



Ara Institute of Canterbury Limited

(the Company)

MEETING OF THE BOARD OF DIRECTORS

Date: 23 August 2022

Time: 9.30am

Venue: Room G202, Ara Boardroom

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

Programme	
9.30 am – 11.30 am	Te Pūkenga Transition – Workshop
11.30 am – 1.30 pm	Ara Board Business – Receive Papers

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 26 July 2022 5.1 Approval of Meeting Minutes 5.2 Matters Arising 5.3 Action List
6.	Discussion Items 6.1 Chief Executive Report a Regional Roundup b Director, Pacific Achievement Report 6.2 Chair Report
7.	Information Items [For noting] 7.1 Sub-Committee Reports a Audit and Risk Committee [no meeting held] b Campus Redevelopment Committee [1 August 2022] c Academic Committee [4 August 2022] 7.2 Ara Board Work Programme 7.3 Media Report 7.4 Transitions from Secondary School – TEC Research 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 26 July 2022 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 EFTS Performance b Financial Performance c Health, Safety and Wellbeing d Performance Dashboard/Placemat e Framework for Māori Achievement Update 10.2 Transition Programme Update 10.3 Te Pūkenga RFI	[s9(2) (f), (i), (j)]
11.	For Information [For noting] 11.1 Trustees 11.2 Sub-Committee Reports a Audit and Risk Committee [no meeting held] b Campus Redevelopment Committee [1 August 2022]	[s9(2) (f), (i), (j)]
12.	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)

2022 Register of Disclosure of Conflicts of Interest

Last update as of 5 July 2022

Ara Board of Directors

Thérèse Arseneau <i>[Chair]</i>	<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) • Bras D'or Investments Limited (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) • Inspire in Education (Director)
Murray Bain	<ul style="list-style-type: none"> • TSB Bank (Deputy Chair) • Northland Polytechnic Ltd (Deputy Chair) • Central Region's Technical Advisory Services Ltd (Chair) • Kerikeri Retirement Village Trust (Chair) • Southern Institute of Technology Ltd (Director) 	<ul style="list-style-type: none"> • Optimum Services Ltd (Director/Owner) • Oryx Technology Ltd (Director/Owner) • ESA Ltd (Director) • M I Bain & Associates Limited (Director/Shareholder)
Jane Cartwright	<ul style="list-style-type: none"> • Brackenridge Services Limited (Chair) • Nurse Maude Association (Chair, Clinical Quality & Risk Committee) • Nurse Maude Association (Deputy Chair and Finance & Audit Committee Member) • Canterbury Clinical Network (Independent Advisor) 	<ul style="list-style-type: none"> • Cartwright-Newton Family Trust (Trustee) • JC Ltd (Director) • M J Ltd (Director and Shareholder) • Ara Foundation (Trustee)
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) • Work Based 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) • Arinui Limited Chair (Director) 	<ul style="list-style-type: none"> • JFC Limited (Director) • Kidson Trust Advisory (Board member) • Dublin Street Charitable Trust (CEO) • Kidson Trust Holdings Ltd (Director) • Ōtautahi Education Development Trust (Trustee)
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) • Work Based Learning (WBL) Ltd (Deputy Chair and Director) • Workforce Development Council (WDC) Manufacturing, Engineering and Logistics – Hana-aro-Rau [Member of industry stakeholder group] 	<ul style="list-style-type: none"> • B&S Thompson Family Trust (Trustee) • NZMEA (President/Director) • Mancan (Chairperson/Director) • Canterbury Manufacture's Trust (Chairperson/Trustee) • Ōtautahi Education Development Trust (Trustee)



Ara Board Officers

<p>Darren Mitchell Acting Chief Executive</p>	<ul style="list-style-type: none"> • Ara Foundation (Trustee) • Canterbury Regional Skills Leadership Group (Member) • Ōtautahi Education Development Trust (Trustee) • WorldSkills NZ (Director)
<p>Te Marino Lenihan Executive Director Te Tiriti Partnerships</p>	<ul style="list-style-type: none"> • Canterbury Communications Trust (Trustee) • 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) (Co-Chair) • Ngāi Tahu (Whakapapa) • Te Tira Manukura (Chair)
<p>Christina Yeates Executive Officer</p>	<p>Nil</p>



Ara Institute of Canterbury Limited
(the Company)

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

26 July 2022 at 9.30 am

Minutes

These are the minutes of a meeting of the board of the Company held on 26 July 2022 in Room G202, Boardroom, City Campus and via zoom.

1 Karakia

2 Welcome

2.1 Directors present

Thérèse Arseneau (Chair), Murray Bain (via videoconference), Jane Cartwright, Nettles Lamont, Andrea Leslie, and Bryn Thompson.

Thérèse Arseneau acted as chairperson of the meeting.

2.2 Other attendees present

Darren Mitchell (Ara Acting Chief Executive), Kris Cooper (Executive Director, People and Capability), Colin King (Executive Director, Operations), Te Marino Lenihan (Executive Director, Te Tiriti Partnerships), Deborah Young (Director, Academic on behalf of Executive Director, Academic, Innovation and Research) and Gay Hinton (Executive Assistant to Chief Executive).

2.3 Apologies

Maryann Geddes (Director), Andrea Leslie (Director) [for early departure 12.40 pm], Melanie Taite-Pitama (Deputy Chair), Glynnis Brook (Executive Director, Academic, Innovation and Research), Karen Te Puke (Executive Director, Ākonga Success) and Christina Yeates (Executive Officer).

2.4 Quorum

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

3 Conflicts of interest

- a) The Ara Board Directors' conflict of interest disclosures as of 5 July 2022 were received and noted.
- b) There were no disclosures identified relevant to any Agenda items for the meeting.
- c) The Chair requested that any further updates be forwarded to the Ara Board Secretary.

4 Items not on the Agenda

Nil.

5 Confirmation of Meeting Minutes

5.1 Minutes of Committee Meeting – 28 June 2022

*It was **resolved** that the minutes of the ordinary meeting of the Ara Board held on 28 June 2022 (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.*

B Thompson/A Leslie

Carried

5.2 Matters Arising

Nil.

5.3 Action List

Nil.

6 Items for Discussion

6.1 Chief Executive (CE) Report

The report was taken as read and the following summarises the key discussion areas.

a) **South Canterbury Engagement**

It was noted that the SCCC/Ara co-facilitated workshop on Wednesday 27 July 2022 would proceed as an online session.

b) **Timaru Campus Whakatau – 27 July 2022**

While the Timaru campus whakatau had been postponed due to the inclement weather, it would be rescheduled within the next two weeks.

c) **Regional Skills Leadership Group**

The Board congratulated Darren Mitchell on his appointment to the Canterbury Regional Skills Leadership Group (RSLG). Darren Mitchell mentioned that he attended the recent launch of the Canterbury Regional Workforce Plan and will attend his first RSLG meeting on 19 August 2022. The Workforce Plan identifies four areas of focus for Canterbury [Rangatahi (demographic group), Healthcare and Social Assistance, Digital Technology, Manufacturing]. Ara will be responding to the identified needs and gaps during 2023 and reviewing its programme portfolio accordingly for 2024.

d) **Appointment of Director Pacific Achievement**

The Board congratulated Sua Tauti on his appointment as Director Pacific Achievement. The CE was asked to pass on the Board's congratulations to Sua and issue an appropriate announcement to the Pacific community. [AP10 – CE]

It was also suggested that Sua be invited to join the Board for lunch at a future meeting. [AP11 – Board Secretary]

e) **Blended Delivery Dual Enrolment Pilot – Ara and OPNZ**

It was noted that the pilot was going well and receiving positive feedback. An expansion of such activities will be discussed with the South Island subsidiaries to see if there is any possibility for further opportunities/initiatives with OPNZ.

f) **Performance Summary as at 11 July 2022**

It was noted that enrolments are continuing to trend behind budget.

International numbers are slightly ahead of budget. While Ara has received a significant number of applications for study from potential international students, enrolments are being impacted by visa processing. Te Pūkenga has been requested to raise these concerns with MBIE. It was noted that ChristchurchNZ has also expressed concern around visa processing delays.

6.2 Chair Report

The Chair acknowledged that the Te Pūkenga reset was underway, noting that Ara supports the reset and welcomes the opportunity to engage with Te Pūkenga on the changes they have signalled with regards to the operating model and the organisation structure that will flow from that.

The Chair acknowledged the ongoing uncertainty and added stress for staff, noting that the Board would support management and staff as much as possible, especially as another wave of COVID-19 and winter illness was occurring along with the impact on programme delivery from the decline in enrolments.

7 Information Items

7.1 Subcommittee Reports

a) **Audit and Risk Committee**

The draft meeting minutes of the Audit and Risk Committee held on 30 June 2022 were received and contents noted.

b) **Campus Redevelopment Committee**

It was noted that the next meeting of the Campus Redevelopment Committee would be held on 1 August 2022.

c) **Academic Committee**

The report of the Academic Committee meeting held on 23 June 2022 was received and contents noted.

- **Unification of Programmes**

An update was received last week from Te Pūkenga on progress with the unification of programmes. The introduction of the unified programmes for the Bachelor of Nursing and Bachelor of Social Work has been delayed to semester two 2023. Work on other programmes is progressing. Ara has a number of colleagues involved in the unification of programmes which is presenting workload challenges in some departments.

- **Student Satisfaction Rates**

It was noted that the Department of Engineering and Architectural Studies (EAS) and the Department of Creative Industries (CI) had presented to the Academic Committee, comprehensive reports on solutions put in place to address the declining student satisfaction evidenced in the last Student Experience survey. Results from this year's survey in October will be closely monitored, particularly the comparative data for EAS and CI.

HoDs are looking at strategies to promote a greater uptake of students completing the Student Experience survey to be conducted in October.

7.2 Ara Board Work Programme

The contents of the work programme were noted.

7.3 Media Report

The report was taken as read.

The media coverage on 25 and 26 July 2022 relating to the update on progress with the implementation of the recommendations in the independent investigation and review of the NZBS was noted.

8 General Business

Nil.

Closure

There being no further business the Chairperson declared the public meeting closed at 10.15 am.

Dated:

Signed as a correct record

Chairperson *[note: signed via electronic signature]*

Ara Board Minutes [Public] – Action List as of 26 July 2022

Number	Date when Action Arose	Agenda Item	Topic	Action	Board Responsibility	Status	Due Meeting Date
AP10	26 July 2022	6.1	Director Pacific Achievement Appointment	Congratulate Sua Tauti on appointment Issue appropriate announcement to Pacific community	CE	Completed 28 July 2022	
AP11	26 July 2022	6.1	Director Pacific Achievement Appointment	Invite Director Pacific Achievement to join Ara Board for lunch at future meeting	Board Secretary		

Ara Board 23 August 2022	Agenda Item	6.1
	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 Southern Campuses Update

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.

1.1 Timaru Learner Update

- a Semester 2 has commenced and we have welcomed new learners to the Timaru Campus. The first week of term was slightly disrupted due to the weather creating road closures that impacted on Ara plans and meant learners had to head home early.
- b The following learner events were run as part of "Refreshies" week:
 - i Speed meet and crafting – designed to have new learners meet and hang out while trying their hand at some interactive craft related activities – approximately 50 attendees.
 - ii Whakatau – formal welcome of all new Ara learners.
 - iii Basketball shoot out and bacon butties. Shoot for the hoop and win prizes – approximately 25 attendees.
 - iv Paint n sip – replicating famous abstract work on mini canvas and enjoying a variety of non-alcoholic beverages – approximately 25 attendees.
 - v Library team ran a mid-winter food bank donation drive.
 - vi Plant swap August in progress. Bring in a spare plant and swap for a cutting or another plant. Plenty of plant enthusiasts participating over the month.
 - vii Friday night "stars and astronomy" – hosted by Royal Society member. Ara learners and public can come onsite, and star gaze/learn about astronomy. One session a month.
- c New Ara/Open Polytechnic Dual enrolment (DE) product for Barista Level 3. We are excited that for the first time we have a Semester 2 intake of a DE product and following a relatively short recruitment period gained eleven learners. It is a fitting example of the Te Pūkenga providers working together to meet regional needs through a new delivery style that is a combination of online and face to face learning and has created early demand/interest in equivalent products for 2023.
- d Ara has redirected funding originally provided by Te Pūkenga for hiring another proportional counsellor into proactive primary health initiatives instead. This came about after repeated recruitment attempts evidenced there was simply no suitably qualified individuals applying for the role in the Southern region due to high employment. Instead, the new initiatives will utilise skills of existing organisations in the region who support youth and we will have the YMCA delivery resiliency workshops and Te Aitarakahi delivering a Kaupapa Māori wellbeing initiative. These commence in August and will be scheduled into most classes to assist our learners to develop the needed skills to support their mental health throughout the semester for study, life, and work.

1.2 Ara Colleagues

- a Busy focusing on supporting new learners and maintaining success of existing learners. The focus over the last month has been recruitment and preparation for the Semester 2 start.
- b Wet weather created some disruptions to facilities with a small flood in one building following a roof leak during the second week of significant rainfall. All items are now resolved.
- c Ara Student Central team did an amazing job of supporting a member of the public who came into campus and experienced a medical event that required an ambulance to be called. The Ara team have received feedback and thanks for their support of this young person, and we have undertaken our own follow up to ensure they are recovering.
- d We experienced over the term break a number of Frontline and Facilities staff all off due to illness, but this did not create any flow on impact to delivery due to timing.
- e Ara colleagues attended a CE Forum with CE Darren Mitchell. This allowed colleagues to ask questions and have a general catch up about everything Ara related.
- f Ara promotion with South Canterbury Chamber of Commerce for the NZ Diploma in Business (level 5) finished with the following outcomes:
 - i Overall, Ara team has deemed this to be a successful promotion. We received and increased our EFTS target but also received significant and valuable feedback from individuals/businesses about the offering that we are now utilising for improvements over 2022 and beyond.
 - ii An increase of 5.4 EFTS (38 new learners) above target of 8.5 EFTS (36 learners) for year. Total of 13.9 EFTS (62 learners)..
 - iii Achieved greater regional access as attracted learners from outside of Timaru with new learners attending via live zoom link to classes from Twizel and Lake Tekapo.
 - iv Increased Māori and Pacific engagement from two learners who identified as Māori or Pacific in Semester 1 to now be at 15 learners in Semester 2.
 - v Ara received 115 separate enquiries and undertook individual and group follow up (email, phone, meetings etc) with all 115 enquiries/leads. For those enquiries that for a variety of reasons (e.g., lack of time) could not study this semester but would be interested in other study opportunities, contact will be made in due course.
 - vi A wide range of sectors reflected in the enquires, for example, Food and Fibre, Trades, Transport and Logistics, Retail, Health, Legal Services, not for profit, ICT, Science, Local Government, etc
 - vii This promotion was seen in larger and small print media and emailed to all Chamber members on numerous occasions.
 - viii To convert each enquiry into an enrolment required a significant amount of one-to-one discussion and explanation of the benefits. It is a good example of the level of human hours needed by the Ara team to both attract learners for part time study while working and to then convert to enrolments. We had hoped to hit 18.5 EFTS in total. The shortfall of 4.6 EFTS equates to approximately 38 extra enrolments and we estimate we would have needed to receive around 250 initial enquires from this specific initiative to reach the target. From the enquiries received we have an opportunity to convert around fifteen into other study within Ara.

1.3 External Engagement

Ara Business Excellence Awards – Ara has followed up from the BEA night to meet with each BEA winner and gift them a small token and a congratulations card. This year instead of chocolates we gifted finalist ViBERi chocolate coated blackcurrants seeing ViBERi was the Ara Supreme award winner. Ara gifted ViBERi our sustainable Ara logo products for the owners and their team. This small token has been well received and allowed the Ara team to connect with new businesses/organisations and learn more about what they do and how we can support their professional development.

- a Mt Hutt College careers day was attended by Ara alongside other providers. There was strong interest from a mix of junior and senior students in Ara products.
- b Ara presented to seniors at Opihi College about tertiary study options. Ara was there alongside University of Otago and Otago Polytechnic.
- c Nursing and Pre Health information public sessions have been held over the last month and were well attended.
- d June/July sector days for Trades, Hospitality Services Industries, Health and Science attracted a total of 128 attendees. So far, we have received four applications.
- e Ara Director Southern Campus attended a variety of external engagement activities. Of note were:
 - i Tongan Society's event in July to welcome the Tongan Prime Minister (ex Timaru Boys' High School student) to Timaru. It was a privilege to meet the Prime Minister. Ara also this past week assisted the Tongan Society to send more classroom chairs/tables that Ara no longer utilises to Tonga to furnish community spaces/schools.
 - ii Pōwhiri at Arowhenua Mare to welcome Antarctica NZ and Leighs Construction as part of the commencement of the Scott Base build in Timaru.
 - iii South Canterbury Chamber of Commerce hosted a workshop regarding the Ara Regional Master Plan. Ara team addressed questions and listened to feedback from the stakeholders present.
 - iv Attended the AGP Board meeting. Ara is a representative alongside NMIT colleagues on behalf of the Te Pūkenga primary Industries group. This meeting was the quarter three meeting.

2 Update from Director, Pacific Achievement

The following is a summary of activities for June – July 2022.

2.1 Evaluation from the last six months of Cultural Home

a How do we know it's going well?

- i The reach to new families has improved with many more families connecting into Semester 2. The positive testimonies through our families and their learners have been well received and we will look to share these through the videos that will be created before the end of the year.
- ii We know Pacific success doesn't only look at course completion and retention so the feedback from our families and learners should reflect the work from a quantitative perspective along with the qualitative data.

Cultural Home – Successful Course Completion and Retention Semester 1, 2022		
Successful Course Completion	79 pass out of 94	84%
Retention	86 out of 94	91%

b Family and Learner Demographics

- i 67% of our learners are first generational learners which shows the complex nature of our families and how important it is to engage with these families to provide the basic education knowledge at Ara.
- ii 5.6 is the average number in the household for our 94 families in the Cultural Home initiative, which increases the financial struggle to not only study but stay in study through the difficult times in their journey. It also reflects the sacrifice that these families are having to make just to get to Day 1.

Cultural Home - Family and Learner Demographics		
First generation learners	63 out of 94	67%
Average number of people in household	5.6 people	NZ household average 2.7 people
One family member working	58 out of 94	62%

c Better Access for Internal and External Support Services

- i Through the cultural home project our navigators have been able to build a level of understanding with our Pacific families on how to access the wider Ara services and external service to support the family and their learner. With the trust and connection that has been built, our navigators have been able to pick them up earlier and mitigate the issue before it goes too far, helping to reduce the number of Pacific learners withdrawing or failing their assignment.

- ii Below is a view on what type of support and access our families have needed within the first six months of their study journey from a cultural home perspective.

Cultural Home – Internal and External Services	
Ara support services Learning Services, Health Centre, Covid Hardship Fund, Student Support, Ara Advantage Scholarship, Cultural Home Support Fund, Mentor and Tutor Programme.	191 referrals
External services Tangata Atumotu, Etu Pasifika, Te Hou Ora, Aviva, Foodbanks and City Mission.	51 referrals

2.2 Cultural Home - Family and Learner Feedback

a Family feedback

- i I know where to go and ask for help with anything regarding my child's learning journey at Ara.
- ii Sometimes timing means it is hard to meet with navigators, but we have used zoom meetings instead which has been good.
- iii I want to look at study options for myself.
- iv I understand how to support my learner - creating a safe learning environment at home and prioritising study time for my learner.
- v I have improved my communication with my learner, and I am more aware of the learner's timetable and study schedule.
- vi I am confident in talking to the navigator - we have built a strong relationship and I feel comfortable in sharing.

b Learner feedback

- i I am more confident asking questions.
- ii I can talk more to my parents about my study needs.
- iii I feel like there is a lot of support for me at Ara.
- iv I can plan my study time and my family commitments early.
- v I am engaged in more Pacific events.
- vi I have enjoyed my learning because my family have been part of the study journey.

2.3 Evaluation from the last six months of Pacific Mentoring and Pacific Tutoring Programme

a How do we know it's going well?

The strong sense of belonging and connection has really come through all our Mentors, Mentees, Tutors and Tutees which has been visible in their confidence, leadership and identity. We are confident that this has contributed to the increase in course completion and retention, keeping our learners in study longer.

Pacific Mentor, Mentee, Tutor, and Tutees – Course Completion and Retention Semester 1, 2022		
Programme	Course completion	Retention
Pacific Mentors	82.93%	95.12%
Pacific Mentees	73.8%	90.48%
Pacific Tutors	100%	100%
Pacific Tutees	83%	88.1%

b Mentor feedback

- i Becoming a Mentor has helped me realise my leadership potential.
- ii Joining the Mentor Team has helped me connect and meet other Pacific students and we've become a family.
- iii It's given me an opportunity to give back to our people and make them feel comfortable and welcomed which is something I didn't have when I started.

c Mentee feedback

- i One of the benefits is having someone to catch up with and making friends from the start of my study journey.
- ii They (Mentor) helped me access Ara Student support services.
- iii I felt a sense of belonging and made connections.
- iv I got to meet more Pacific students across campus.
- v I feel more confident as a student.
- vi I've been comfortable to study with other Pacific students in the PI study space.

d Tutor feedback

- i I wasn't sure I could tutor in the beginning, but I've loved being able to help other students understand the content and strategies on how to study.
- ii It's been a great way to give back and help elevate our people to realise their potential.
- iii I've found tutoring has motivated me in my own study and I wish I had these opportunities when I first started out.

e Tutee feedback

- i My peer tutor helped me breakdown the assignment/content step by step which was really helpful.
- ii I felt more confident and in class I felt that I understood what the tutor was explaining because my peer tutor simplified words or things I didn't understand in our sessions.
- iii Tutoring has saved me and has helped me get across the line.

Ara Board Campus Redevelopment Committee Minutes 1 August 2022

Minutes of a meeting of the Ara Board Campus Redevelopment Committee held on Monday 1 August 2022 at 1.00 pm in Room G202, Ara Boardroom and via zoom.

1 Welcome

The Chair welcomed everyone to the meeting.

2 Attendance

2.1 Voting Members

Bryn Thompson (Chair), Jane Cartwright (via Zoom), Andrea Leslie (via Zoom), Darren Mitchell (Acting Chief Executive) and Colin King [Executive Director, Operations].

2.2 Non-Voting Members

Nil.

2.3 In Attendance

Tim Maxwell (Director, Planning and Project Support), Grant McPhail (Director, Learning Environments) and Gay Hinton (Minute Secretary).

2.4 Apologies

Nil.

3 Disclosure of Conflicts of Interest

3.1 There were no disclosures received for the items on the agenda today.

3.2 The disclosures for the Ara Board members are noted as presented at each Board meeting.

4 Confirmation of Minutes

4.1 Minutes of Campus Redevelopment Committee Meeting – 30 May 2022

*It was **resolved** that the Minutes of the Campus Redevelopment Committee meeting held on 30 May 2022 be approved as a correct record of proceedings at that meeting and be signed by the Chair accordingly.*

J Cartwright/A Leslie

Carried

4.2 Business Arising out of the meeting

Nil.

5 General Business

Nil.

6 Public Excluded

1.03 pm

*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 | Confirmation of Minutes of the Campus Redevelopment Committee –
Public Excluded
a) 30 May 2022 | [s9(2)(f), (i), (j)] |
| 6.2 | Business Arising from previous Public Excluded Committee Minutes | [s9(2)(i), (j)] |
| 6.3 | Regional Master Plan
a) Capital Works Programme (CWP) Update | [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 Committee moved back into open meeting.

There being no further business the meeting closed at 2.02 pm.

READ AND CONFIRMED

Chair:

3 October 2022

Ara Board 23 August 2022	Agenda Item	7.1c
		Information Item
PUBLIC	Presented by	D Mitchell

ARA BOARD REPORT SUMMARY	
TITLE OF REPORT	Ara Academic Committee
BACKGROUND AND PURPOSE	<p><i>A summary report to the Ara Board from Academic Quality of:</i></p> <ul style="list-style-type: none"> <i>The Ara Academic Committee meeting was held on the 4 August 2022</i> <p><i>The Academic Committee role is to:</i></p> <ul style="list-style-type: none"> <i>Advise the Board, and recommend where appropriate, on the academic strategic direction and practices of the institution.</i> <i>Develop, monitor, review and maintain policies on academic matters including research conducted by staff.</i> <i>Consider proposals for new programmes.</i> <i>Approve programmes.</i> <i>Manage sub-committees as required, including:</i> <ul style="list-style-type: none"> <i>Defining delegations, roles, Terms of Reference (ToR) and membership.</i> <i>Receiving and acting on reports.</i> <i>Reviewing performance and effectiveness.</i> <i>Consider and report on any other academic matters which are referred to it by the Board or CE, or which the Committee believes are of significant importance.</i>
RECOMMENDATION(S)	1. That the Academic Committee report be received.
LINK TO ARA STRATEGY	<ul style="list-style-type: none"> Exceptional learning experiences Relentless focus on equity
KEY ISSUES IDENTIFIED	Nil.
FINANCIAL IMPLICATIONS FOR ARA	Nil.
RISK IMPLICATIONS FOR ARA	Nil.
RATIONALE FOR EXCLUDING PUBLIC	N/A

Academic Committee Report

1 Academic Policy

The policy *APP301 – Learner Responsibilities and Rights* was received for approval as part of meeting the recommendations made in the New Zealand Broadcasting School independent Investigation and Review Report. The changes involved very minor wording edits and ensuring the appendix document available in many different platforms, aligned with the changes made.

Policy *APP506 – Probation* was also presented for approval, however Academic Committee members felt there needed to be some additional changes made to this policy alongside the minor report recommendations. This will be re-tabled at the next meeting with the appropriate edits incorporated.

2 Extension to Programme Review dates

A small number of programme review dates were approved for extension. The majority of these were based on Te Pukenga unification mahi that is either current taking place or planned.

3 External Degree Monitoring

Degree Monitoring reports were received for the following programmes:

- Bachelor of Music Arts

The report had very positive feedback and recommendations linked to improved outcomes for learners.

4 Evaluation and Review Committee

A report was received on the latest Academic audits that are taking place in departments. These audits are focussed on academic compliance within departments. As at this meeting two departments had been completed with the third nearing completion. Themes so far identified included good compliance overall, with specific areas, such as moderation, an area for improvement.

5 Research and Knowledge transfer Committee

The Director Academic and Research provided the Committee with an updated report on individual research plans. As at this meeting 85/112 individual research plans had been submitted to the research office. After discussion it was agreed that this would be discussed at the next AIR Academic meeting to ensure Heads of Departments have these completed and can confirm progress is being made against these plans. The Committee will receive an update at the next meeting.

Ara Institute of Canterbury Ltd

Board of Directors

2022 Work Programme

as at 16 August 2022

Month	Topics	Notified Non-availability	
February	4	Ara Board Strategy Day STRATEGIC SESSION [1]	
	16	Audit and Risk Committee [Placeholder]	
	16	Ara Whakatau Semester One – Woolston [11am]	
	22	Board Meeting (Virtual)	
	23	Ara Whakatau Semester One – Timaru [11am]	
	25	Remuneration Committee	
	28	Campus Redevelopment Committee	
	28	Ara Whakatau Semester One – City [11am] <i>cancelled</i>	
March	2	Ara Whakatau Semester One – Manawa [11am] <i>cancelled</i>	21 March Otago Anniversary Day
	14	Placeholder: Timaru Graduation <i>cancelled</i>	
	7	Audit and Risk Committee	
	17	Audit and Risk Committee [electronic distribution of papers only]	
	29	Board Meeting (Virtual) <ul style="list-style-type: none"> • Annual Report • Quarterly Executive Director Reports • Transition Programme Update 	
April	1	Autumn Graduation (Christchurch) (10am & 2pm) <i>cancelled</i>	
	4	Campus Redevelopment Committee	
May	12	Remuneration Committee	
	24	Board Meeting (Timaru) STRATEGIC SESSION [2] <i>PRIORITY FOCUS AREA – RELENTLESS FOCUS ON EQUITY – RESPONDING TO THE NEEDS OF OUR PRIORITY LEARNERS</i> <ul style="list-style-type: none"> • Report on Affixing of Common Seal • Transition Programme Update 	
	30	Campus Redevelopment Committee	
June	28	Board Meeting (Christchurch) <ul style="list-style-type: none"> • Ōtautahi House Board Visit • Quarterly Executive Director Reports 	
	30	Audit and Risk Committee	
July	25	Ara Whakatau Semester Two – City [11am]	Melanie Taite-Pitama 26 July 22
	26	Board Meeting (Christchurch) <ul style="list-style-type: none"> • Fee Setting 	
	27	• Ara Whakatau Semester Two – Timaru [11am]	

August	1	Campus Redevelopment Committee	
	10	Ara Whakatau Semester Two – Woolston [11am]	
	17	Ara Whakatau Semester Two – Manawa[11am]	
	23	Board Meeting (Christchurch) <ul style="list-style-type: none"> Transition Programme Update 	
	25	Remuneration Committee	
September	5	Audit and Risk Committee	
	16	Spring Graduation (Christchurch)	
	27	Board Meeting (Christchurch) STRATEGIC SESSION [3] <i>PRIORITY FOCUS AREA – REGIONAL RESPONSIVENESS – ENHANCING AND ENABLING ACCESS ACROSS THE REGION</i> [Note: 26 Sept S Canterbury Anniversary Day] <ul style="list-style-type: none"> 2023 Budget Sign Off Quarterly Executive Director Reports Ōtautahi House Board Visit 	
October	3	Campus Redevelopment Committee	
	25	Board Meeting (Timaru) [note: 24 October Labour Day] <ul style="list-style-type: none"> Annual Report 2022 – content/format Pacific Strategy Report Report on Affixing of Common Seal 	
November	7	Audit and Risk Committee	
	24	Remuneration Committee	
	29	Board Meeting (Christchurch) STRATEGIC SESSION [4] <i>End of Year Round-Up</i> <ul style="list-style-type: none"> Transition Programme Update 	
December	5	Campus Redevelopment Committee (if required)	
	13	Board Meeting (Christchurch) (if required)	

Note: Academic Committee Meetings

24 February, 14 April, 19 May, 23 June, 4 August, 15 September, 27 October, 1 December.

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 7th February

Otago Anniversary – Mon 21st March (Oamaru campus closed)

Good Friday – Fri 15th April

Easter Monday – Mon 18th April

Easter Tuesday – Tues 19th April

ANZAC Day observance – Observed Mon 25th April

Queen’s Birthday – Mon 6th June

South Canterbury Anniversary Day (Timaru campus closed) – Mon 26th September

Labour Day – Mon 24th October

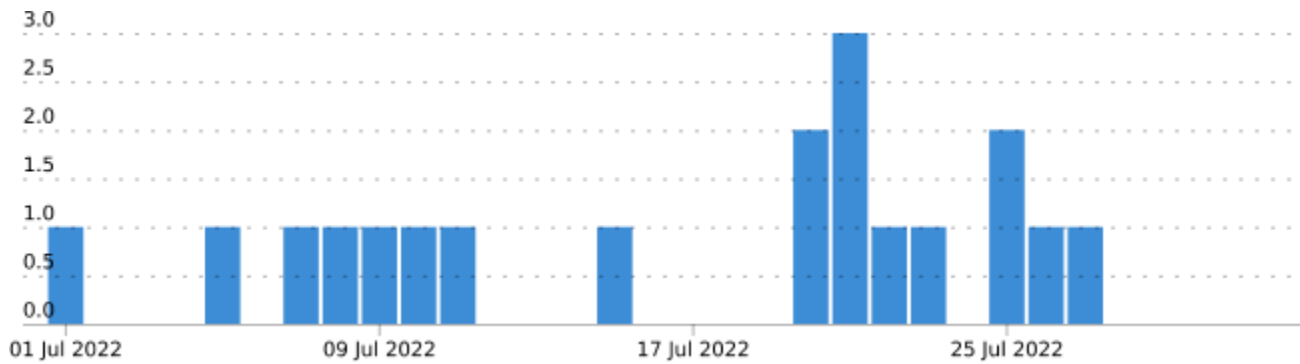
Canterbury Anniversary/Show Day (Christchurch campuses closed) – Fri 11th November



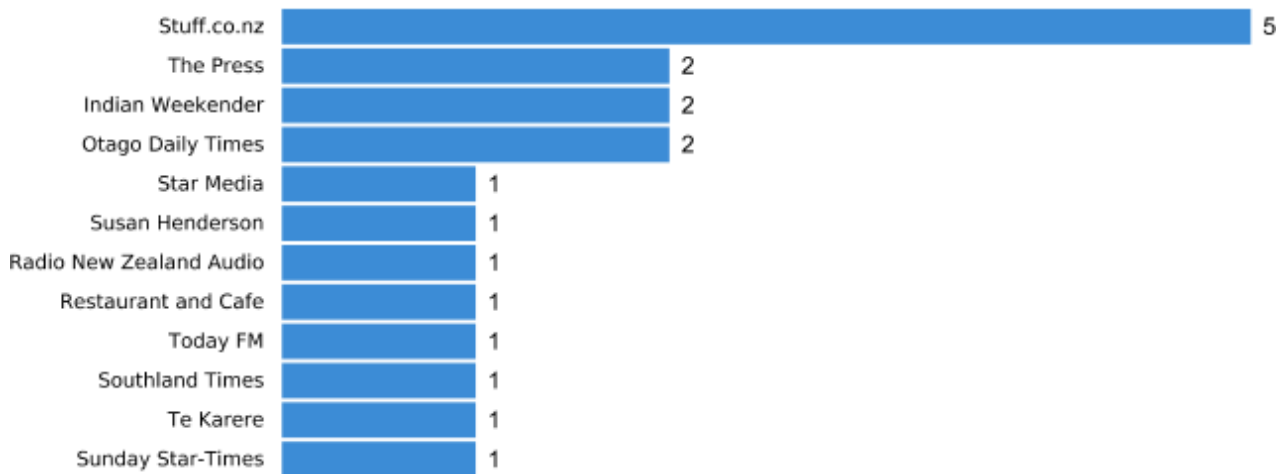
Ara Institute of Canterbury

Contains 19 items within the date range 01/07/2022 - 31/07/2022.

Volume



Sources



1. EXTERNAL SOURCES:

Are plans for a mega-polytech in serious trouble?

From Radio New Zealand Audio, Kathryn Ryan
Published 12:10 27/07/2022
Keywords Canterbury, Ara [Institute]

Students advised of changes to address 'toxic' culture at top broadcasting school

From Stuff.co.nz, Alison Mau
Published 15:23 25/07/2022
Also from [The Press print edition](#), [Stuff.co.nz National](#)
Keywords Canterbury, New Zealand Broadcasting School, Ara Institute

Full Show: 23/7/2022

From Today FM
Published 12:54 23/07/2022
Keywords New Zealand broadcasting school

20 tertiary training organisations will lose identities to become Te Pūkenga nationwide

From Stuff.co.nz, Jody O'Callaghan
Published 15:01 22/07/2022
Keywords Canterbury's Ara, Christchurch Polytechnic, Aoraki Polytechnic

Dogwatch Sanctuary Trust: Deafness not holding Suki back

From Otago Daily Times, Emily Moorhouse
Published 15:01 21/07/2022
Keywords Aoraki Polytechnic

20 tertiary training organisations will lose identities to become Te Pūkenga nationwide

From Stuff.co.nz, Jody O'Callaghan
Published 16:36 20/07/2022
Also from [Stuff.co.nz](#), [The Press print edition](#), [Southland Times print edition](#)
Keywords Canterbury's Ara, Christchurch Polytechnic, Aoraki Polytechnic

Fire Side Chat, by the INZBC Christchurch Chapter, showcases India's potential for young Kiwi entrepreneurs

From Indian Weekender
Published 12:51 15/07/2022
Keywords Canterbury's, Ara Institute

Advisory: Te Whatu Ora Waitaha | Canterbury Pānui Monday 11 July 2022

From Susan Henderson, Te Whatu Ora Waitaha Canterbury
Published 17:34 11/07/2022
Keywords Ara, Certificate

I know a place . . . He Ara Kotahi

From Sunday Star-Times
Published 05:00 10/07/2022
Keywords Ara, designed

On Page: 36

"Be the change you wish to see in the world": Dr Sunita Gautam

From Indian Weekender
Published 12:39 09/07/2022
Keywords Canterbury, Ara Institute

Young Christchurch performers star in Monty Python musical

From Otago Daily Times
Published 09:22 08/07/2022
Keywords Nasda

Meet the Bartender: Abbey Curd, Pink Lady Rooftop

From Restaurant and Cafe
Published 12:14 07/07/2022
Keywords Technology, Ara Institute

Chapel moved to New Brighton

From Star Media
Published 14:57 05/07/2022
Keywords Canterbury, Ara Institute

Reopening of pā sites a way to restore mātauranga Māori

From Te Karere, TVNZ, Te Karere TVNZ
Published 20:44 01/07/2022
Keywords Ara, designed

2. INTERNAL SOURCES:

Ara draft policies and procedures – consultation now open for feedback - Ara

Published 22/07/22

New Zealand Broadcasting School (NZBS) investigation – July 2022 update - Ara

Published 26/07/22

**Tertiary Education
Commission**
Te Amorangi Mātauranga Matua



Transitions From Secondary School

Research report – EXTERNAL version

REFER TEC website for the full report <https://www.tec.govt.nz/focus/our-focus/transitions-from-secondary-school/>