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Notice of Meeting

A meeting of the Ara Council will be held:

on **Monday 20 August 2018**

at **11.00 am**

in **Room TA210, Timaru Campus.**

Tracey McGill
Council Secretary



COUNCIL MEETING AGENDA

Monday 20 August 2018

11.00 am*

Room TA210, Council Room, Timaru Campus

*Note: Ara Council only time 10.30 am to 11.00 am

Ara Council Public Excluded Meeting

It will be moved that the public be excluded from this section of the meeting.

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)

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

1) Meeting Attendance	11.00 am	1.1 Welcome and Apologies – Melanie Taite-Pitama		
2) Strategic Topics for Discussion	11.05 am	2.1 Transformation Agenda Update	[s9(2) (f), (i), (j)] [s9(2) (f), (i), (j)]	Attached
3) Meeting Business	11.30 am	3.1 Meeting held Tuesday 26 June 2018 (Public Excluded) a Approval of minutes b Matters arising c Action List	[s9(2) (f), (i), (j)] [s9(2) (f), (i), (j)]	Attached
4) For Discussion	11.35 am	MONTHLY REPORTS 4.1 Chief Executive – Public Excluded	[s9(2) (i), (j)]	Attached
5) For Decision	12 noon	5.1 Draft Investment Plan 2019-2021	[s9(2) (i), (j)]	Attached
6) For Information	12.30 pm	MONTHLY REPORTS 6.1 Council Audit and Risk Committee – Public Excluded 6.2 Council Campus Redevelopment Committee – Public Excluded – <i>note: no meeting held in July</i> 6.3 Council Remuneration Committee – Public Excluded – <i>note: no meeting held in July</i>	[s9(2) (i), (j)] [s9(2) (i), (j)] [s9(2) (i), (j)]	Verbal
7) General Business	12.35 pm			

Ara Council Public Meeting			
8) Meeting Business	12.45 pm	8.1 Karakia : Ara Waiata	Attached
		8.2 Apologies – Melanie Taite-Pitama	
		8.3 Disclosure of Conflicts of Interest	Attached
		8.4 Meeting held Tuesday 26 June 2018 a Approval of minutes b Matters arising c Action List	Attached
9) For Discussion	1.00 pm	MONTHLY REPORTS 9.1 Chief Executive a Health and Safety	Attached
10) For Information	1.30 pm	MONTHLY REPORTS 10.1 Chair Report 10.2 Trustees a Canterbury Communications Trust 10.3 Sub-Committee Reports a Academic Board b Council Audit and Risk Committee c Council Campus Redevelopment Committee – <i>note: no meeting held in July</i> OTHER 10.4 2018 Council Work Programme 10.5 Media Report – June and July 2018	Verbal Verbal Attached Attached Verbal Attached Attached
11) General Business	1.50 pm		
	2.00 pm	Poroporoaki	

Ko te pae tawhiti
Whāia kia tata.
Ko te pae tata
Whakamaua kia tina

Haere mai e te iti
Haere mai e te rahi

Kia inu ai tātou
I te puna Māori
I te puna Wānaka

Hei tikitiki mōhou
Mō tātou e

Haere mai kia kapohia
ngā kai a ngā tīpuna

Kua tau tō waka ki Ara e

Seek distant horizon to reach
your potential

Come one,
Come all

So that you may drink
from the nourishing
spring that is Te Puna Wānaka

To strive for excellence
for all

Come and take hold of
the knowledge of our ancestors

You have arrived in our midst.

Ara Council 20 August 2018	Agenda Item	8.3
		Information Item
PUBLIC	Presented by	T McGill

ARA COUNCIL REPORT SUMMARY	
TITLE OF REPORT	2018 Register of Disclosure of Conflicts of Interest
BACKGROUND AND PURPOSE	<ul style="list-style-type: none"> To provide an accurate and up to date register of disclosures of conflicts of interest of the Ara Council members. There have been no changes since the last update at the June Council meeting.
RECOMMENDATION(S)	N/A
LINK TO ARA STRATEGY	N/A
KEY ISSUES IDENTIFIED	N/A
FINANCIAL IMPLICATIONS FOR ARA	N/A
RISK IMPLICATIONS FOR ARA	N/A

2018 Register of Disclosure of Conflicts of Interest

as at 20 August 2018

Council Members

<p>Janie Annear Deputy Chair [Term: 01/01/16 - 30/04/19]</p>	<ul style="list-style-type: none"> • Janie Annear Consulting (Director) • Local Government Commissioner • Specialised Structures Advisory Board (Director) • Westhills Forestry Ltd (Shareholder) • Rosehill Trust (Trustee) • Timaru Holdings (Partner) 	<ul style="list-style-type: none"> • Lottery Community Facilities (Fund member) • Lottery Significant Projects (Fund member) • Injury Management (Owner) • South Canterbury District Health Board (P Annear -Board Member)
<p>Thérèse Arseneau (Chair) [Term: 01/05/17 - 30/04/21]</p>	<ul style="list-style-type: none"> • ChristchurchNZ (Chair and Director) • Christchurch Symphony Orchestra (Chair and Trustee) • J Ballantyne and Company Ltd (Director) • Elder Family Trust (Trustee) 	<ul style="list-style-type: none"> • Therese Arseneau Consulting Ltd (Director and Shareholder)
<p>Jeremy Boys [Term: 01/01/16 - 30/04/19]</p>	<ul style="list-style-type: none"> • Opuha Water Ltd (Director) • JW&AM Boys Family Trust (Trustee) 	
<p>Jane Cartwright [Term: 01/05/14- 30/04/19]</p>	<ul style="list-style-type: none"> • Ara Foundation (Trustee) • Brackenridge Estate Limited (Chair) • Health Practitioners Disciplinary Tribunal (Member) • Nurse Maude Association (Deputy Chair and Finance and Audit Committee Member) 	<ul style="list-style-type: none"> • Canterbury Clinical Network (Independent Advisor) • Cartwright-Newton Family Trust (Trustee) • JC Ltd (Director)
<p>Stephen Collins [Term: 01/05/13- 30/04/19]</p>	<ul style="list-style-type: none"> • Basileus Investments Ltd (Director and shareholder) • Canterbury Employers' Chamber of Commerce (Board member) • Christchurch Heritage Trust (Board member) • Christchurch Heritage Ltd (Director) • Collins Davies Trust (Trustee) • Collins Real Estate Ltd (Director and shareholder) 	<ul style="list-style-type: none"> • S J Collins Family Trust (Trustee) • Oxford 210 Ltd (Director and shareholder) • Rebekah Collins Trust (Trustee) • Ripponvale Investment Ltd (Director) • Samuel Collins Trust (Trustee) • Westwood Ltd (Director and shareholder) • Central City Business Group (CCBG) (Trustee)
<p>Elizabeth Hopkins [Term: 01/05/14- 30/04/19]</p>	<ul style="list-style-type: none"> • Ara Foundation (Trustee) • INNATE Immuno Therapeutics Ltd (Director) • Hi-Aspect (Chair) 	<ul style="list-style-type: none"> • Hopkins Partnership (Director and Shareholder) • University of Canterbury (Consultant)
<p>John Hunter CCRC Chair [Term: 01/05/14- 30/04/19]</p>	<ul style="list-style-type: none"> • Hunter York Family Trust (Trustee) • Nelson Bays Primary Health (Chair) • PowerHouse Ventures (Director) • PHO Alliance (Executive member) 	
<p>Melanie Taite-Pitama [Term: 01/03/17- 28/02/21]</p>	<ul style="list-style-type: none"> • Tuahiwi Education Ltd (Director/Shareholder) • Tuahiwi School Board of Trustees (Member) • Taite Family Trust (Trustee) 	

Council Officers

<p>Tony Gray Chief Executive</p>	<ul style="list-style-type: none"> • TANZ Ltd (Director) • Ōtautahi Education Development Trust (Trustee) • Ara Foundation (Trustee) • TANZ Accord (Chair) • Hurford Trust
<p>Te Marino Lenihan Kaiārahi</p>	<ul style="list-style-type: none"> • k4 Cultural Landscape Consultants Ltd (Director) • Centre of Contemporary Art (CoCA) (Board of Trustees) • Ngā Aho (National Network of Māori Design Professionals) (Executive) • Kaiapoi Pā Trust
<p>Tracey McGill Council Secretary</p>	<ul style="list-style-type: none"> • Nil
<p>George Tylee Deputy Council Secretary</p>	<ul style="list-style-type: none"> • Nil
<p>Christina Yeates Governance and Strategy Unit Senior Administrator</p>	<ul style="list-style-type: none"> • Nil

Ara Institute of Canterbury

Council Minutes

26 June 2018

Minutes from the Ara Institute of Canterbury Council meeting held on Tuesday 26 June 2018 at 1.30pm in Room V140, Woolston Campus and via videoconference to Room TA210, Timaru Campus.

8 Statutory Requirements

8.1 Karakia/Mihi

The meeting commenced with the Ara Waiata led by the Kaiārahi.

8.2 Attendance

a Present

i Voting Members

Thérèse Arseneau (Chair), Janie Annear (Deputy Chair), Jeremy Boys
Jane Cartwright and John Hunter.

ii Non-Voting Officers

Tony Gray (Chief Executive), Te Marino Lenihan (Kaiārahi), Tracey
McGill (Council Secretary) and Christina Yeates (Minute Secretary).

iii Management

Darren Mitchell (Chief Financial Officer, CFO/Corporate Services
Director) and John West (Director, Student Services for part of the
meeting).

iv Media

Eleanor Rarity (Timaru Herald).

v Colleagues

David Currie, Health and Safety Manager (for part of the meeting).

b Apologies

i Voting Members

Stephen Collins, Elizabeth Hopkins and Melanie Taite-Pitama.

ii Non-Voting Officers

Nil.

8.3 Disclosure of Conflicts of Interest [Pages 18/Ara Council/06/804-806]

a Additions/Alterations to the Disclosures of Conflicts of Interest Schedule

Nil.

Declarations of interest for items on today's agenda

Nil.

8.4 Confirmation of Minutes [Pages 18/Ara Council/06/807-813]

a Minutes of Committee Meeting – 1 May 2018

An amendment to Agenda item 11b) was requested to clarify the discussion around delivery of services in Christchurch. The item is amended to the following:

Discussion on contractors in Auckland and the potential for our students through advertising in Auckland for delivery of services in Christchurch. It was agreed this could be interesting in the micro-credential space.

*Subject to the amendment as detailed above, it was **resolved** that the minutes of the ordinary meeting of the Ara Council held on 1 May 2018 (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 Hunter/J Cartwright

Carried

b Action List of Committee Meeting – 1 May 2018

The action list of the 1 May 2018 meeting was received and noted. Specific updates are recorded below:

- Action 1851 – Ara Statute – a revised version for noting is included in the meeting papers today.
- Action 1852 – CPP102 Disclosures Policy – this is scheduled for review toward the end of the year but the correspondence from the State Services Commission was noted as part of today's agenda.
- Action 1871 – HREF Shuttle – Stephen Collins has now provided a quote to the CE in regard to a private bus shuttle. This action is completed.
- Action 1872 – Health and Safety Completion rates – it was noted that progress has now been made on this and the action is completed.

c Matters Arising

Nil.

8.5 Correspondence [Pages 18/Ara Council/06/814-821]

a The following public correspondence was noted and taken as read:

- i Ara Annual Report 2017 acknowledgement from the Minister of Education - Chris Hipkins.
- ii Ministerial reappointment letter confirming Elizabeth Hopkins will continue on Council or a further one year term.
- iii State Services Commission letter outlining the New Conflicts of Interest Model Standards for the State Services. This will be linked to the review of the Ara Conflicts of Interest policy agreed for later this year, pending any legislative changes.

8.6 Ara Statute

[Pages 18/Ara Council/06/822-834]

- a The Ara Statute was received and noted. The Council Secretary advised that the Statute has been rebranded to Ara and the new Council competency schedule has been included. It was agreed to upload this version to the website.

9 For Discussion

9.1 Chief Executive Report

[Pages 18/Ara Council/06/835-846]

The report was taken as read. The Chief Executive provided the following verbal summary:

- a Transformation Agenda: Further to the future focus workshop held by Council on 29 May, it was noted that work is underway to build on potential developments. This feeds into the Investment Plan and strategic planning for the end of this year/early next year. The Addendum to the Strategic Plan (February 2018 – Early 2019) is included in the meeting papers for Council's information.
- b Celebrating Success events will be introduced over the next 12 months and the first one will be held at the end of July.
- c Financial Statements – the Chief Executive apologised for the absence of the EFTS report due to colleagues being away at the time of the papers being published. However, a verbal report was provided and he explained that the EFTS overall for the first half of 2018 are tracking behind but Semester Two is looking good, but there is a fair way to go between. In terms of revenue, there is an issue with it tracking below budget expectations year to date. In terms of management of costs, we are tracking overall ahead of budget but staffing is a risk. The CE advised he is meeting with Heads of Departments to ensure the risk is appreciated and noted that the trend in the past has been that this area is the most vulnerable to overspend.

- d Specific comments from Council included that despite the numbers of students it is a good result. There was a query on the cash flow around purchase assets e.g. TANZ and full payment. It was noted that TANZ eCampus activity is developed with its own return on investment. Revenue in advance - \$17m above budget – likely to be yearend figure. Forecast likely available after Semester Two, in time for the August Council meeting.

*It was **resolved** that the Chief Executive's report and its contents be received and noted.*

T Arseneau

Carried

9.2 Health and Safety

The Ara Health and Safety Manager, David Currie was welcomed to the meeting. His report was received, taken as read and the contents duly noted.

- a The Chair thanked the Health and Safety Manager and the Woolston team for the walk around campus.
- b There was some clarification on the number of ACC days provided in the report. At 96.2 non-work related days this is almost at a ratio of 2:1. This is to do with the number of staff on compensation days. Council would like to see how this compares to other years. It was noted that just one person can affect the figures significantly.
- c The health and safety actions underway table had been reviewed and Council noted the increase in terms of % complete. However, the review rehabilitation guidelines needs to be looked, whilst it still sits at 50% complete. It was also requested that whilst the placements has significantly improved, this should be sitting at 100%.
- d The Chief Executive reminded Council that a full audit of health and safety had taken place recently and a review of this report is currently underway to revisit the key issues identified.

[Note: 2pm David Currie depart meeting].

[Note: 2pm Director, Student Services, John West attended the meeting].

9.3 Pasifika Strategy Update

[Pages 18/Ara Council/06/849-852]

The report was taken as read and John West, Director, Student Services attended the meeting to provide the following update:

- a Shift on focus to outcomes and how we are tracking. The report also looks at how students are performing, where the challenges lie and what is not successful.

- b It was noted there has been some growth in terms of engagement into the institution. There has been a shift from part-time to full-time study and a higher level enrolment.
- c The Student Association is very strong and taking the lead. Ara colleagues are engaging with activities but a challenge is how we provide space for involvement.
- d The ability to have the granular detail on student progress is much better now with data analytics to support and view trends.
- e Confident we are providing support and change at the right place.
- f Council commented that the forecast for 2019 should be similar, noting an increase within a two week timeframe and that this pattern would suggest an increase.
- g It was acknowledged that the course completion rates are low and this is an area where it is being pushed for the whole of organisation responsibility, taking it back to the schools and embedding within the institution. It was agreed the answer lies within the schools and in terms of Ara support to schools, it was noted that we need to be more sophisticated in our model of student support.
- h The Director, Student Services advised that the balance of staffing profile needs to be redressed and that there is a likelihood of risk around the student retention and achievement project.
- i In terms of the Pasifika strategy, there is a requirement to stop focusing on the detail and focus on the headline acts of environment, staff and student success.
- j The impact of the Pasifika Student Outcomes included the relationship with students, noting the community is built around relationships; restructuring of the divisions this year means we are now more journey orientated; there is a need to feel connected; a question needs to be answered as to where does Pasifika leadership sits? In the medium term, there is indigenous leadership. It was noted there is a wider range of youthful leaders now.
- k Council requested information on Timaru enrolments from a location perspective and it was agreed to include the South Canterbury enrolments for Pasifika in the EFTS report.

Action: *CE to include South Canterbury enrolments for Pasifika in EFTS report*
[AP1886 Chief Executive]

- l It was noted that the Ara Face and Space launch with TANZ eCampus that took place recently in Oamaru resulted in a great intake from the Pasifika community.

- m With TANZ Accord, there are projects and developments that focus toward Maori and Pasifika students.

[Note: 2.10pm Director, Student Services depart meeting.]

10 For Information

10.1 Chair Report

- a The Chair acknowledged what a busy time it is internally and with change in the sector nationally.
- b The Chair advised she has been particularly active on behalf of Council with the TEC 2020 Roadmap. It was noted that as part of the roadmap the regional visit to Ara is likely to be late July. In addition to Council members and the Chief Executive, this will involve colleagues, students, stakeholder and the Community.

10.2 Trustees

- a Jane Cartwright advised that the Ara Foundation has not met since the last Council meeting update but the sale of one of the pieces of land has now been confirmed.
- b In terms of the Canterbury Communications Trust (CCT), Council asked for an overview from Tony Simons on recent meetings.

Action: CFO/CE to request overview on CCT from Tony Simons.

[AP1887 CFO/CE]

10.3 Sub-Committee Reports

a) Academic Board

[Pages 18/Ara Council/06/853-854]

The report was taken as read.

The Chief Executive advised the following:

- There was some discussion on student representatives attending the meeting, in terms of timing. It is quite late to get students in the mix and this needs to be at the front-end for students.
- The policy update was as recorded.
- The Bachelor of Midwifery programme was approved; go forward looking at the type of course and delivery now that this is no longer being delivered concurrently with Otago Polytechnic. There will be a potential shift with HREF and we are looking at the provision of our own Masters programme.

- A summary was provided of the 2017 Graduation Outcome Survey.
- Clarification was provided on the TANZ Harmonisation Regulations – this is bringing Academic regulations into a single set of harmonised regulations e.g. Academic statute, marking time, assessments – all the basics to be aligned; harmonising the statute and academic aspects especially with the collaboration, in order not to lose autonomy.

b) Council Audit and Risk Committee [Pages 18/Ara Council/06/855-857]

The unconfirmed minutes from the meeting of the Council Audit and Risk Committee of 8 June 2018 were received and contents noted. All substantive discussions took place in the public excluded meeting.

c) Council Campus Redevelopment Committee

The verbal update from the meeting of the Council Campus Redevelopment Committee of 19 June 2018 was received and contents noted. All substantive discussions took place in the public excluded meeting.

10.4 2018 Council Work Programme [Pages 18/Ara Council/06/858-859]

The programme was taken as read.

- The Chair advised that she has a clash with the 28 August Council meeting date with a subcommittee meeting for the TEC Roadmap. It was agreed that an alternative date in August would be canvassed with Council members' availability keeping the location in Timaru; or, that the August and September locations would be swapped pending the outcome of the first option.

Action: *Minute Secretary to canvas Council members' availability for August meeting*
[AP1888 Minute Secretary]

- It was also agreed that the Chief Executive and the Chair would overnight in Timaru in order to allow for meetings with local stakeholders.
- It was agreed that Te Reo lessons would commence prior to the August meeting.

Action: *Lessons in Te Reo to commence prior to the August Council meeting.*
[AP1889 Kaiārahi]

10.5 March Media Report [Pages 18/Ara Council/06/860]

The report was taken as read, with a note that there were a low number of stories published by the media this month.

11 General Business

Nil.

The Chair thanked Eleanor Rarity for attending the public meeting.

The meeting concluded at 2.30pm.

The public excluded meeting then resumed and closed at 3.00pm.

READ AND CONFIRMED

Chair:

20 August 2018

DRAFT

Ara Council Minutes

Action List as of 26 June 2018

# (yr/#)	Date when Action Arose	Agenda Item	Topic	Action	Council Responsibility	Status	Due Meeting date
1822	25/07/17	3.2d	Health and Safety	Overview assurance paper required – can be circulated via email and placed on Diligent for reference purposes. As of the October Council meeting, the Health and Safety Manager is currently working on this. As of 30/1/18 pending H&S Objectives to be set.	Chief Financial Officer	Completed	For email distribution and placed on Diligent.
1851	30/01/18	8.1	Council Documentation Review – Ara Statute	Statute - it was agreed the changes will be refreshed and changes made in line with any new legislation.	Council Secretary	Completed	Ongoing
1852	30/01/18	8.2e	CPP102 Disclosures and Management of Conflicts of Interest Policy	Refresh and rewrite in line with IOD disclosures policy and the office of AuditNZ. As of February Council meeting, it was agreed to extend the due meeting date to the latter part of this year.	Council Secretary		27 Nov 18
1886	26/06/18	9.3k	Pasifika Strategy Update	South Canterbury enrolments for Pasifika to be included in EFTS report	Chief Executive		20 Aug 18
1887	26/06/18	10.2b	Trusts	CFO/CE to request overview on CCT from Tony Simons.	CFO/Chief Executive		20 Aug 18
1888	26/06/18	10.4a	Council Work Programme	Minute Secretary to canvas Council members' availability for August meeting	Minute Secretary	Completed	20 Aug 18
1889	26/06/18	10.4b	Te Reo	Lessons in Te Reo to commence prior to the August Council meeting – this is to be confirmed as the location is Timaru.	Kaiārahi		20 Aug 18

Ara Council 20 August 2018	Agenda Item 9.1		
	Decision Item	Discussion Item	Information Item
PUBLIC	Presented by		Tony Gray

ARA COUNCIL REPORT SUMMARY	
TITLE OF REPORT	Chief Executive's Report
BACKGROUND AND PURPOSE	
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

1 Performance Report – Overview

1.1 Financial Statements

- a At time of writing a reforecast of the year-end position is being prepared. This will be presented at the Council meeting but is not included in this report.
- b As at 31 July 2018, the budgeted performance was for a year-to-date surplus before abnormal items of \$1.85m. Actual year-to-date surplus is narrowly below this, at \$1.80m.
- c Government Funding overall is \$1.4m below budget. This is reflective of this year's trend of EFTS being softer than budgeted expectations.
- d The shortfall is predominantly within two sources of funding; SAC 3+ and Youth Guarantee. As at 31 July 2018, Youth Guarantee is \$547k (42%) short of budgeted expectation and SAC 3+ is \$876k (3%) short. As these funding sources are covered by the funding guarantee the shortfall in the July numbers reflects the current level of delivery rather than year-end expectation. The reforecast will outline the extent of revenue derived from the funding guarantee.
- e Domestic Fee Income is \$0.2m lower than budgeted. The impact on revenue per EFTS is less than budgeted due to 80% of the shortfall being in the category of EFTS with an average domestic fee of \$2.9k compared with an overall budgeted average of \$5k. An anticipated year-end position will be included in the reforecast.
- f International Fee Income has fallen short of budgeted expectations year-to-date by 13%, \$1.05m.

- g Other Teaching Income is \$214k less than the budgeted year-to-date expectation due largely to a contract with the Hairdressing ITO not coming to fruition. Despite this, the year-end budget is still viable. The total level of income is at a similar level to the same point in last year, and the 2018 target is similar to final 2017 income. There are various pockets of activity providing unbudgeted income.
- h Interest income is tracking to budget.
- i Other Revenue is \$223k ahead of budget. Major items contributing to this are \$80k from external research income and \$70k from higher levels of English Language exam income.
- j Teaching Staff costs are \$168k under budget and Non-Teaching Staff costs are \$178k under budget resulting in a net positive variance against budget of \$346k.
- k Total staffing costs include \$712k of savings attributable to timing differences between the actual pattern of leave consumption and that predicted in the budget. Annual leave is ordinarily budgeted to be fully consumed within the year in which it is earned. However, for 2018 it has been budgeted that there will be \$130k of savings remaining at year-end, this is due to Management's targeted intervention aimed at reducing historical leave balances.
- l Exclusion of leave timing differences, actual staffing costs exceed budgeted expectation by \$366k. Management continues to work toward achieving the staffing savings established in the budget.
- m Occupancy/Property costs are currently \$187k over budget. There are unbudgeted costs this year with higher levels of security added and one off costs from flooding of E Block.
- n General operating expenditure is \$1.42m less than budget year-to-date expectation, with savings achieved against most types of expenditure, particularly in teaching materials, non-consultancy services, travel and minor equipment. This is primarily the result of senior management proactively managing discretionary spend across the institution.
- o Depreciation expenses are currently \$577k less than budgeted. Depreciation expenses will be less than budgeted at year-end, however, the pattern of underspend experienced to date will not continue due to the completion and capitalisation of a number of projects. There will continue to be some additional monthly savings such as computer leases, which are included in depreciation, as these have been re-negotiated to achieve savings.
- p There are no unusual movements in the Financial Position or Cash Flows.

Statement of Financial Performance
for the year to 31 July 2018

Revenue	2018 Year to date		Full Year	
	Actual	Budget	2018 Budget	2017 Actual
Government Funding				
SAC Funding Level 3-7	29,944,194	30,820,182	52,669,650	52,625,400
SAC Funding Level 1-2	539,435	511,241	838,015	1,455,272
ACE Funding	316,876	347,134	568,882	575,670
Youth Guarantee Funding	761,894	1,308,906	2,257,140	3,074,064
CTC funding	1,375,266	1,303,867	2,263,000	2,199,300
Other Non-EFTS grants	<u>1,757,002</u>	<u>1,792,587</u>	<u>2,815,962</u>	<u>2,991,109</u>
Total	34,694,667	36,083,917	61,412,649	62,920,815
as % of Total Revenue	55.2%	55.5%	55.1%	56.4%
Student Tuition Fees				
Domestic Fee Income	16,667,381	16,849,633	28,541,734	26,420,851
less Scholarships/Discounts	(1,413,133)	(1,799,204)	(2,132,450)	(2,009,258)
International Fee Income	7,944,671	8,996,457	14,731,792	14,735,743
less Commissions/Discounts	<u>(760,596)</u>	<u>(771,352)</u>	<u>(1,263,227)</u>	<u>(1,082,897)</u>
Total	22,438,323	23,275,534	39,877,849	38,064,440
as % of Total Revenue	35.7%	35.8%	35.8%	33.8%
Other Teaching Income				
	1,207,743	1,421,969	2,556,786	2,591,464
as % of Total Revenue	1.9%	2.2%	2.3%	2.8%
Other Income				
Interest	1,176,586	1,166,669	2,000,000	2,045,086
Other Revenue	<u>3,345,160</u>	<u>3,122,364</u>	<u>5,529,134</u>	<u>5,659,497</u>
Total	4,521,746	4,289,033	7,529,134	7,704,583
as % of Total Revenue	7.2%	6.6%	6.8%	7.0%
Total Revenue	<u>62,862,479</u>	<u>65,070,453</u>	<u>111,376,418</u>	<u>111,281,302</u>

**Statement of Financial Performance
for the year to 31 July 2018 (cont)**

	2018 Year to date		Full Year	
	Actual	Budget	2018 Budget	2017 Actual
Expenses				
Personnel				
Teaching	19,732,093	19,900,562	34,385,784	35,564,625
Non-Teaching	<u>20,008,978</u>	<u>20,186,667</u>	<u>34,849,139</u>	<u>35,237,673</u>
Total	39,741,071	40,087,229	69,234,923	70,802,298
as % of Revenue	63.2%	61.6%	62.2%	60.9%
Other Costs (except Depreciation)				
Occupancy/Property costs	5,743,636	5,556,322	10,166,160	9,310,919
General Operating Expenditure	<u>9,884,416</u>	<u>11,308,481</u>	<u>19,337,923</u>	<u>19,546,331</u>
Total other costs	15,628,052	16,864,803	29,504,083	28,857,250
as % of Revenue	24.9%	25.9%	26.5%	27.3%
Depreciation				
All Depreciation	5,691,342	6,267,912	10,745,000	9,426,526
as % of Revenue	9.1%	9.6%	9.6%	8.5%
Total Expenses	<u>61,060,465</u>	<u>63,219,944</u>	<u>109,484,005</u>	<u>109,086,074</u>
Surplus/(Deficit) excl Abnormal	<u>1,802,013</u>	<u>1,850,509</u>	<u>1,892,413</u>	<u>2,195,228</u>
as % of Revenue	2.9%	2.8%	1.7%	2.0%
Abnormal Items				
Insurance Settlement/Payments	-	-	-	(1,750,085)
Transformation Costs	(1,001,210)	(800,000)	(1,800,000)	(125,873)
Total Abnormal Items	<u>(1,001,210)</u>	<u>(800,000)</u>	<u>(1,800,000)</u>	<u>(1,875,958)</u>
Total Surplus/(Deficit)	<u>800,803</u>	<u>1,050,509</u>	<u>92,413</u>	<u>319,270</u>
as % of Revenue	1.3%	1.6%	0.1%	0.3%

Statement of Financial Position as at 31 July 2018

	Actual 31-Jul-18 \$000	Budget 31-Dec-18 \$000	Actual 31-Dec-17 \$000
ASSETS			
Current Assets			
Cash and Cash Equivalents	6,185	7,046	17,204
Loans and Receivables	3,955	2,046	3,918
Inventories	1,023	1,178	1,248
Prepayments	1,465	1,246	1,998
Short Term Investments	70,538	43,000	45,235
Total Current Assets	83,166	54,516	69,602
Non-Current Assets			
Property Plant and Equipment	284,727	300,259	284,440
Intangible Assets	2,336	2,149	2,329
Investment in Associate	947	1,517	760
Total Non-Current Assets	288,010	303,925	287,529
TOTAL ASSETS	371,176	358,441	357,131
LIABILITIES			
Current Liabilities			
Trade and other payables	5,477	5,931	6,663
Finance leases	802	612	802
Employee Benefit Liabilities	2,266	2,544	3,080
Revenue Received in Advance	24,363	10,822	9,103
Total Current Liabilities	32,907	19,909	19,649
Non-Current Liabilities			
Finance leases	656	396	656
Employee Benefit Liabilities	238	829	238
Total Non-Current Liabilities	894	1,225	894
TOTAL LIABILITIES	33,802	21,134	20,543
NET ASSETS	337,374	337,307	336,588
EQUITY			
Retained Earnings	235,456	235,346	234,669
Asset Revaluation Reserve	101,919	101,961	101,919
TOTAL EQUITY	337,374	337,307	336,588

Statement of Cash Flows for the year to 31 July 2018

	Year to Jul 2018 \$000	2018 Budget \$000	2017 Final \$000
Cash Flows from Operating Activities			
Cash was Provided from:			
Government Grants	36,632	61,413	63,000
Student Tuition Fees	35,046	39,878	38,525
Other Teaching Revenue	1,208	2,737	2,591
Other Revenue	4,144	5,529	3,770
Interest	1,032	2,000	2,173
Total	<u>78,062</u>	<u>111,557</u>	<u>110,059</u>
Cash was Applied to:			
Employees and Suppliers	56,442	98,823	105,597
Net Cash Effect of Abnormal Items	1,001	1,800	
Total	<u>57,443</u>	<u>100,623</u>	<u>105,597</u>
Net Cash Flows from Operating Activities	20,619	10,934	4,462
Cash Flows from Investing Activities			
Cash was Provided from:			
Sale of Fixed Assets	24	-	16
Insurance Payments	-	-	25,393
Total	<u>24</u>	<u>-</u>	<u>25,409</u>
Cash was Applied to:			
Purchase of Other Financial Assets	187	453	741
Purchase of Fixed Assets	1,656	5,083	6,017
Campus Capital Plan Spending	4,136	15,000	21,147
Total	<u>5,979</u>	<u>20,536</u>	<u>27,905</u>
Net Cash Flows from Investing Activities	(5,956)	(20,536)	(2,496)
Cash Flows from Financing Activities			
Cash was Provided from:			
Equity	-	-	60
Total	<u>-</u>	<u>-</u>	<u>60</u>
Cash was Applied to:			
Finance Lease Payments	380	775	861
Total	<u>380</u>	<u>775</u>	<u>861</u>
Net Cash Flows from Financing Activities	(380)	(775)	(801)
Total Net Cash Flows	14,283	(10,377)	1,165
Opening Cash, Bank & Short Term Investments	62,439	60,423	61,274
Closing Cash, Bank & Short Term Investments	<u>76,722</u>	<u>50,046</u>	<u>62,439</u>

1.2 EFTS Report

- a The attached figures now include the enrolments from the ‘Semester 2’ enrolment period.
- b As at 7 August 2018 Ara had enrolled 6,574 EFTS, out of a full year budget target of 7,308 EFTS. The current position rises to 6,902 EFTS when including those enrolments still in processing, which compares with 6,970 EFTS (-1.0%) at the same time last year.
- c The international enrolments position is 6.1% below the same time last year, against a growth target of 1.6%. This is an improvement on prior months’ enrolment trends, a shift partly due to higher numbers of international students starting in mid-year intakes in engineering, construction and quantity surveying programmes, as well as nursing.
- d The SAC 3+ position has also improved on prior months’ trends due to Semester 2 enrolment activity being comparatively stronger than Semester 1. This has resulted in SAC 3+ enrolments being 1.3% ahead of the same time last year, but still below the growth target of 4.8%. Improved numbers are partly due to the Graduate Diploma in Health being offered for the first time in 2018, with options to start in both Semester 1 and 2. There has also been strong Semester 2 SAC 3+ enrolments in Level 3 programmes, which is a good indication of numbers of students likely to pathway into higher level health, engineering and construction programmes in 2019. In addition, enrolments in trades programmes starting in Semester 2 are notably up on the same time in 2017. The mid-year intake for the Bachelor of Nursing (Ara’s largest programme), has 84 confirmed enrolments, down on 103 in 2017 Semester 2.
- e On a departmental basis, Business continues to be well down on last year and on budget. This is due to 60 (24%) fewer international EFTS enrolled to date, 43 (18%) fewer domestic EFTS in diploma (Level 5/6) programmes, and a 10 EFTS (4%) decline in domestic enrolments at degree level. These trends have continued over both Semester 1 and 2 intakes in 2018.
- f The 37 fewer (6%) EFTS enrolled in Hospitality and Service Industries’ programmes is made up of 45 (27%) fewer international EFTS and 8 more EFTS across domestic provision. The 7 fewer EFTS in Science and Primary Industries’ enrolments is made up of a 17 EFTS reduction in the Goods Service (Heavy Vehicle Driver) programme, but a 22 EFTS increase in applied science programmes at Level 5, 6 and 7, with more domestic and international students.
- g It is notable that from 7 August to 31 December in 2017, the net total EFTS position increased by only 92 EFTS, with the relatively small number of additional enrolments partly offset by Semester 2 withdrawals.

- h A full year 2018 EFTS forecast is incorporated in the financial reforecast to be tabled at the Council meeting.

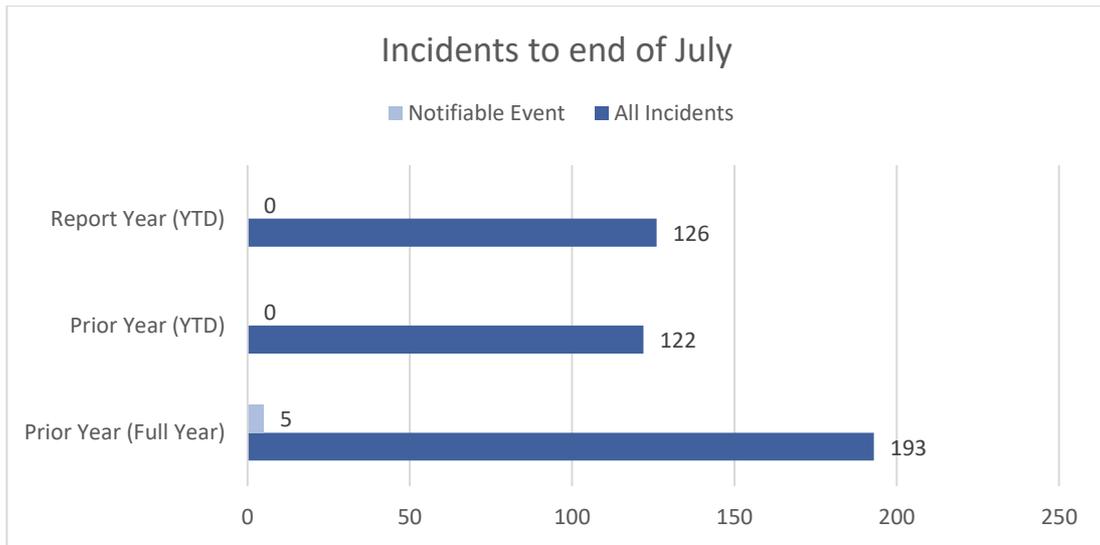
	2017 Final	2018 Budget	Growth Target	EFTS confirmed		
				7 Aug 2017	7 Aug 2018	Change
By Funding Type						
SAC 1-2	83	100	+ 20.5%	89.6	109.9	+22.6%
SAC 3+	5,451	5,712	+ 4.8%	5,449.5	5,521.5	+1.3%
ACE	125	128	+ 2.4%	92.2	95.8	+3.9%
CTC	143	138	- 3.8%	142.9	136.7	-4.3%
YG	175	170	- 2.9%	182.5	111.1	-39.1%
Other	210	172	- 17.9%	165.3	131.2	-20.7%
Total domestic	6187	6419	+ 3.7%	6121.9	6106.1	-0.3%
International	875	889	+ 1.6%	847.8	795.7	-6.1%
Total	7,062	7,308	+ 3.5%	6,969.7	6,901.8	-1.0%
By Department						
Business	880	916	+ 4.1%	882.5	762.1	-13.6%
Computing	545	583	+ 6.9%	508.1	515.4	+1.4%
Creative Industries	706	714	+ 1.1%	707.8	712.5	+0.7%
Engineering & Architectural Studies	656	678	+ 3.3%	664.1	687.6	+3.5%
Hospitality and Service Industries	645	656	+ 1.7%	649.3	612.6	-5.6%
Humanities	720	810	+ 12.4%	694.7	752.1	+8.3%
Nursing, Midwifery & Allied Health	1,568	1,563	- 0.3%	1,560.8	1,579.1	+1.2%
Science & Primary Industries	177	176	- 0.8%	179.0	171.8	-4.1%
Trades	1,163	1,213	+ 4.3%	1,110.1	1,102.8	-0.7%
By Location						
Timaru	410	526	+ 28.4%	384.9	343.6	-10.7%
Ashburton	38	42	+ 10.9%	36.4	28.7	-21.2%
Oamaru	45	37	- 18.1%	43.0	14.6	-65.9%
Total Southern Campuses	493	605	+ 22.8%	464.2	387.0	-16.6%
Christchurch/Other	6,569	6,703	+ 2.0%	6,505.5	6,514.9	+0.1%

Key	Above Growth Target	Above 2017, but below growth target	Below 2017 and below growth target
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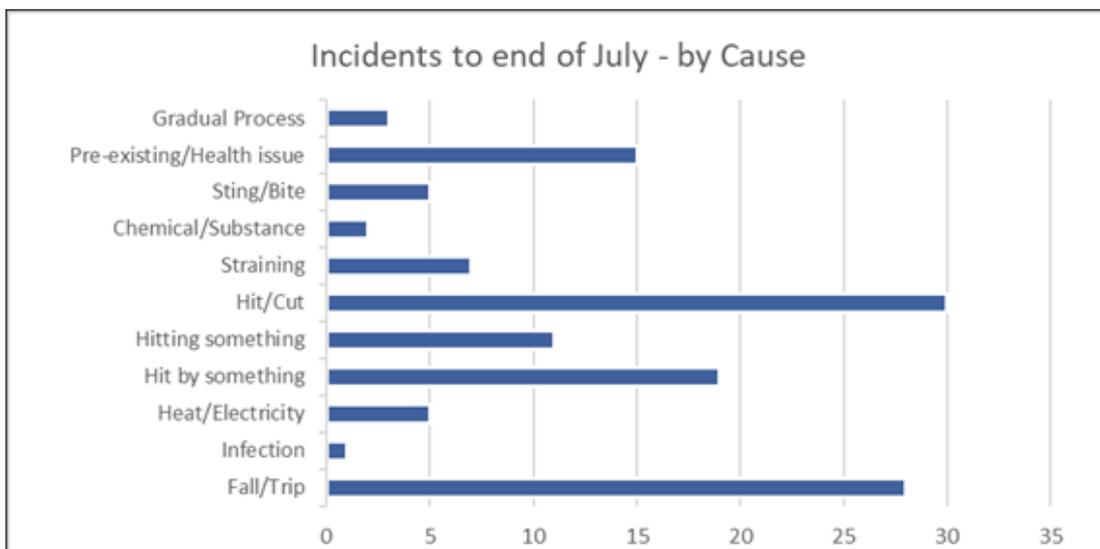
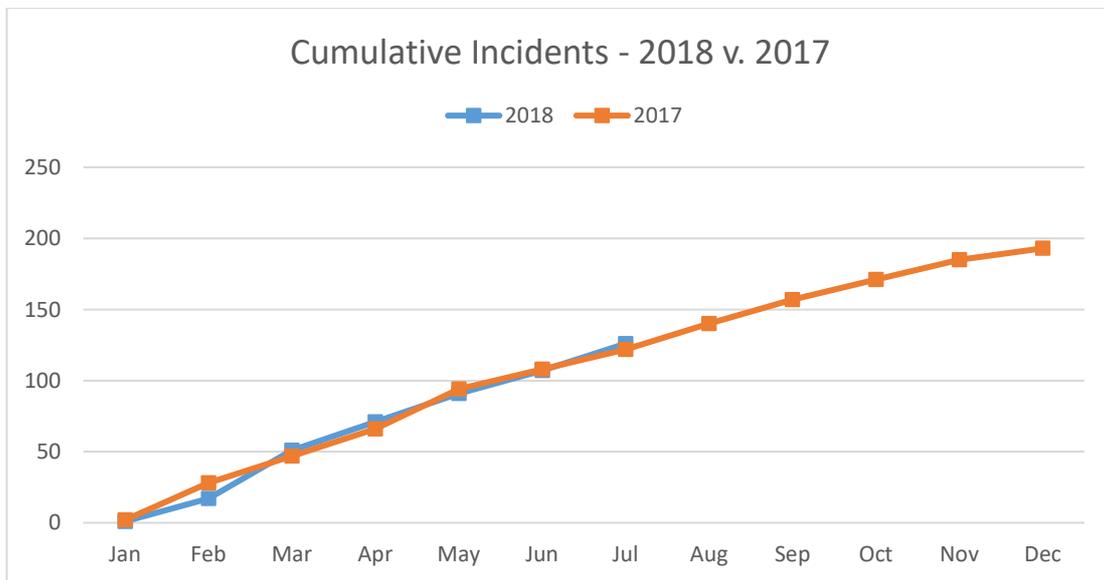
2 Health and Safety

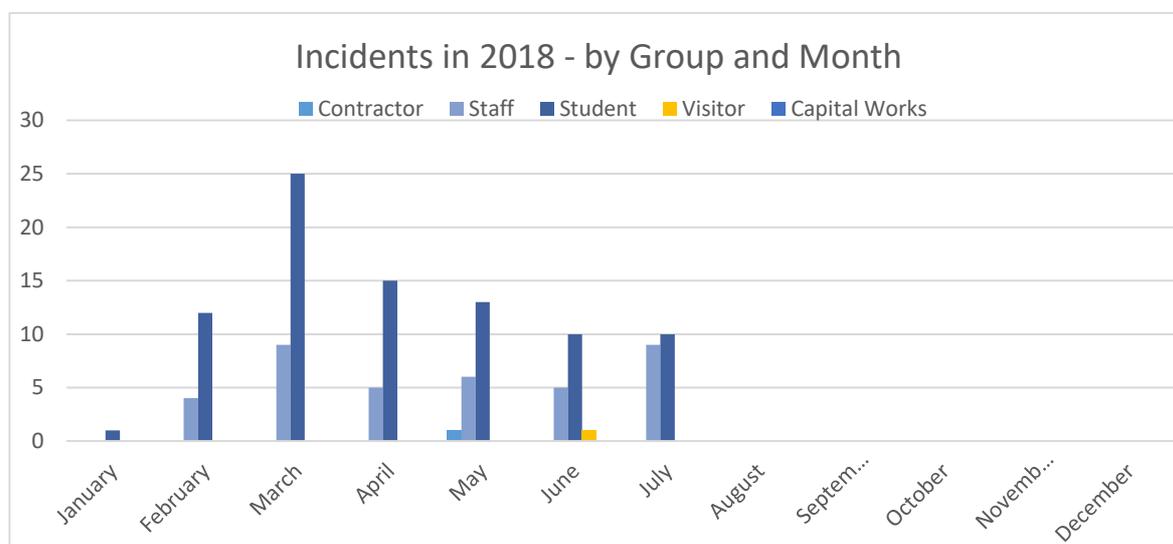
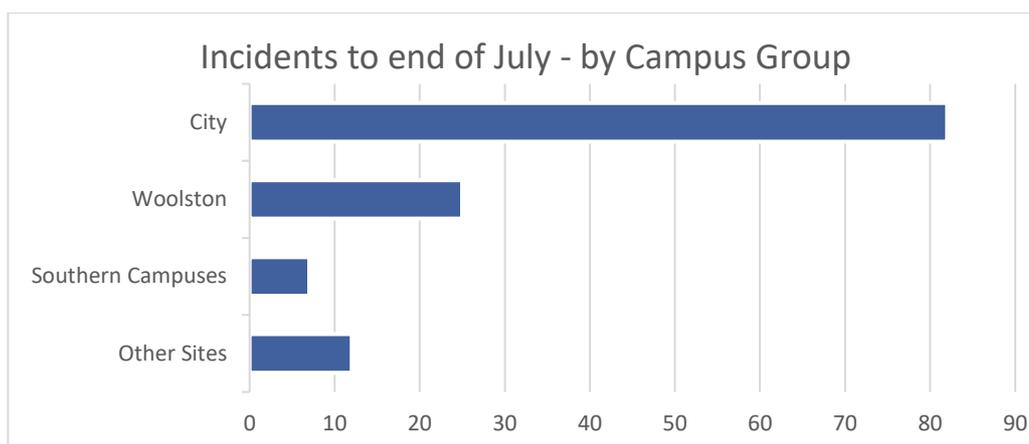
- a During the month of July, nine staff and 10 student incidents were recorded. Most involved minor bumps, trips and slips. One student suffered some dental damage in a skiing incident. Staff suffered several trip injuries, a strain, a burn and several minor knocks. No significant injuries resulted from these events. A custodian suffered a spit in the face while moving some suspicious persons from the staff car park. These staff have been asked to wait for back up in future and reminded to use the body cameras provided.
- b Reviewed the ability to complete an emergency lockdown of the Southern campuses. Completed lockdown testing throughout the Madras and Woolston campuses.
- c Health and safety representative training has been arranged for the new Timaru staff representative.
- d Staff have been advised of the locations of the defibrillators throughout Ara and the procedures relating to their use. This information has been added to the Health and Safety section of the Infoweb.
- e Nursing staff relocating to Manawa have completed an orientation including health and safety induction.
- f Emergency response instructions (flip chart) have been developed for Manawa occupants following consultation with our partners. These flip charts are on display throughout the building.

INCIDENT SUMMARY						
Person Type	Notifiable Injury or Illness		Notifiable Incident		All Incidents	
	This month	YTD	This Month	YTD	This Month	YTD
Staff	0	0	0	0	9	38
Students	0	0	0	0	10	86
Contractors	0	0	0	0	0	1
Visitors	0	0	0	0	0	1
Capital Works	0	0	0	0	0	0
Total	0	0	0	0	19	126
INCIDENT DETAIL (SINCE LAST REPORT)						
<i>Refer to commentary for detail on incidents.</i>						



(Prior Year excludes Capital Works incidents)

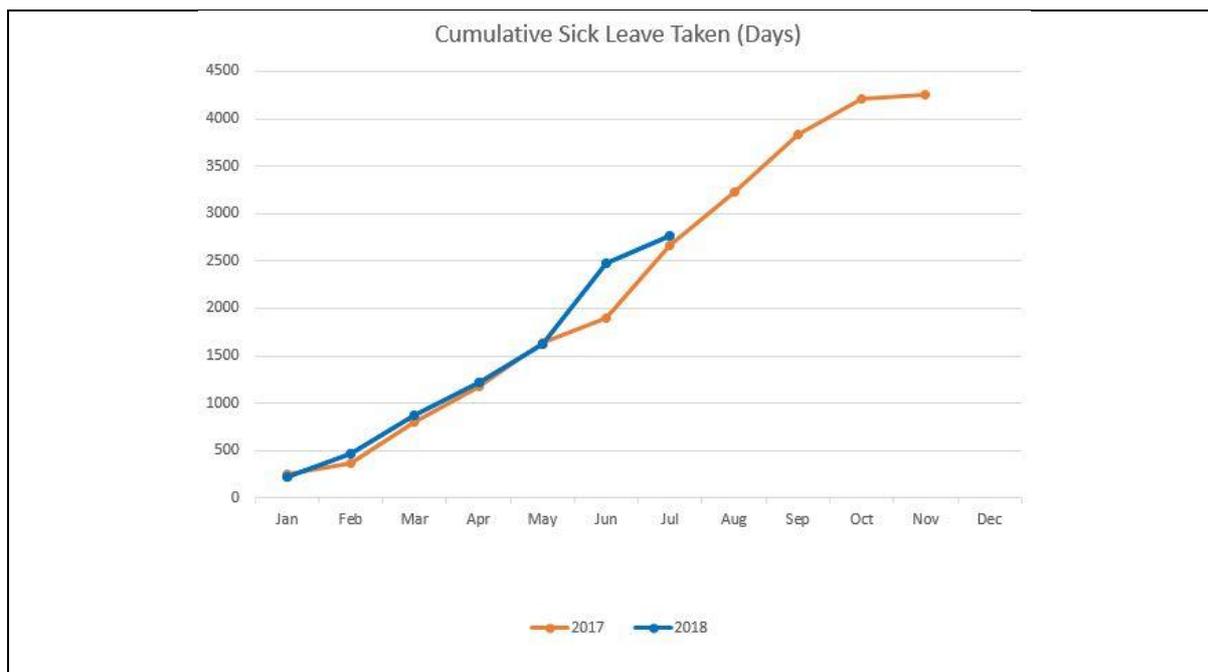




IMPROVING SYSTEMS AND PROCESSES		
Number of audits and inspections (excluding capital works programme)	0	
Staff participating in Health and Safety Oversight	36	H&S Coordinators
Number of provisional improvement notices issued	0	

STUDENT WELFARE		
Number of student workplace locations reviewed	Unknown	A process is under development to collect data for this measure.

STAFF WELFARE		
Lost days due to on-site accidents	July: 4 days	2 trips, 1 hand injury.
Lost days due to work related off-site accidents	July: 0 days	Nil
Lost days due to sickness (full time equivalent days)	July: 108 YTD: 2,270	4 persons required more than 5 days consecutive sick leave - 108 days total.



Number of new staff (excluding casual) that completed their health and safety induction process	7 of 8 full time staff who started in July	87%
Number of staff on a return to work plan	2	both non-work related
Employee Assistance Programme February		
New clients	8	YTD 37
Sessions	16	YTD 110

CAPITAL WORKS PROGRAMME	
Audits Completed	Nil in July. No Capital works are underway at present.
Audit Action Items	

OTHER
<ul style="list-style-type: none"> • 0 fire alarm events occurred in July – 20 events YTD. • 2 contractors were inducted during July – 36 YTD. • 2 workstation assessments completed in July - 12 YTD. • Staff receiving first aid training – 45 YTD.

HEALTH AND SAFETY ACTIONS UNDERWAY			
Action Description	Owner	Due Date	% Complete
Consideration of new supporting policies – Drug and Alcohol	TKM H&S Manager P&D Manager	June 2017	95 Under consultation with staff unions
Placements - Develop processes that address placements and placement location	Director CS Director EAR	October 2017	100 Policy to be notified to all affected staff

HEALTH AND SAFETY ACTIONS UNDERWAY			
Action Description	Owner	Due Date	% Complete
Review incident management procedures, arrange training, test process	H&S Manager	February 2018	95 Incident management team refresher training completed. Lockdown procedures reviewed. Documents out to IM team for review.
Review rehabilitation guidelines as it relates to experience rating	H&S Manager P&D Manager	March 2018	95 Awaiting ratification by P&D

3 China Visit

- a This visit was specifically organised to investigate the opportunity of institute-to-institute relationships for Ara primarily at degree level and on a 2+2, 3+1 or 3+2 model of delivery – in each case the first figure reflects academic year of study in China, the ‘plus’ figure reflects time in New Zealand. In all cases, discussion was targeted at joint programme development, meaning programmes will require approval by the respective and relevant government agencies in both China (local and national) and New Zealand (NZQA).
- b Three university visits were organised for discussion: (i) University of South China (USC), (ii) Dalian Ocean University, and (iii) Liaoning Technical University (LNTU). Each institution is in the top five of its local government area – NB on average there can be between 20-30 universities in the urban cities outside of Beijing/Shanghai and Guangzhou. Each of the universities are in the top 500 out of circa 3,700 nationally.
- c At USC focus was on Engineering (Civil) and Nursing. There is also potential for Construction and Architecture, and these were also investigated.
- d At Dalian Ocean University there was a focus on Engineering (Civil) as there was at LNTU.
- e Initial reviews of curriculum show strong cross-curriculum link in Engineering; in Nursing the main differences include the timing of clinical placement (in China) and the heavy weighting of science in year one of the Ara Bachelor of Nursing. For all programme discussion there was a significant emphasis on English language delivery in China and the subsequent achievement of appropriate entry IELTS scores.

Tony Gray
Chief Executive



08 August 2018

Update on Canterbury Communications Trust (CCT)

Current Trustees 2018

James Ayers (Chair)	Community rep
Vacant	Ara reps (one, but no more than two, who are Ara Council nominated)
Darrell Higson	Community rep
Shirish Paranjape	Community rep
John Milligan	Community rep
Karen Neill , NZBS	Media rep
Tony Simons , NZBS	Media rep
Garry Thomas	Plains FM Broadcaster rep
Dorota Szymanska	Plains FM Broadcaster rep

Plains FM is governed by the Canterbury Communications Trust. The CCT was born out of discussions between Christchurch Polytechnic, Radio New Zealand and the Independent Broadcasters' Association (IBA) in 1986. It resulted in a trial not for profit community broadcast project for two weeks in 1986 and the eventual formation of the Canterbury Communications Trust and Plains FM96.9. The station began broadcasting for 3 hours a day, 7 days a week in February 1988 based at The Media Centre at Christchurch Polytechnic (now NZ Broadcasting School). Since then, the station's studios have been located in P Block.

The Trust's objectives are

- Providing community, educational & access programmes,
- Providing access to broadcasting facilities for community groups, organisations and agencies,
- Providing alternative programmes on outlets of a nature not normally available from commercial broadcasting outlets,
- Encouraging & giving priority to broadcasting facilities to women's, children's, ethnic, minority, and disabled community groups and those that reflect the diverse religious and ethical beliefs of New Zealanders,
- Providing training in the use of broadcasting facilities,
- Supporting the educational purposes and activities of educational institutes in broadcasting and distance learning courses

The CCT is a registered charitable trust. It meets quarterly. The Trust Deed states Ara shall have up to two representatives on the Board nominated by the Ara Council. Currently it has none, although three Ara employees



are on the Board. Tony Simons and Karen Neill are the media representatives and Garry Thomas is a current broadcaster rep.

The frequency used by the station (96.9) is government-owned and reserved for community (non-commercial) use. The station relies heavily on user pays funding in the form of airtime contributions from users, grants, some sponsorship/advertising and donations. The Trust also contracts to New Zealand On Air, who, under the Broadcasting Act 1989, Section 36c, must "... ensure a range of broadcasts is available to provide for the interests of women; and children; and youth; and persons with disabilities; and minorities in the community including ethnic and religious minorities." NZ oO Air provides funding to Plains FM to help meet those objectives.

Annual funding (2017-2018 unaudited figures):

NZ on Air	\$235,000
User pays – Airtime charges	\$82,211
Advertising/Sponsorship	\$9,021
Other Sources	\$64,768

Plains FM is now one of twelve independent Access radio stations operating around New Zealand (all NZ on Air supported), and is a member of the Association of Community Access Broadcasters (ACAB). There is a strong focus on participation, media education, and community development through media training. The facilities are available to community groups, organisations and individuals who wish to broadcast material of their choice and creation.

Currently there are about 90 unique community access radio shows in 18 languages broadcast on the station. It broadcasts via a transmitter sited at Sugarloaf, reaching north to Cheviot, south to the Rakaia, west to the foothills, and into Lyttelton Harbour on Banks Peninsula. A live stream is also available on the Plains FM website, along with selected podcasts (also available via iTunes).

Plains FM has 4 permanent staff including Manager, Nicki Reece, plus interns and specialist contractors as needed.

In current developments

- The CCT Trust Deed is undergoing revision.
- The station is hosting this year's national community access radio from 12-14 October 2018 with the theme - Radio Evolution - meaningful engagement and positive change through the power of diverse voices.
- NZ On Air is currently undertaking a review of community access radio in NZ with results due out in November.
- Plains FM is also looking at ways to capture better information about the impact its programming has on listeners and communities. It also wants to create enduring relationships with community-based organisations and government through collaborative projects. Two such successful collaborations have been with Christchurch City Council's Civil Defence Unit on a preparedness-messaging project in three languages, and with Ministry of Education funding on an international student well-being project.

Tony Simons

New Zealand Broadcasting School, Ara Institute of Canterbury

Ara Council 20 August 2018	Agenda Item 10.3a
	Information Item
PUBLIC	Presented by T Gray

ARA COUNCIL REPORT SUMMARY	
TITLE OF REPORT	Academic Board
BACKGROUND AND PURPOSE	<p><i>A summary report to Council from Academic Services Division of:</i></p> <ul style="list-style-type: none"> <i>The Academic Board meeting was held on 5 July 2018.</i> <p><i>The Academic Board role is to:</i></p> <ul style="list-style-type: none"> <i>Advise Council, 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 Council or CE, or which the Board believes are of significant importance.</i>
RECOMMENDATION(S)	That the Academic Board report be received.
LINK TO ARA STRATEGY	High Performing Organisation.
KEY ISSUES IDENTIFIED	<p>Note: The opportunity for the Council to consider awarding honorary degrees.</p> <ul style="list-style-type: none"> New programmes specifically for South Canterbury. New postgraduate programmes submitted to NZQA. Removal of work experience for work integrated learning in new and reviewed programmes.
FINANCIAL IMPLICATIONS FOR ARA	
RISK IMPLICATIONS FOR ARA	
RATIONALE FOR EXCLUDING PUBLIC	

Academic Board Report

1 Policy Update

The Board received an updated draft of the Work Integrated Learning policy. The purpose of this policy is to provide a framework to support the further development and operation of Work Integrated Learning at Ara. This was approved with the suggestion of a workshop for Heads of Department and Liaison people to provide an understanding of the responsibilities involved.

All new and renewed programmes at Ara have significant work integrated learning which includes credit for in work placements. Some older programmes had work experience which wasn't credit bearing.

A policy on Professorial Appointments was submitted and approved. This policy defines the criteria and process for appointment to Associate Professor and Professor, and the expectations of the role. It is intended that these positions will be internally advertised for colleagues to apply, and is separate from the usual promotion/progression processes. The positions could also be used as part of a talent attraction strategy.

The Council should note the opportunity to award honorary degrees. These could recognise industry standing and those who are strong supporters of Ara.

2 Programme Reviews

The following degrees have been reviewed and approved to be submitted to NZQA:

- Bachelor of Information and Communication Technologies
- Graduate Diploma in Information and Communication Technologies

A new suite of Sustainable Practice programmes were submitted and approved to go to NZQA:

- Master of Sustainable Practice
- Postgraduate Diploma in Sustainable Practice
- Postgraduate Certificate in Sustainable Practice

3 Programme Approvals

Programme approvals in Commercial Road Transport and Levels 3, 5 and 6 in Te Reo Māori were received from the Programme Approval sub-committee and endorsed.

The Commercial Road Transport programme is part of an initiative to support a group of South Canterbury businesses.

4 TANZ Harmonisation Regulations Update

An updated implementation plan was received. The current work is relating to grade scales used at Ara. Three grades scales in use required minor adjustments to be approved to align with the TANZ ones. Ara currently has multiple grade scales, work is continuing to reduce to a common few. This will assist students transferring between providers and make internal administration more efficient.

5 Degree Monitoring Reports

Degree Monitoring reports were received for the following programmes:

- Bachelor of Information and Communication Technologies
- Postgraduate programmes in Nursing, Midwifery and Allied Health
- Bachelor of Social Work

These reports had positive feedback with limited recommendations which is strong external endorsement of the quality of programmes and delivery. The Bachelor of ICT report will be returned to the monitor with edits to be made relating to factual accuracy.

2018 Council Work Programme

as at 12 July 2018

Month	Topics	Notified Non-availability
January	30 Council Meeting (Christchurch) <ul style="list-style-type: none"> Conflicts of Interest – signed updated register from each member Reconfirm Committee and Trust Memberships Council Policy Review Council Documentation Review Board Self-Assessment 	M Taite-Pitama (30 Jan)
	30 Chief Executive Remuneration and Performance Review Committee	
February	15 Graduation (Timaru – 2 pm)	E Hopkins (3-10 Feb)
	20 Council Campus Redevelopment Committee Meeting	T Arseneau (5-10 Feb)
	22 Chief Executive Remuneration and Performance Review Committee	J Annear (6-11 Feb)
	27 Council Meeting and Workshop (Christchurch) <ul style="list-style-type: none"> 2017 End of Year Provisional Financial Report Strategic Development Fund – 2017 Close-out Reports 	
March	12 Council Audit and Risk Committee Meeting	T Arseneau (13-20 March)
	12 Chief Executive Remuneration and Performance Review Committee	
	27 Council Meeting (Christchurch) <ul style="list-style-type: none"> Board Self-Assessment Health and Safety Manager Report Draft Annual Report 2017 Risk Management Framework Review 	
	29 Autumn Graduation Ceremonies (9.30 am and 2.30 pm sessions)	
April	6 Council Audit and Risk Committee Meeting	J Cartwright (20-27 Apr)
	17 Council Campus Redevelopment Committee Meeting	
	Note: No Council meeting this month	
May	1 Council Meeting (Christchurch) <ul style="list-style-type: none"> Final approval of 2017 Annual Report Report on Affixing of Common Seal Kaiārahi Report 	J Boys (1 May)
	3 Full Academic Board	
	16 Council Audit and Risk Committee Meeting	
	29 Council Workshop(Christchurch) Workshop (1) Future Focus on Content of the Transformation Agenda	
June	18 Chief Executive Remuneration and Performance Review Committee	J Cartwright (2-13 Jun)
	19 Council Campus Redevelopment Committee Meeting	
	26 Council Meeting (Woolston Campus, Christchurch) <ul style="list-style-type: none"> Risk Framework Report Pasifika Strategy Report Internationalisation Strategy Report Health and Safety Manager Report Health and Safety Walkabout Fee Setting 	
July	18 Council Audit and Risk Committee Meeting	J Cartwright (13-20 Jul) J Hunter (13-30 Jul) T Arseneau (27 Jul -10 Aug) J Annear (26 Jul-14 Aug)
	Note: No Council meeting this month	
August	20 Council Meeting (Timaru and Ashburton)	T Arseneau (27 Jul -10 Aug) J Annear (26 Jul-14 Aug)
	21 Council Campus Redevelopment Committee Meeting	

September	19	Council Audit and Risk Committee Meeting	
	21	Spring Graduation Ceremony (10am)	
	25	Council Workshop (Christchurch) Workshop (2) Learning Delivery and Products	
October	?	Chief Executive Remuneration and Performance Review Committee	
	16	Council Campus Redevelopment Committee Meeting	
	30	Council Meeting (Christchurch) <ul style="list-style-type: none"> • Report on Affixing of Common Seal • Risk Management Framework – Quarterly Report • Annual Report 2018 – content/format • Health and Safety Manager Report • Health and Safety Walkabout • Pasifika Strategy Report • Kaiārahi Report 	
November	1	Full Academic Board	
	27	Council Workshop (Christchurch) Workshop (3) People Capability and Adaptability	
December	11	Council Meeting (if required) <ul style="list-style-type: none"> • 2018 Budget – Sign off 	
	12	Council Campus Redevelopment Committee Meeting (if required)	
	13	Council Audit and Risk Committee Meeting	

10.30-11am Council only time; 11am – 3pm Council meeting

Waitangi Day – Tues 6 February

Good Friday – 30 March

Easter Monday – 2 April

Easter Tuesday – 3 April

ANZAC Day – Wednesday 25 April

Queen's Birthday – Monday 4 June

South Canterbury Anniversary Day (Timaru Campus) – Monday 24 September

Labour Day – Monday 22 October

Canterbury Anniversary/Show Day – Friday 16 November

Christchurch Location – Room G202, Council Room, Te Kei, Christchurch City Campus

Timaru Location – Room TA210, Council Room, Timaru Campus.

Media Report June 2018

7 June 2018

Nursing Grads Ara promoted [job outcomes for its nursing graduates](#).

8 June 2018

Building Awards Ara [won a Christchurch NZIA award](#) for its new Te Kei building, while it also [won a 2018 Learning Environments Australasia Awards commendation](#) last week for its Kahukura building. In the [same NZIA awards](#), Canterbury Uni won awards for its 1974 School of Music (enduring architecture), the hub for its College of Engineering, and the old chemistry building at the Arts Centre (now a School of Music space).

11 June 2018

Ara Timaru Stuff had a long interview with Ara CE Tony Gray about its [post-merger role in Timaru](#).

14 June 2018

LightBoard Ara has [introduced a LightBoard](#) where lecturers can face students, and write on a glass screen between them and the students, with the writing appearing the right way around to the students. They can also project graphics onto the screens at the same time. A key purpose is to produce teaching videos.

18 June 2018

EVs Ara is [hosting some shared electric vehicles](#) on its campus

19 June 2018

Good Employers The education and training industry was [rated the best industry in which to work](#) in a Randstad survey, with AUT, Massey Uni, Otago Uni, Ara and Victoria Uni making the top 20 employers ([Stuff](#)).

22 June 2017

Oamaru Ara is using TANZ e-campus to [expand learning offerings at its Oamaru campus](#).

27 June 2018

Fashion Ara students are [readying for a fashion showcase](#).

29 June 2018

Pacific Ara has been contracted by MBIE to [do skills assessments of tradespeople in the Pacific](#).

14 news stories written in June.

Media Report July 2018

6 July

Manawa blessing

<http://www.ara.ac.nz/news-and-events/news/manawa-building-blessed-in-christchurchs-health-precinct>

20 July

Ideas Ara is [running an Ideas Festival for primary school students](#) in Timaru in September. The event has a STEAM focus.

23 July

Menzshed thrilled with Ara donated equipment

<http://www.ara.ac.nz/news-and-events/news/timaru-menzshed-thrilled-with-equipment-donated-by-ara>

31 July

Trades Ara held a [trades day for local school students](#).