1,456,871	-22.3%	2,341,608	2,459,272	2,054,908
Other Income						
Interest	344,677	635,781	-45.8%	915,335	495,000	1,489,124
Other Revenue	3,361,245	3,974,089	-15.4%	5,914,491	5,040,931	4,400,883
Total	3,705,922	4,609,870	-19.6%	6,829,826	5,535,931	5,890,007
Total Revenue	82,674,712	74,882,793	10.4%	112,965,082	122,100,552	117,105,614
Personnel Costs						
Teaching	24,851,234	24,203,250	2.7%	36,565,697	37,359,038	36,369,282
Net Annual Leave - Teaching	(20,990)	149,030	-114.1%	-	(128,721)	216,611
Non-Teaching	24,734,820	24,773,166	-0.2%	37,480,506	37,611,236	36,252,092
Net Annual Leave - Non-Teaching	(207,822)	75,734	-374.4%	-	(398,153)	124,615
Total	49,357,242	49,201,180	0.3%	74,046,203	74,443,400	72,962,599
as % of Revenue	59.7%	65.7%		65.5%	61.0%	62.3%
Other Costs (except Depreciation)						
Occupancy/Property costs	6,496,469	6,910,379	-6.0%	10,054,815	9,551,167	9,515,524
Finance Lease Charge	917,474	917,474	0.0%	1,373,256	1,373,256	1,389,636
General Operating Expenditure	10,801,218	12,777,705	-15.5%	19,293,187	17,985,443	17,211,391
Total other costs	18,215,161	20,605,557	-11.6%	30,721,258	28,909,866	28,116,551
Depreciation						
All Depreciation	7,431,664	7,647,582	-2.8%	11,346,495	10,975,594	12,472,593
Total Expenses	75,004,067	77,454,320	-3.2%	116,113,956	114,328,860	113,551,743
Surplus/(Deficit) excl Abnormal	7,670,645	(2,571,526)	-398.3%	(3,148,874)	7,771,692	3,553,871
as % of Revenue	9.3%	-3.4%		-2.8%	6.4%	3.0%
Abnormal Items						
Transformation Costs	(770,537)	(2,201,394)	-65.0%	(3,300,000)	(1,600,000)	(1,743,725)
Demolition Costs	-	-		-	-	(1,086,026)
Share of Associate Surplus/(Deficit)	-	-		-	-	18,065
Total Abnormal Items	(770,537)	(2,201,394)	-65.0%	(3,300,000)	(1,600,000)	(2,811,687)
Total Surplus/(Deficit)	6,900,108	(4,772,920)	-244.6%	(6,448,874)	6,171,692	742,184
as % of Revenue	8.3%	-6.4%		-5.7%	5.1%	0.6%

Statement of Financial Position as at 31 August 2021

	Actual 31-Aug-21 \$000	Budget 31-Dec-21 \$000	Forecast 31-Dec-21 \$000	Actual 31-Dec-20 \$000
ASSETS				
Current Assets				
Cash and Cash Equivalents	9,811	2,140	2,643	7,635
Loans and Receivables	1,988	2,000	4,420	1,676
Inventories	755	1,027	702	702
Prepayments	1,713	2,291	2,291	2,329
Short Term Investments	43,819	34,095	48,000	33,919
Residual Insurance Proceeds	28,281	22,905	27,000	28,281
Total Current Assets	86,368	64,458	85,056	74,542
Non-Current Assets				
Property Plant and Equipment	304,688	310,385	322,891	306,948
Intangible Assets	890	1,506	833	1,193
Investment in Associate	1,169	1,151	1,169	1,169
Total Non-Current Assets	306,747	313,043	324,893	309,310
TOTAL ASSETS	393,115	377,501	409,949	383,852
LIABILITIES				
Current Liabilities				
Trade and other payables	4,194	5,000	5,000	5,736
Finance leases	759	1,233	677	683
Employee Benefit Liabilities	4,368	3,157	4,427	3,615
Revenue Received in Advance	11,814	11,800	10,325	8,895
Total Current Liabilities	21,134	21,190	20,429	18,928
Non-Current Liabilities				
Finance leases	25,053	25,092	24,576	24,886
Employee Benefit Liabilities	228	238	228	228
Total Non-Current Liabilities	25,281	25,330	24,804	25,114
TOTAL LIABILITIES	46,415	46,520	45,233	44,043
NET ASSETS	346,701	330,981	364,716	339,809
EQUITY				
Retained Earnings	243,334	227,199	242,614	236,442
Asset Revaluation Reserve	103,367	103,782	122,102	103,367
TOTAL EQUITY	346,701	330,981	364,716	339,809

Statement of Cash Flows
for the year to 31 August 2021

	Year to Aug 2021 \$000	2021 Budget \$000	2021 Forecast \$000	2020 Final \$000
Cash Flows from Operating Activities				
Cash was Provided from:				
Government Grants	42,324	64,878	73,401	62,882
Student Tuition Fees	38,046	38,916	40,521	36,028
Other Teaching Revenue	1,133	2,342	2,459	2,055
Other Revenue	3,347	5,890	3,910	6,048
Interest	419	915	495	1,701
Total	<u>85,268</u>	<u>112,941</u>	<u>120,786</u>	<u>108,714</u>
Cash was Applied to:				
Employees and Suppliers	66,890	102,698	101,865	99,772
Net Cash Effect of Abnormal Items	771	3,300	1,600	2,830
Total	<u>67,661</u>	<u>105,998</u>	<u>103,465</u>	<u>102,602</u>
Net Cash Flows from Operating Activities	<u>17,607</u>	<u>6,943</u>	<u>17,321</u>	<u>6,112</u>
Cash Flows from Investing Activities				
Cash was Provided from:				
Sale of Fixed Assets	13	26	-	57
Total	<u>13</u>	<u>26</u>	<u>-</u>	<u>57</u>
Cash was Applied to:				
Purchase of Other Financial Assets				
Purchase of Fixed Assets	2,414	5,114	5,114	2,992
Campus Capital Plan Spending	1,551	5,547	2,000	4,158
Total	<u>3,965</u>	<u>10,661</u>	<u>7,114</u>	<u>7,150</u>
Net Cash Flows from Investing Activities	<u>(3,952)</u>	<u>(10,635)</u>	<u>(7,114)</u>	<u>(7,093)</u>
Cash Flows from Financing Activities				
Cash was Provided from:				
Equity	-	-	-	25
Total	<u>-</u>	<u>-</u>	<u>-</u>	<u>25</u>
Cash was Applied to:				
Finance Lease Payments	1,579	2,399	2,399	2,296
Total	<u>1,579</u>	<u>2,399</u>	<u>2,399</u>	<u>2,296</u>
Net Cash Flows from Financing Activities	<u>(1,579)</u>	<u>(2,399)</u>	<u>(2,399)</u>	<u>(2,321)</u>
Total Net Cash Flows	<u>12,076</u>	<u>(6,091)</u>	<u>7,808</u>	<u>(3,302)</u>
Opening Cash, Bank & Short Term Investments	69,835	65,231	69,835	73,138
Closing Cash, Bank & Short Term Investments	<u>81,911</u>	<u>59,140</u>	<u>77,643</u>	<u>69,835</u>

3.2 Notes to Statements

a Financial Performance

- i The narrative below is provided to identify differences when compared to the prior month.
- ii As of 31 August 2021, the year-to-date reported surplus improved on the prior month by \$25k, of which (\$117k) was in ordinary operations and \$142k in abnormal operations.
- iii Total Revenue contributed \$0.2m to the month-on-month improvement. Most significant increases being \$0.6m in SAC 3+ and \$0.3m in Domestic Student Fees, although these movements have halved from prior month. Following the August SDR, Te Pūkenga have requested additional domestic funding for the sector. If this is not obtained, any further growth in SAC delivery (at both level 1-2 and 3+) will be unfunded. International revenue decreased on the prior period by \$0.3m (9% higher than budget YTD). The 2021 budget predicted that international borders would reopen for the second half of 2021. As this has not occurred, we are forecasting an unfavourable variance in international revenue at the end of 2021.
- iv Overall EFTS delivered to end of August are ahead of budget (Act 5,193.6 EFTS vs Budget 4,741.7 EFTS), more detailed departmental and funding information is provided below:

Department	Actual EFTS YTD	Budget EFTS YTD	EFTS Var YTD	FY Budget EFTS
CAPL Dept	1.72		1.72	
Dept of Applied Sciences and Social Practice, Te Hoe Ora	541.51	542.63	(1.12)	758.53
Dept of Business and Digital Technologies	599.28	635.59	(36.32)	978.16
Dept of Creative Industries	535.67	490.26	45.41	719.73
Dept of Engineering & Architectural Studies	521.62	395.10	126.52	598.57
Dept of Health Practice	814.29	761.80	52.49	1,144.46
Dept of Hospitality & Service Industries	501.29	412.88	88.42	619.02
Dept of Humanities	670.87	677.30	(6.44)	907.52
Dept of Trades	851.96	726.14	125.82	1,135.04
TANZ eCampus	155.35	100.00	55.35	150.00
Total	5,193.55	4,741.71	451.84	7,011.04

Funding	Actual EFTS YTD	Budget EFTS YTD	EFTS Var YTD	FY Budget EFTS
1010-SAC Funding 3+	4,463.34	4,015.14	448.19	5,845.88
1020-SAC Funding Level 1-2	109.17	104.04	5.13	126.50
1029-ACE Funding	46.81	56.75	(9.94)	85.51
1040-Youth Guarantee Delivery Funding	51.38	51.80	(0.42)	82.62
1050-Trades Academy Delivery Funding	131.66	108.06	23.60	153.20
1093-On Plan TEC Funding	23.59		23.59	
1160-International Student Fees	264.03	261.34	2.69	509.22
1180-ITO Funding Income	73.74	79.63	(5.89)	116.90
1190-Teaching Delivery to External Parties	29.82	64.94	(35.12)	91.20
Total	5,193.55	4,741.71	451.84	7,011.04

- v Personnel Costs overall are (\$0.2m) unfavourable to budget, which includes a \$0.5m favourable movement in leave liability due to a higher leave consumption. This overspend is expected due to the higher EFTS.
- vi Occupancy Costs savings improved on the prior period by \$17k. The year-to-date expense being \$6.5m compared to the budget of \$6.9m.
- vii The Finance Lease Charge is in line with budget.
- viii General Operating Expenditure savings improved on the prior period by \$0.1m, the most significant savings being \$64k in Other Services Expenditure due to timing.
- ix The Transformation expenses underspend has increased by \$0.1m. Forecast transformation spend for the year is \$1.6m compared to a budget of \$3.3m.

b Financial Performance of Larger Divisions

Summary	Actual \$ YTD	Budget \$ YTD	Var \$ YTD	Var %	FY Budget \$
AIR					
Revenue	77,223,343	70,076,458	7,146,885	10%	105,084,697
Personnel Expenses - Teaching	-24,606,351	-23,731,319	-875,032	4%	-35,853,705
Personnel Expenses - non-Teaching	-7,281,194	-7,357,122	75,928	-1%	-11,108,418
Other Expenses	-5,292,531	-5,625,420	332,889	-6%	-8,345,851
AIR Total	40,043,267	33,362,596	6,680,671	20%	49,776,722
CEE					
Revenue	4,677,851	4,215,456	462,395	11%	6,389,375
Personnel Expenses - Teaching	-19,527		-19,527		
Personnel Expenses - non-Teaching	-9,512,913	-9,543,543	30,630	0%	-14,482,800
Other Expenses	-3,578,089	-4,470,414	892,325	-20%	-6,672,361
CEE Total	-8,432,679	-9,798,501	1,365,822	-14%	-14,765,785
COR					
Revenue	916,282	1,451,116	-534,835	-37%	2,150,168
Personnel Expenses - Teaching	0		0		
Personnel Expenses - non-Teaching	-5,468,655	-5,674,437	205,782	-4%	-8,582,996
Other Expenses	-15,873,679	-17,001,768	1,128,089	-7%	-25,280,912
COR Total	-20,426,052	-21,225,089	799,036	-4%	-31,713,739
P&C					
Revenue	442		442		
Personnel Expenses - Teaching	-33,200		-33,200		
Personnel Expenses - non-Teaching	-1,428,840	-1,352,213	-76,627	6%	-2,025,934
Other Expenses	-198,718	-242,557	43,840	-18%	-380,838
P&C Total	-1,660,316	-1,594,771	-65,545	4%	-2,406,772
Net Surplus / (Deficit)	9,524,220	744,236	8,779,984	1180%	890,425

- i The Academic, Innovation and Research Division contribution has decreased by (\$0.3m) on the prior period. With a favourable variance noted in Revenue \$430k and Other Expenses \$33k offset with an unfavourable variance in Personnel Expenses (\$716k), which is due to the casuals and temporary staff requirements because of higher EFTS.
- ii The Customer Experience and Engagement Division has had marginal improvement of \$3k, with a favourable variance noted in Other Expenses \$150k. An unfavourable variance noted in Revenue (\$118k) due to student accommodation and student travel payments and an unfavourable variance in Personnel Expenses (\$29k) which is expected to exceed budget at year end.
- iii The Corporate Services Division has additional overspend of \$0.1m with an unfavourable variance in Revenue (\$100k), largely due to the variance in interest income because of a higher interest rate assumption at budget setting than has eventuated.
- iv The People and Culture Division unfavourable variance of \$41k, largely within non-Teaching Personnel Expenses.

3.3 Forecast

The YTD forecast of \$7.8m (before transformation costs), is largely due to the increase in income of \$9.1m. This assumes funding up to 105%. As a result of the higher EFTS, teaching costs are also forecast to be higher than budget, however not at the same rate. This is due to the high leave burn resulting in a decrease in leave liability, as well as timing of staffing. The assumption for FY22 budget sees an increase in Personnel costs.

4 Southern Campuses Update

4.1 Background

The following is a summary of the Southern Campuses activities of the past month. No specific decision is being sought from the Board in this report. Please note that this report may cover items that overlap into already presented content from within other divisions of Ara. This report does not include any AIR activities pertaining to Southern Campuses.

4.2 Timaru – Learner Update

- a Ara learners are pleased to be back onsite at Alert Level 2. Focus has been on returning to day-to-day study and maintaining AL2 guidelines within the classroom environment.
- b The Ara Timaru student counsellor is seeing the expected flow on impacts of the COVID-19 lockdown and from several incidences in the wider South Canterbury community in the last month. (These incidences had both direct and indirect impact on Ara learners.)
- c Southern campuses continue to focus energy on a proactive approach to reduce the level of reactive support needs. For example, items over the past month included:
 - i The Timaru counsellor researched and provided specific support materials (posters, helplines, online interactive wellbeing courses, etc) for Ara colleagues during lockdown. They also matched external community messages and SCDHB messages. The focus was on how colleagues can best support learner wellbeing via the virtual world.
 - ii A Q&A with Ara counsellor and Dr Annette Beautrais from South Canterbury District Health Board was held to address the events in South Canterbury and impact of lockdown, and how to support/talk to learners on the hard conversations. One particular item Dr Beautrais focussed on was suicide; this was to reinforce messaging already within Ara and externally in South Canterbury.
 - iii Dr Annette Beautrais will be undertaking free training for Ara colleagues in the near future (date to be confirmed). Ara will open this to community and YMCA colleagues as our learners often overlap.
 - iv The Ara student life team and Timaru colleagues are working on plans for the upcoming mental health awareness week and running of suitable activities.

4.3 Ara Southern Campus Co-Location Requests Update

- a **BCITO** have requested their one employee in Ashburton is co-located into the Ara Ashburton campus. We are working through these details now. This is a new update as of 9 September 2021.
- b **Feldspar** – Conducting a feasibility study for the Oamaru community regarding relocating and increasing capacity of the existing Oamaru Community Hub. Feldspar have submitted a proposal to Ara regarding being able to continue to further assess the feasibility of the Ara Oamaru Campus being the location of a new community hub. Management has their request to consider.

4.4 General Campus Update:

- a The majority of the last month has been focused on Alert Levels 4, 3 or 2 delivery, support services, etc. Southern colleagues' feedback indicates they were better prepared and experienced an 'easier' transition into AL4 than last year and have switched back to AL2 operating guidelines somewhat seamlessly. Overall, there has been positive feedback from Southern colleagues on the communication from Ara management during lockdown.
- b Hug a Mug Café on the Timaru campus is back onsite. This had been closed several weeks prior to lockdown due to poor health of the owner and was missed by learners. We are all pleased to have them back onsite and in operation.
- c Campus Operations Manager (Southern) Leonie Rasmussen and Senior Administrator Katherine Harris oversaw the device loan process for learners during Alert Levels 4 and 3. Below is a snapshot of the support provided to Southern Campus learners. [NB: At time of writing this report, the below data is still being updated and verified.]
 - i 646 replies to Ara survey (includes some duplicate entries). The device survey process was open through to Friday 17 September.
 - ii 180 learners reported as having no device. All learners were then individually contacted to assess their individual situation. In reality, many learners had devices but had other technology issues that required assistance from Ara. All learners reported as only having a smartphone or a tablet were also contacted during the process [80 in total].
 - iii 114 devices were issued over a two-week period with the majority being issued by end of week one:
 - 57 were students who started in Semester 2
 - 20 were students with disabilities
 - 26 were Māori students
 - 11 were Pasifika students
 - iv The device survey process remained open until Friday 17 September 2021 to capture returning learners. Currently there are 20 learners who would potentially need a device if Ara was to return to AL3 or AL4. No further devices are available at this stage.

5 NZQA Targeted Evaluation Report

Ara received a draft of the NZQA Targeted Evaluation report in May 2021 which we provided feedback on. NZQA then conducted two blind reviews, one internally through a moderation process alongside the other ITP Targeted Evaluation reports to ensure consistency of reporting. The second review was undertaken by Te Pūkenga.

The outcome of these two reviews has resulted in Ara being asked to submit additional material relating to our moderation practice. We have provided NZQA with a short summary on

- a Ara's internal moderation policy / approach / process
- b Any key findings that have arisen from one or more selected programmes
- c Any changes that have been made as a result of these findings

It is envisaged that once this has been reviewed by NZQA Ara will receive the final version of our report.

6 Update from Director, Māori Achievement

6.1 Māui te Taura – Student Agency skills and professional practice (previously referred to as mentoring)

- a Shifted to online delivery for lockdown
- b Resourcing plans for 2022 proposed
- c Supporting transition of students back to face-to-face delivery

6.2 Māui te Pūkenga – Academic/research workstream

a Maui Mua research

Research into successful first generation Māori learners and significant supports/skills that got them to the end of their study successfully.

- i Thematic analysis complete
- ii Conclusions and recommendations developed
- iii Investigating presentation opportunities

b Māui Taiaho – (refers to the ropes held by Māui’s brothers when capturing the sun) Capability development

- i Māui te Taura tutor training wānanga (training package for tutors of programmes that will engage with Māui te Taura
 - Educational and historic contexts of education for Māori in Aotearoa NZ
 - Introduction to Māui Te Taura Philosophy
 - Basic tools to support integration of kaupapa Māori into delivery aligned to the MTT philosophy/delivery context.
- ii Resource requirement investigation for training completed for Madras St Campus (understanding how many offerings of a training opportunity would be required to provide opportunities to all Ara Colleagues), this is being used to inform resource requests, delivery models and timelines for offerings of training for 2022.

6.3 Framework for Māori Achievement

- a Final draft of FMA strategic plan presented to Chief Executive.
- b New report in development with data team to give clear indication of impacts of actions undertaken in response to FMA plans.
- c Māori Language Big Band event – supported a big band concert where all songs were translated into Te Reo and arranged to suit a big band (included some original compositions also).
- d Met with Tokona Te Raki and Ara’s Department of Business and Digital Innovation regarding improving Māori engagement in Cyber Security. This work is ongoing.

Ara Board 28 September 2021	Agenda Item	6.1d
		For Information
PUBLIC	Presented by	DCE Customer Experience and Engagement Karen Te Puke

ARA BOARD REPORT SUMMARY	
TITLE OF REPORT	Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021.
BACKGROUND AND PURPOSE	To provide the Board with an overview of the new Code of Practice that will come into force on 1 January 2022.
RECOMMENDATION(S)	That the Board note the contents of the report.
LINK TO ARA STRATEGY	Division activity that links to the key focus areas of: <ul style="list-style-type: none"> • Regional responsiveness • Change leadership • Equitable outcomes for Maori and lifting success for all • Removing barriers for learning by putting learners at the centre.
KEY ISSUES IDENTIFIED	Nil.
FINANCIAL IMPLICATIONS FOR ARA	Nil.
RISK IMPLICATIONS FOR ARA	Nil.
RATIONALE FOR EXCLUDING PUBLIC	Not applicable.

Background

The new code of practice for the pastoral care of domestic tertiary and international learners comes into effect on 1 January 2022. All tertiary education providers and schools enrolling international students will be expected to comply with the new code from 1 January 2022.

The code brings together the current codes for domestic¹ and international learners² with separate parts of the code for:

- student accommodation
- tertiary providers enrolling international learners
- schools enrolling international students (this part restates existing requirements for schools).

Next Steps for Ara

The code proposes a whole-of-provider approach to wellbeing and safety. Such an approach considers the interconnectedness of different elements of the provider and emphasises the interactions between people, their behaviours, and the environment. A multi-layered approach is more likely to be successful in addressing wellbeing and learning issues.

Ara will need to consider how our overall systems and resources support learners' wellbeing and safety. To do this, we are reviewing our 2020 Domestic Code of Practice Self-Review Report and Action Plan and Domestic Code of Practice Evidence Sources 2020 against the new Code to identify areas that need immediate action or can be targeted for further work.

We will continue to hear from Student Voice, Student Council and Student Department Representative channels to seek to identify and define the issues that are important for our learners and develop appropriate strategic goals, plans and practices around them.

We will:

- develop an organisational chart that depicts all services aligned to the Code
- review the current Ara Safety and Wellbeing Strategic Plan 2021 to ensure it encapsulates applicable Code outcome requirements and processes
- build capability across Ara to engage with, and implement the Code
- disseminate and utilise NZQA best practice guidelines and self-review tools once these have been developed.

¹ Education (Pastoral Care of Domestic Tertiary Students) Interim Code of Practice 2019

² Education (Pastoral Care of International Students) Code of Practice 2016 including Amendments 2019

Ara Board Audit and Risk Committee Minutes

6 September 2021

Minutes of a meeting of the Ara Board Audit and Risk Committee held on Monday 6 September 2021 at 1.00pm via videoconference.

Welcome

The Chair opened the meeting and welcomed all members to the meeting, in particular Ara's new Finance Manager Tilly McKay.

1 Meeting Business

1.1 Attendance

a Voting Members

Nettles Lamont (Chair), Murray Bain and Andrea Leslie.

b Non-Voting Members

Darren Mitchell (Acting Chief Executive) and Christina Yeates (Minute Secretary).

c In Attendance

Thérèse Arseneau (Board Chair), Michael Rondel (Independent Advisor) and Tilly McKay (Ara Finance Manager).

1.2 Apologies

Nil.

2 Confirmation of Meeting Minutes

2.1 Minutes of the Audit and Risk Committee meeting of 9 June 2021

It was resolved that the Minutes of the Ara Board Audit and Risk Committee meeting held on 9 June 2021 be approved as a correct record of proceedings at that meeting and be signed by the Chair accordingly.

N Lamont/ M Bain

Carried

2.2 Business Arising out of the meeting

Nil.

2.3 Action List

Nil.

3 Public Excluded

1.05pm

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 remain for the public excluded section of the meeting and that Tilly McKay, Ara Finance Manager remain for the relevant items on the Agenda.

N Lamont

Carried

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

3.1	Minutes of the Meeting held on 9 June 2021	s9(2)(i)
3.2	Matters Arising/Action List	s9(2)(i)
3.3	Budget 2022	s9(2)(i)
3.4	Internal Audit Update	s9(2)(i)
3.6	Treasury Performance Report	s9(2)(i)
3.7	Cyber Security Report	s9(2)(i)
3.8	Risk Management Update	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 2.25pm.

READ AND CONFIRMED

Chair:

Date:

Ara Institute of Canterbury Ltd

Board of Directors

2021 Work Programme

as at 31 August 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	M Bain 29/6
	9 Audit and Risk Committee	
	29 Board Meeting (Christchurch) <ul style="list-style-type: none"> Ōtautahi House Board Visit [postponed] SafePlace Induction 	
July	12 Campus Redevelopment Committee	
	27 Board Meeting (Christchurch) <ul style="list-style-type: none"> Fee Setting 	
August	31 Board Meeting (Christchurch) <ul style="list-style-type: none"> via zoom due to lockdown 	
September	1 Campus Redevelopment Committee	
	6 Audit and Risk Committee	
	16 Academic Committee	
	28 Board Meeting (Christchurch) [Note: 27 Sept S Canterbury Anniversary Day] <ul style="list-style-type: none"> 2022 Budget Sign Off Pacific Strategy Report Ōtautahi House Board Visit [rescheduled] 	

October	26	Board Meeting (Timaru) note: 25 October Labour Day <ul style="list-style-type: none"> Report on Affixing of Common Seal 	
		Remuneration Committee	
	22	Spring Graduation Ceremony (10am and 2pm) TBC	
November	1	Audit and Risk Committee	
	30	Board Meeting (Woolston) <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

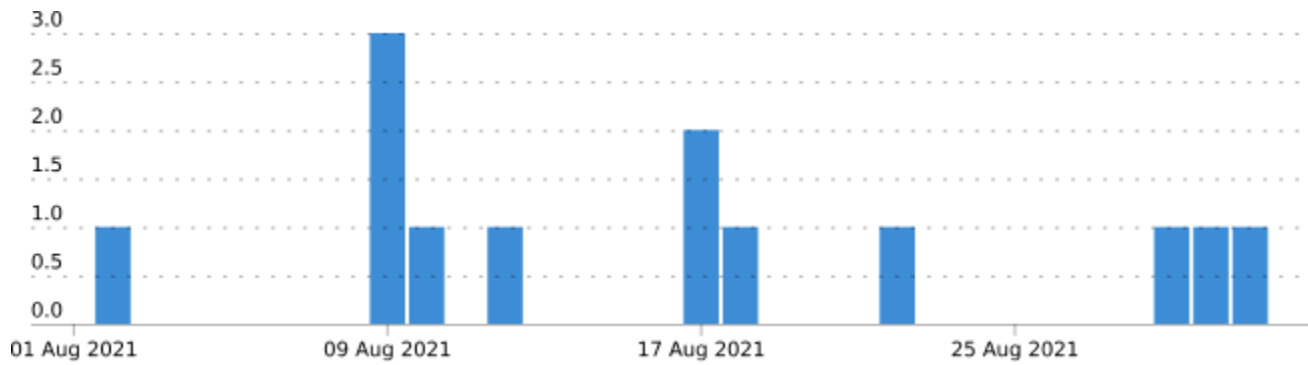
Christchurch – Room G202, Boardroom, Te Kei, Christchurch City Campus

Timaru – Room TA210, Boardroom, Timaru Campus

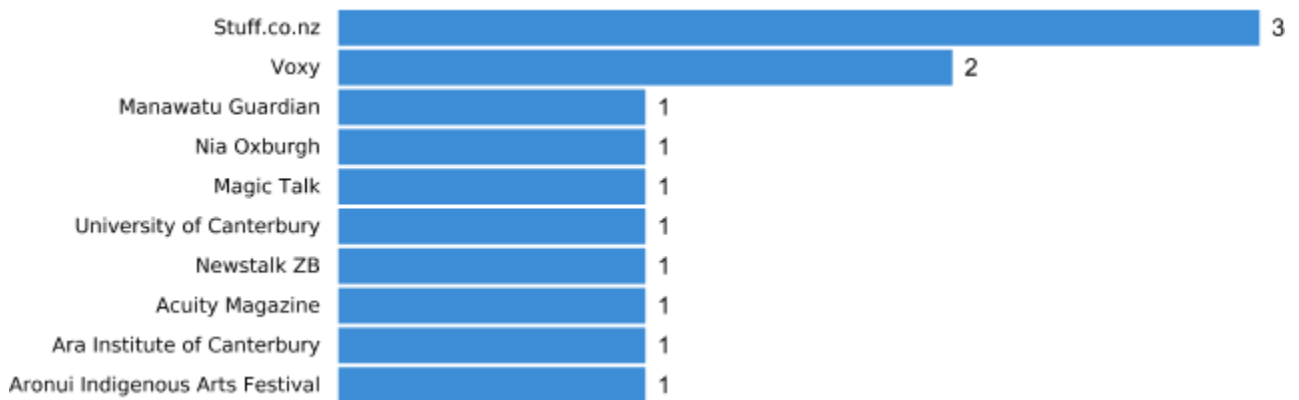
Waitangi Day – Observed Mon 8th February
Otago Anniversary – Mon 22nd March (Oamaru campus closed)
Good Friday – Fri 2nd April
Easter Monday – Mon 5th April
Easter Tuesday – Tues 6th April
ANZAC Day observance – Observed Mon 26th April
Queen’s Birthday – Mon 7th June
South Canterbury Anniversary Day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

Ara Institute of Canterbury: August 2021 Media Report

Volume



Sources



Content Types



a) EXTERNAL SOURCES

James Pugsley is the new The Hits Manawatū daytime announcer

From Manawatu Guardian, Judith Lacy
Published 16:34 31/08/2021
Keywords Canterbury, Ara Institute

Rural Today Catch Up Podcast - Magic Talk - 30-8-2021

From Magic Talk
Published 07:43 30/08/2021
Keywords Ara [Institute

Street art's wow factor is good for business so councils and building owners are going mural shopping

From Stuff.co.nz, Amanda Cropp
Published 05:03 29/08/2021
Keywords Canterbury, Ara Institute

My Sunday: Artist and fashion tutor Nathan Ingram

From Stuff.co.nz, As told to Emma Page
Published 05:39 22/08/2021
Keywords Canterbury, Ara Institute

Newstalk ZB Wellington 10am - Item 7

From Newstalk ZB
Published 10:36 18/08/2021
Keywords Canterbury, New Zealand Broadcasting School, Ara Institute

Musical Theatre Superstar returns to Aronui Arts Festival

From Voxy, Aronui Indigenous Arts Festival
Published 10:06 17/08/2021
Keywords NASDA

Neil Waka shares his newfound enthusiasm for television

From Stuff.co.nz, Shaun Bamber
Published 05:30 12/08/2021
Keywords New Zealand Broadcasting School

Winds of change: sustainability champions gather for local summit

From University of Canterbury
Published 11:47 10/08/2021
Keywords Canterbury, Ara Institute

Music at Ara changes tempo with new degree options - Ara

From Voxy
Published 16:11 09/08/2021
Keywords Ara's Bachelor, Ara, Music, Ara's Music, degree, Ara Bachelor

2021 President's Prize winner: Lisa Mead CA

From Acuity Magazine, Paul Robinson
Published 13:12 09/08/2021
Keywords Canterbury, Ara Institute

Advisory: 'Jump! for Red Cross and skydive for good'

From Nia Oxburgh, Red Cross
Published 16:45 02/08/2021
Keywords Canterbury, Ara Institute

b) INTERNAL SOURCES

Music at Ara Changes Tempo with New Degree Options

From Ara Institute of Canterbury

Published 06/08/2021