



Notice of Meeting

A meeting of the Ara Council will be held:

on **Tuesday 25 February 2020**

at **11.00 am**

in **Room G202, City Campus and via videoconference to
Room TA210, Timaru Campus**



COUNCIL MEETING AGENDA

Tuesday 25 February 2020
11.00 am*
Room G202, Te Kei, City Campus

*Note: Ara Council only time 10.30 am to 11.00 am and the public meeting commences from 11.00 am

Ara Public Council Meeting			
1) Meeting Business	11.00 am	1.1 Karakia: Ara Waiata	Kaiārahi
		1.2 Welcome and Apologies	
		1.3 Disclosure of Conflicts of Interest	Attached
		1.4 Confirmation of Council Minutes (Public) Meeting held Tuesday 28 January 2020 a Approval of minutes b Matters arising c Action List	Attached
2) For Discussion	11.10	MONTHLY REPORTS	
		2.1 Chief Executive a Establishment Unit/NZIST Transition Update b Health and Safety c Deputy Chief Executives	Attached
3) For Information	11.20	MONTHLY REPORTS	
		3.1 Chair	Verbal
		3.2 Trustees	Verbal
		3.3 Sub-Committee Reports a Academic Board b Council Audit and Risk Committee <i>Note: no meeting held in January 2020</i> c Council Campus Redevelopment Committee <i>Note: no meeting held in January 2020</i>	Attached
		OTHER	
		3.4 2020 Council Work Programme	Attached
		3.5 Media Report	Attached
4) General Business	11.40		

Ara Public Excluded Council Meeting				
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:				
5) Strategic Topic	11.45am	5.1 Handover Planning	[s9(2) (f), (i), (j)]	Verbal
6) Meeting Business	12.30pm	6.1 Confirmation of Council Minutes (Public Excluded) Meeting held Tuesday 28 January 2020 a Approval of minutes b Matters arising c Action List	[s9(2) (f), (i), (j)]	Attached
7) For Discussion	12.40	MONTHLY REPORTS 7.1 Chief Executive – Public Excluded a Health and Safety b AuditNZ draft Management Letter c Draft 2019 – year end results	[s9(2) (i), (j)]	Attached Attached
8) For Information	1.10	MONTHLY REPORTS Subcommittees and Other 8.1 Trustees 8.2 Council Audit and Risk Committee Public Excluded <i>Note: no meeting held in January 2020</i> 8.3 Council Campus Redevelopment Committee – Public Excluded <i>Note: no meeting held in January 2020</i> 8.4 RoVE Response Programme Committee – Public Excluded <i>Draft Meeting Minutes – 11 February 2020</i>	[s9(2)(i), (j)] [s9(2)(i), (j)] [s9(2)(i), (j)] [s9(2)(i), (j)]	Verbal Attached
9) General Business	1.25 pm			
<p>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:</p> <ul style="list-style-type: none"> • <i>Matters involving confidential information about an identifiable person</i> s9(2)(a) – Protect the privacy of natural persons, including that of deceased natural persons • <i>Submissions to Parliament and other formal advice</i> s9(2)(f) – Maintain confidential conventions which protect political neutrality, and the confidentiality of communications and advice tendered by officials • <i>Commercially sensitive financial data</i> s9(2)(i) – The Crown or any Department or organisation holding the information to carry out, without prejudice or disadvantage, commercial activities • <i>Negotiations in progress with other organisations</i> 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) 				
10)	1.30 pm	Poroporoaki		

Ara Council 25 February 2020	Agenda Item	1.3
		Information Item
PUBLIC	Presented by	Tony Gray

ARA COUNCIL REPORT SUMMARY	
TITLE OF REPORT	2020 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.
RECOMMENDATION(S)	1. Council to check the information on the register is accurate and current.
LINK TO ARA STRATEGY	N/A
KEY ISSUES IDENTIFIED	N/A
FINANCIAL IMPLICATIONS FOR ARA	N/A
RISK IMPLICATIONS FOR ARA	N/A

2020 Register of Disclosure of Conflicts of Interest

as at 28 January 2020

Council Members

<p>Janie Annear Deputy Chair <i>[Term: 01/01/16-30/04/20]</i></p>	<ul style="list-style-type: none"> • Janie Annear Consulting (Director) • Local Government Commissioner • Westhills Forestry Ltd (Shareholder) • Rosehill Trust (Trustee) • Timaru Holdings (Partner) 	<ul style="list-style-type: none"> • Injury Management (Owner)
<p>Thérèse Arseneau (Chair) <i>[Term: 01/05/17-30/04/21]</i></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) • Regenerate Christchurch (Chair) • Greater Christchurch Partnership Governance Group (Board member)
<p>Jeremy Boys <i>[Term: 01/01/16-30/04/20]</i></p>	<ul style="list-style-type: none"> • Opuha Water Ltd (Director) • JW&AM Boys Family Trust (Trustee) • Alpine Energy (Consultant) 	
<p>Jane Cartwright <i>[Term: 01/05/14-30/04/20]</i></p>	<ul style="list-style-type: none"> • Brackenridge Estate Limited (Chair) • Health Practitioners Disciplinary Tribunal (Member) • Nurse Maude Association (Chair – Clinical Quality & Risk Committee). • Nurse Maude Association (Deputy Chair and Finance & Audit Committee Member) 	<ul style="list-style-type: none"> • Canterbury Clinical Network (Independent Advisor) • Cartwright-Newton Family Trust (Trustee) • JC Ltd (Director)
<p>Elizabeth Hopkins <i>[Term: 01/05/14-30/04/20]</i></p>	<ul style="list-style-type: none"> • Ara Foundation (Trustee) • Hi-Aspect (Chair) • Hopkins Partnership (Director and Shareholder) • University of Canterbury (Employee) 	<ul style="list-style-type: none"> • Ministry of Business, Innovation and Employment (MBIE) Science Board (Board Member) • MBIE Trans-Tasman IP Attorneys Board (Chair)
<p>John Hunter CCRC Chair <i>[Term: 01/05/14-30/04/20]</i></p>	<ul style="list-style-type: none"> • Hunter York Family Trust (Trustee) • Nelson Bays Primary Health (Chair) • PHO Alliance (Executive member) 	
<p>Melanie Taite-Pitama <i>[Term: 01/03/17-28/02/21]</i></p>	<ul style="list-style-type: none"> • Tuahiwi Education Ltd (Director/Shareholder) • Tuahiwi School Board of Trustees (Member) • Taite Family Trust (Trustee) • Rangiora High School (Advisor to Board of Trustees) 	<ul style="list-style-type: none"> • Haeata Community Campus (Board of Trustees (Member))

Council Officers

<p>Tony Gray Chief Executive</p>	<ul style="list-style-type: none"> • Ara Foundation (Trustee) • Hurford Trust (Trustee) • Ōtautahi Education Development Trust (Trustee) • TANZ Accord (Chair) • TANZ Ltd (Director)
<p>Te Marino Lenihan Kaiārahi</p>	<ul style="list-style-type: none"> • Ka Honua Momona (Traditional Fish Pond Non-Profit Organisation on Moloka'i, Hawai'i) (Board Member) • Kaiapoi Pā Trust (Trustee) • Ngā Aho (National Network of Māori Design Professionals) (Executive) • Ngāi Tahu (Whakapapa)
<p>Christina Yeates Executive Officer</p>	<ul style="list-style-type: none"> • Nil

Ara Institute of Canterbury

Council Minutes

28 January 2020

Minutes from the Ara Institute of Canterbury Council meeting held on Tuesday 28 January 2020 at 11.10am in Room G202, Te Kei, City Campus and via videoconference to Room TA210, Timaru Campus.

1 Statutory Requirements

1.1 Karakia/Mihi

The meeting commenced with the Ara Waiata led by Melanie Taite-Pitama.

1.2 Attendance

a Present

i Voting Members

Thérèse Arseneau (Chair), Janie Annear (Deputy Chair), Jeremy Boys, Jane Cartwright, Elizabeth Hopkins, John Hunter and Melanie Taite-Pitama.

ii Non-Voting Officers

Tony Gray (Chief Executive), Michael Rondel (Advisor to Council) and Christina Yeates (Minute Secretary).

iii Management

Darren Mitchell (DCE - Chief Operating Officer).

iv In Attendance

Samesh Mohanlall (Health and Business Reporter, Timaru Herald).

b Apologies

i Voting Members

Nil.

ii Non-Voting Officers

Te Marino Lenihan (Kaiārahi)

iii Management

Nil.

1.3 Disclosure of Conflicts of Interest

[Pages 20/Ara Council/01/4-6]

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

A number of new disclosures were advised from Elizabeth Hopkins (MBIE Trans-Tasman IP Attorneys Board (Chair), Melanie Taite-Pitama (Haeata Community Campus Board of Trustees (Member) and Therese Arseneau (Greater Christchurch Partnership Governance Group).

b Council members acknowledged receipt of the annual Conflict of Interest declaration forms for 2020 and returned and checked these at the meeting.

c Declarations of interest for items on today's agenda

Nil.

1.4 Confirmation of Minutes

It was noted that there were no public meetings held in November and December 2019.

2 For Discussion

2.1 Chief Executive Report

[Pages 20/Ara Council/01/7-16]

The report was taken as read. Discussion included:

a RoVE : The CE provided a summary of current activity including:

- i. Reference to the notes from the last three meetings as per the update and regular teleconferences held with the Establishment Board (EB) Chair and Establishment Unit (EU) CE. These teleconferences were held fortnightly, and Council were advised that these have now ceased due to the final transition to 1 April. A day-long session for ITP Chairs/CE's had been held on 5 December at the Ara Manawa Campus which provided opportunity for discussion – Chairs and CE's had both joint and separate sessions on the day.
- ii. Council were advised that the EU CE, Murray Strong is leading a series of Roadshows and Ara's is confirmed for 5 February 2020. Content will be confirmed but likely to focus on updates on work so far, key areas for delivery through to 1 April 2020 and first information on the national IST name/brand story. Approximate timings for the session with colleagues will run from 8.30am to 10am followed by stakeholders from 10.00am to 11.15am. The CE and Chair confirmed that there is no requirement/expectation for Council members to be in attendance as the

aim of the Roadshow is for the EB to provide information and answer questions, which Council will be extensively aware of.

- iii. Council requested that communications to the Chair/CE from the EB are forwarded.

Action: *Communications from EB/NZIST to be forwarded to Council.*

[AP1947 CE/Chair]

- iv. Discussion on CoVE's: two potentially live CoVE's – Construction and Primary Industries. Expressions of interest for Primary Industries requested by 25 March 2020. Procedure is transparent and appears around the competitive process at present and not the geographic spread. However, the NZIST Charter clearly states a regional network of provision. The decision on CoVE's remain with the Minister and the new IST Board. The CE advised there are further discussions to be had in relation to Ara and involvement in a potential CoVE in Construction; this is multifaceted and includes elements of Engineering as well as Trades. It is likely a third CoVE will be in Health.

b Sustainability (Development and Actions): The CE provided background to the recommendation to report to Council on Ara's Sustainability activity and the actions being developed on an ongoing basis. It was agreed that six monthly updates on actions relating to the Ara Sustainability strategy would be very useful, especially in the wider regional context including the intention of Christchurch to be carbon neutral. Inclusion for Council was considered helpful to demonstrate clear support for further development. Council asked that this positive feedback be shared with those colleagues who prepared the current report.

c Health and Safety: The CE provided an update on communications to all colleagues and students in relation to the current Coronavirus outbreak:

- i. Ara is currently adapting protocols around Pandemic activity and the Ara plan based on the nature of the virus. The Ara Pandemic Plan is also part of the institutions Incident Management Plan. Council requested the Pandemic Plan be uploaded to Diligent.

Action: *Ara Pandemic Plan to be placed on Diligent.*

[AP1948 CE/CY]

- ii. Council were advised of an email from TEC suggesting potentially that students from China and surrounding areas not come on site for 14 days.
- iii. Ara is making contact with all students from mainland China and particularly those from Hubei Province and Wuhan city; initial data showed that a number of re-enrolling students had stayed in New Zealand, over the summer break.

- iv. Council were reassured that Ara is keeping updated with WHO, Ministries of Health and Education and TEC information; the CE will advise of any significant issues.
- v. Discussion on Ōtautahi House, Ara's student accommodation which requires a higher duty of care. The CE advised that this is being provided through the Student Accommodation Manager, DCE CEE and the Manager of the Health Centre. The CE referred Council to the external review of Ara's processes which provides confidence in our practises. A paper is currently being worked on for Council that combines information on what the external review told us and what the new code of practise requires.

Action: Student Accommodation external review paper/code of practise in progress for Council.

[AP1949 CE/DCE CEE]

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

T Arseneau

Carried

3 For Information

3.1 Chair Report

The Council Chair noted the upcoming Timaru Graduation on 13 February 2020 and the current transition period for the existing Council to dissolution on 31 March 2020.

3.2 Trustees Update

Council noted that there had been no meetings held since the last updates provided.

In regard to the Ara Foundation, it was noted that there is risk for potential disconnect as there are no longer Council members attending the Ara Foundation meetings. The CE will address this to ensure a flow of communication.

Action: Reporting to be implemented to ensure communication flow to Council from Ara Foundation Trust.

[AP1950 CE]

3.3 Sub-Committee Reports

[Pages 20/Ara Council/01/17-18]

a) Academic Board

No meeting held in December 2019.

b) Council Audit and Risk

No meeting held in December 2019. At this stage, it was noted that the scheduled

dates for February and March 2020 will go ahead.

c) Council Campus Redevelopment Committee

Council were in receipt of the draft meeting minutes of 11 December 2019 and no matters of substance were recorded in the public meeting. It was noted that Jeremy Boys attended the meeting.

3.4 2020 Council Work Programme [Pages 20/Ara Council/01/19]

The programme was taken as read. It is unknown if the newly appointed Subsidiary board will attend the March 2020 Council meeting.

3.5 Media Report [Pages 20/Ara Council/01/20-24]

The media reports for October, November and December 2019 were taken as read.

3.6 Annual Report [Pages 20/Ara Council/01/25-30]

- a The timeline for the production of the 2019 Annual Report was taken as read. The tight timelines were noted. Discussion on the power of the existing board to sign off from 31 March 2020. It was noted that the ongoing concern still has to be reviewed and responded to externally, so there is a flagged risk for external decisions that the current Council has no control over.
- b Statement of Service Performance – Council received these in draft format and noted that as a result of timing, some elements are still to be populated.

9 General Business

Nil.

There being no further public business, the public meeting closed at 12pm.

READ AND CONFIRMED

Chair:
25 February 2020

Ara Council Minutes - Action List as of 28 January 2020

# (yr/#)	Date when Action Arose	Agenda Item	Topic	Action	Council Responsibility	Status	Due Meeting date
1936	24/9/19	2.1b (iv)	DCE Reports - AIR: Research	Ara to register as R&D provider with IRD.	CFO/DCE AIR	In progress	26 Nov 19
1947	28/01/20	2.1a	RoVE	Communications to be forwarded to Council on receipt from EB/NZIST	CE/Chair		Ongoing
1948	28/01/20	2.1c	Health and Safety	(i) Ara Pandemic Plan to be placed on Diligent	CE/CY	Completed	
1949				(v) Student Accommodation - External Review paper / code of practise in progress	CE/DCE CEE	In progress	
1950	28/01/20	3.2	Trustees Update	Ara Foundation - reporting to be implemented to ensure communication flow now that no Council members are attending meetings.	CE	In progress	

Ara Council 25 February 2020	Agenda Item		2.1
	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	To provide Council with an update on COVID-19 and 2020 recruitment and enrolment.
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 COVID-19

We have continued to monitor and implement the range of international, national and Ara requirements and appropriate interventions for the COVID-19 pandemic.

We established a COVID-19 Management Group on 27 January 2020. This group meets three times a week and outputs include agreed communications to Ara students (onshore and offshore) and colleagues. In addition, the Chief Executive is the sector representative on the Peak Bodies COVID-19 Emergency Management Committee and the COVID-19 Recovery Group.

2 2020 Recruitment and Enrolments

At the time of writing, overall enrolments are circa 5% ahead of year to date 2019. While this is encouraging we do know that:

- a our processing and administration has improved compared to 2019 and therefore it is too early to judge the present overall enrolments for Semester 1;
- b we have had to make decisions to cancel some programmes in Christchurch and South Canterbury;
- c where possible, cancellation has been accompanied by the transfer of learners impacted to other programmes – this has been particularly the case in Hospitality and Service Industries and Outdoor Education.

International student recruitment (excluding COVID-19 impact) is looking to be ahead of target, but again finalising this figure for Semester 1 requires more time.

Tony Gray
Chief Executive

Ara Council 25 February 2020	Agenda Item	2.1c
		For Information
PUBLIC	Presented by	Karen Te Puke

ARA COUNCIL REPORT SUMMARY	
TITLE OF REPORT	Customer Experience and Engagement (CEE) Division Report for Council.
BACKGROUND AND PURPOSE	To provide Council with a monthly update on the progression of the Division towards achieving Ara's four strategic focus areas including financial performance.
RECOMMENDATION(S)	That Council note the contents of the report.
LINK TO ARA STRATEGY	Division activity that links to the key focus areas of: <ul style="list-style-type: none"> • students at the heart of everything we do • dynamic world class programmes and delivery • high performing customer focused teams • investment decision that deliver a sustainable future
KEY ISSUES IDENTIFIED	Nil.
FINANCIAL IMPLICATIONS FOR ARA	Nil. Financial performance is on track with the CEE leadership team working collaboratively to implement efficiencies across the division.
RISK IMPLICATIONS FOR ARA	Nil.
RATIONALE FOR EXCLUDING PUBLIC	Not applicable.

CUSTOMER EXPERIENCE AND ENGAGEMENT (CEE) DIVISION – REPORT FOR COUNCIL



Executive Summary

Key focus areas this month:

- COVID-19 – communications with students and colleagues and support for those effected by travel restrictions
- Semester 1 2020 recruitment
- Supporting students to finalise enrolments and commence learning successfully
- CEE team planning and preparation for 2020
- Creation and delivery of 'Freshies' 2020 programme of events to welcome and orientate new students to Ara
- Promoting understanding of the new Code of Practice for Pastoral Care of domestic students and beginning process of mapping provision against the code to ensure conformance and identify areas for improvement

Students at the heart of everything we do	
Outcomes delivered during current reporting period	<ul style="list-style-type: none"> • COVID-19 <ul style="list-style-type: none"> ○ Ōtautahi House has implemented a well-managed process to identify and support a small number of residents arriving from China, including a 14-day period of alternative accommodation provided for two people. ○ Ensuring information is readily available in flats and key messages are given at meet and greets/inductions in alignment with MoH guidelines around hygiene and keeping safe. ○ Communications to all international students from China to establish their status: <ul style="list-style-type: none"> ▪ Good response rate to date with most ready to study or self-isolating and in ongoing communications with Ara. ▪ 25% are in China and unable to return due to travel bans. The team are working with these students on an individual basis to establish the best plan for them to recommence their studies. It is increasingly likely these students will need to defer to the 2nd semester for their programme. ○ Communications to all Chinese nationals who have permanent residence status in NZ: <ul style="list-style-type: none"> ▪ Good response rate to date with a small number being followed up to confirm status. Majority in NZ and ready to study. • Health Centre (HC) <ul style="list-style-type: none"> ○ Clinical screening of large numbers of nursing students prior to the commencement of their programmes

CUSTOMER EXPERIENCE AND ENGAGEMENT (CEE) DIVISION

	<ul style="list-style-type: none"> ○ In response to the increase in students presenting with mental health concerns we have changed our model of contracting Counsellors to Ara employed Counsellors. We start 2020 with two counsellors at the City Campus and one at Timaru (1.3 FTE). ○ Manager and counsellors are working with classes to provide information, advice and reassurance around COVID-19 concerns. ● Marketing <ul style="list-style-type: none"> ○ MyAra: With students arriving for the 2020 year, the team are developing a new campaign to promote the use of MyAra. The campaign includes a prize promotion with students having the chance to win MyAra merchandise. ○ Web re-platform: The web project is well underway with the new website templates developed and content migration underway. The new site is on schedule to go live April 2020. ○ Start of year student recruitment advertising is well underway and continues until the end of February. The bulk of the activity is digital advertising online, but also includes radio, print and outdoor (e.g. bus backs). ● Student Support <ul style="list-style-type: none"> ○ Assisting students with enrolment related matters and preparing them for their 2020 study (Studylink, visas, Scholarships, organising orientation for MPTT students at Woolston and Madras, Southern bus service, Get Ready Conversations with DE student, International Orientation and follow up activities). ● The Recreation Centre <ul style="list-style-type: none"> ○ Combining The Zone & Sports & Recreation Centre Services into packages e.g. new gym programme packages ○ Group Fitness & Social Sports marketing & promotion ○ Hosting & off-site facilitation of Canterbury Regional Basketball Foundation Academy Camp, including delivering Fitness Testing ○ Increased promotion of physical activity & wellbeing packages & activities available to students. ● Transition <ul style="list-style-type: none"> ○ Collaboration on the 6-week early retention intervention initiative for Woolston students ○ Collaboration and leadership to develop a refreshed MPTT programme that supports cultural and work readiness elements ○ Planning and implementation of the key 2020 careers events for students ○ MPTT semester two 2019 figures in January 2020: <ul style="list-style-type: none"> ▪ Employment/Apprenticeships -21 students gained apprenticeships; 74 students gained employment.
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CUSTOMER EXPERIENCE AND ENGAGEMENT (CEE) DIVISION

- **Student Events and Ōtautahi House**
 - Creation of Marketing design for Student Events Area
 - Welcoming and Orientation for new (and returning) student residents in Otautahi House including 'O-Week' activities and events.
- **Early Learning Centre (ELC)**
 - Have had high level of enrolments for both Preschool and Nursery and there is a waiting list of up to 6 months in both areas. The centre has warmly welcomed new whānau into the learning community, the majority of whom are studying at Ara.
- **Academic Support**
 - A greater number of disabled students are seeking support earlier this year, which enables Ara to get support in place from the beginning of their studies. This is due to a more active promotion of services to schools in 2019.
- **Engagement**

Activity	Numbers	Comments
Follow up for incomplete online applications	1497 to date <ul style="list-style-type: none"> • 166 converted to enrolment • 375 Applications received • 672 not proceeding with application 	Ongoing
Evolocity Regional Finals	6 students enrolled for 2020 at Ara	Students Burnside High and Rangiora New Life won prizes at the National Finals.
North Canterbury Schools – Year 7 and 8 Day	56 YR 7 & 8 students attended	
Waitaki Schools Taster Day	180+ students participated in this event covering a range of subjects offered at Ara.	Feedback was overwhelmingly positive from students, teachers and Ara tutors alike. Will repeat in 2020.
Papanui High School Staff Tertiary PD Day	35 staff attended, more than that attended University of Canterbury on the same day.	Feedback from PHS staff and Careers team was extremely positive and teachers had their eyes opened to Ara offerings that they previously were unaware of.

CUSTOMER EXPERIENCE AND ENGAGEMENT (CEE) DIVISION

	Villa Maria Year 10 Days	162 Year 10 girls attended across two days of activities.	
	Ara and Go Media SuperSmash (cricket)	The largest crowd ever recorded at a domestic T20 game in Canterbury	Ara was the principal event partner alongside Go Media.
	Keeping Students Warm	Over 1600 replies received following an e-text sent to students.	Competition for applied and enrolled students offering them the chance to win Electric Avenue and Selwyn Sounds tickets.
	Ara Open Day - 30 January	216 Enquiries collected across all campuses. As of 10 54 applications from student who attended to date.	Debrief happening week 17 Feb to discuss way forward for this event in 2021 (Numbers significantly lower than 2019)
Dynamic world class programmes and delivery			
Outcomes delivered during current reporting period	<ul style="list-style-type: none"> • Health Centre <ul style="list-style-type: none"> ○ Very successful 'Men's Health' month in November, with good engagement and positive clinical outcomes. ○ Throughout November, MoleMap ran an on-site skin check clinic, which was well attended by students and colleagues. MoleMap clinical report to follow. ○ Clinical team planning for supporting, and collaborating with, a student from BA Applied Science to run a health promotion as part of their final year course assessment. ○ Planning for HC Smoking Cessation clinic (to commence March). • Marketing <ul style="list-style-type: none"> ○ Collateral (e.g. Study Guides and brochures) now have the new Ara Advantage-based brand style. The work to incorporate the creative into our material is on-going and is being done as material requires updating. • Recreation <ul style="list-style-type: none"> ○ Creation of new gym programme packages tailored to all levels of gym users from beginner to athletes. • Transition <ul style="list-style-type: none"> ○ Inception of a new Employability Award initiative and confirmation of a delivery partner in EDI. • Accommodation <ul style="list-style-type: none"> ○ New initiatives to build engagement and community at Ōtautahi house as RA team established for the year and residents arrive progressively from 13 January prior to their official welcome "O Week" later in February. 		

CUSTOMER EXPERIENCE AND ENGAGEMENT (CEE) DIVISION

	<ul style="list-style-type: none"> • Early Learning Centre <ul style="list-style-type: none"> ○ Successfully transitioning a high number of new children and their whānau into our learning community.
High performing customer focused teams	
Outcomes delivered during current reporting period	<ul style="list-style-type: none"> • Enrolments for 2020 ongoing – re-enrolments across both domestic and international students are well ahead of the same time last year. • Extended opening hours admissions and Welcome Desk for a four-week period now in place across city and Woolston campuses to support students during the peak enrolment period • 12 CEE colleagues are commencing the Ara Growing Inspiring Leaders training • Exceptional team work demonstrated by a number of teams in response to COVID-19 student communications. Many individuals have worked weekends to support 80 students in China who have had their study plans affected by travel restrictions • Transition team have initiated monthly cross team meetings to support priorities identified in Poka planning and Ara strategic direction. January focus on Framework for Maori Achievement. • International offers of place currently being sent out for July 2020 intake • ELC the team are establishing and growing strong relationships with all whānau as they entrust the care of their tamariki to us while studying or working • Exceptional team work across a broad-range of teams supports the closure of the external supplier work contribution to the Case Management Tool project - signed off and solution deployed on 17 February • 2019 Staff Engagement Poka Plans have been completed and 2020 Staff Engagement & Wellbeing Poka Plans (26) have been developed for implementation • Contracts finalised for the delivery of Te Reo: <ul style="list-style-type: none"> • MSD offices x 9 approx. 100 team members • Athfield Architects – 15 team members • Christ College – all staff • Hurunui District Council – 15 team members progressing to next level of Te Reo training at Ara • Timaru District Council (TDC) – 5 x groups • Completed delivery to NZ Corrections leadership team at Christchurch Men’s Prison <p>Contracts finalised with:</p> <ul style="list-style-type: none"> • TDC – Time Management and NZ Cert in First Line Management

CUSTOMER EXPERIENCE AND ENGAGEMENT (CEE) DIVISION

Investment decisions that deliver a sustainable future	
Outcomes delivered during current reporting period	<ul style="list-style-type: none"> • The Online Enrolments project continues - enrolment status have been reviewed and confirmed; withdrawal reasons have been reviewed and a revised set of reasons agreed; protocols for programme intake set up agreed • Application Portal for Agents Project – design of visual dashboard for agents underway; translation of statuses agreed to and this will mean that agents should be able to better understand the communications being sent to them; suggested timeframes to be included in the communications. • The Student Support staff spent a day at Koukourareta working on development and planning • Accommodation: there have been a significant number of withdrawals of applications at Ōtautahi House: analysis of reasons in progress. • This has allowed for offers to be made to Timaru students whose Timaru based programme have been cancelled, in the hope they could come to Christchurch instead. Outcome to be advised. • International EFTS tracking ahead of 2019 year to date for 2020 with 633 EFTS achieved including future and potential EFTS. • Full rolls in both our Nursery and Preschool • Ministry of Education Tender was confirmed to support Events that connect schools, community's and employers – all 14 activities were approved with total funding of \$46,000 exl GST confirmed to support the Engagement Team in these activities. • Memorandum of Understanding finalised with The Court Theatre – this will provide access to The Court facilities for NASDA, greater access for Ara students and colleagues to Court shows, support for outreach activities for current students, support for Ara brand through The Court Theatre networks and internships and graduate opportunities. NASDA will have access to The Court Theatre for one month per annum for three years at The Court Theatre providing Ara with opportunity to present to a larger audience and generate revenue through ticket sales.
Summary of financial performance	
CEE is well positioned for a good financial year as we collectively look to drive efficiencies and collaborate to meet business needs.	

Ara Council 25 February 2020	Agenda Item	2.1c
		Information Item
PUBLIC	Presented by	Belinda de Zwart

ARA COUNCIL REPORT SUMMARY	
TITLE OF REPORT	People and Culture Division – Report for Council
BACKGROUND AND PURPOSE	<ul style="list-style-type: none"> To provide Council with data and information as to how we are ensuring our Colleagues are engaged, capable, safe, feel good and are functioning well. To highlight to Council areas of risk in relating to people and culture (including change leadership) that need to be eliminated or mitigated and provide recommendations.
RECOMMENDATION(S)	That the Ara Council note the contents of this report, in particular the section on Health, Safety and Wellbeing.
LINK TO ARA STRATEGY	<p>Across all four focus areas:</p> <ul style="list-style-type: none"> Students at the Heart of Everything we Do Dynamic world class programmes and delivery High Performing Customer Focused Teams Investment Decisions that deliver a Sustainable Future.
KEY ISSUES IDENTIFIED	<ul style="list-style-type: none"> COVID-19 – monitoring and response to the Pandemic. External audit of Health and Safety at Trades, impact on culture and outcomes to be delivered late March. Processing a traditionally higher workload during this period with new year tutor recruitment and employment correspondence. Support to the EDI Department is being provided as they review their Campus Connect delivery. Consultation with colleagues began in January.
FINANCIAL IMPLICATIONS FOR ARA	<ul style="list-style-type: none"> COVID-19 – International student enrolments affected by the Pandemic.
RISK IMPLICATIONS FOR ARA	<ul style="list-style-type: none"> COVID-19 – as above; potential implications for students and colleagues.
RATIONALE FOR EXCLUDING PUBLIC	N/A



PEOPLE AND CULTURE (P&C) DIVISION – REPORT FOR COUNCIL

Executive Summary

Key focus areas this month

- Proactive management of the COVID-19 via the establishment of a Management Group, led by the CE, ensuring our community is kept safe, remain inclusive and is well informed
- An external audit of our Health and Safety in our Trades Department has begun and will also be part of Ara wide, ongoing audits of critical risk
- Planning day for the P&C team at the Port Levy Marae was held on the 22nd January
- Internal Communications strategy design and socialisation with the CE and wider TKM
- Continued work on systems that will improve culture, engagement and efficiencies (H&S Assura (Safe Place) tool and Mahi Tahī – a recruitment and onboarding tool)
- Supporting the DCE AIR and acting HoD Nursing, Midwifery and Allied Health team with structural changes and leadership role resourcing.

Health, Safety and Wellbeing	
Performance during current reporting period	<ul style="list-style-type: none"> • A COVID-19 Management Group has been established, meeting 3 times a week to oversee our response to the Pandemic. The work of the group and communications are being informed by information from the relevant government authorities. At the time of writing, with no reported cases in New Zealand, the risk to health and safety of our learners and colleagues is low. • A 2019 Health, Safety and Wellbeing report is being reviewed in preparation for approval by Council. During 2019 there was significant activity to reshape our governance, engagement of leadership and investment in the right systems that proactively increases participation in safety. During the month of January there were 6 safety incidents reported, all minor or contained appropriately.
Outcomes delivered during current reporting period	<ul style="list-style-type: none"> • An external audit of Health and Safety systems and processes and the resulting impact on culture, of the Trades Department is now underway with the outcomes to be delivered late in March. We expect to get some insights into the deeper reasoning behind our increase in serious harm incidents in 2019. • The Health and Safety Working Group met in January. Their priority areas of focus are Leaders engaging in HS&W, Critical Risk identification and traffic and people interface on the Madras Street campus. • The Wellbeing Action Group (WAG) met informally in January and have planned a list of initiatives for 2020. The group also have a strategy for increasing their profile and the support of colleagues.

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	<ul style="list-style-type: none"> • The new health and safety system (brand name Assura, but to be named 'Safeplace' – Haumaru ki te Ara) is being trialled in Trades and the Capability team are working to establish a training programme that not only meets system implementation needs but also the knowledge needs of Managers when they interact with the tool to action their areas of responsibility. • Colleague Wellbeing Survey – collective individual and team level results have been disseminated to managers and actions built into team plans. It is planned that the organisation level results (PSC-12) will be discussed at the HSWLG meeting in March. • An MOU between Blueprint and Ara is being prepared which will enable delivery of "Mental Health 101" workshops onsite at Ara. These workshops are funded by the Ministry of Health.
Students at the heart of everything we do	
Outcomes delivered during current reporting period	<ul style="list-style-type: none"> • The Capability team are supporting the Student Case Management Tool transformation project through designing training and development to support implementation.
Dynamic world class programmes and delivery	
Outcomes delivered during current reporting period	<ul style="list-style-type: none"> • A number of members of the P&C team supported the design of and led workshops at the AIR Kick-off day. These included Stress Management, team dynamics and coaching. • We have been processing a traditionally higher workload during this period with new year tutor recruitment and employment correspondence. • Melissa Barber, an internal secondment, has been engaged to increase our support to AIR in quality teaching.
High performing customer focused teams	
Outcomes delivered during current reporting period	<ul style="list-style-type: none"> • A planning day for the P&C team was held at the Port Levy Marae with some team members staying overnight. We set our priorities for the next 90 days, built our cultural competence and further established ourselves as a team. • People and Culture are piloting a peer to peer recognition tool of small acknowledgement cards for colleagues to instantly recognize their colleagues' demonstration of Ara's Values. • A "Celebration of our People" event was held in November where there were 6 Award winners announced in front of approximately 200 attendees. • Talent Growth: Valuable Conversations focus groups of our colleagues' experience of these were held in November/December. Feedback has informed our next steps for our capability approach and redesign of the Valuable Conversations forms to be better guide a conversation that incorporates experience and performance. • Growing Inspiring Leadership: 2020 GIL workshops (level 5) continue and Group coaching programme onboarding sessions for our level 4 have commenced.

PEOPLE AND CULTURE

	<ul style="list-style-type: none"> • With the permanent appointment of an Internal Communications Lead, planning and then implementation of an Internal Communications Strategy focused on streamlining direct communication, increasing face-to-face and dialogue-based communication is underway. TKM are being engaged in the strategy and the Strategic Focus areas and Priorities for 2020 – 2021 will be the high priority item for TKM to engage more face to face with colleagues. • The TEU collective agreement bargaining progressed during this period with members ratifying the agreement early in 2020. The term of the agreement takes us through to the end of 2021.
Investment decisions that deliver a sustainable future	
Outcomes delivered during current reporting period	<ul style="list-style-type: none"> • A recruitment system has been built to develop the Ara employment request workflow as well as full recruitment and onboarding systems management. This will significantly increase the service level to Ara Managers and lift efficiencies. Deployment planning is underway to embed its use into the organisation with an expected timeline of March/April. • The additional capability resource needed to support Transformation projects had been recruited, engaged and onboarded. 2020 capability workstreams have been established and project design and task assignment is well underway. • Support to the EDI Department is being provided as they review their Campus Connect delivery. Consultation with colleagues began in January.
Summary of financial performance	
<p>The 2019 end of year financial result was consistent with the trend for the year: underspend in OPEX and an overspend in staffing costs due to two out of budget roles being engaged – one role to support the coordination activity of the new Health and Safety tool and one role around Internal Communications. Both these roles went through a Business Case approval process.</p>	

Ara Council 25 February 2020	Agenda Item	2.1c
		Information Item
PUBLIC	Presented by	Darren Mitchell

ARA COUNCIL REPORT SUMMARY	
TITLE OF REPORT	Corporate Services Division: January 2020 Report for Council.
BACKGROUND AND PURPOSE	To provide the Ara Council with monthly insights and information pertaining to the Corporate Services Division for January 2020.
RECOMMENDATION(S)	Review and receive the information as provided in the report.
LINK TO ARA STRATEGY	<ul style="list-style-type: none"> • Students at the heart of everything we do • Dynamic world class programmes and delivery • High performing customer focused teams • Investment decisions that deliver a sustainable future
KEY ISSUES IDENTIFIED	Nil.
FINANCIAL IMPLICATIONS FOR ARA	The budget will be loaded to FMIS this week for review against 2020 financial performance to date. First report will be for the period ending February.
RISK IMPLICATIONS FOR ARA	Nil.
RATIONALE FOR EXCLUDING PUBLIC	N/A.



CORPORATE SERVICES DIVISION – REPORT FOR COUNCIL

Executive Summary

Key focus areas this month

- Regional Master Plan – latest draft and underlying data analysis reviewed in preparation for Council presentation in March.
- Papers being prepared for TKM on options for exiting Paxus House, consideration of CoVEs and strategic analysis of timetabling completed.
- Providing project management and business analysis support to the Transformation Programme:
 - People and Culture projects – Employment Business Process, Wellbeing, Induction Refresh, Talent Growth Cycle, Employee Engagement, High Performing Teams and the Health and Safety system
 - Student focused projects – Student Retention & Achievement, On Line Enrolments, Web Re-platforming, International Agent Portal and Student Case Management Tool enhancements for learner support
 - High Performing Organisation projects – Transfer of Programme and Course Repository functionality to Tribal and replacement of InfoWeb (internal communications, reporting and staff productivity platform).
- Business Analysis and Project Management support for compliance with new Privacy Regulations, student password management, Attendance & Engagement analysis, analysis of NASDA & Broadcasting School future facilities requirements and Project proposal for an organisational Customer Relationship Management system (CRM).
- Support for Ara’s RoVE Response Programme and the associated Council sub-committee, including answering further requests for information from NZIST and checking preparatory actions are in place for the 1st April changes.
- The organisational performance (OP) team is currently developing and/or redeveloping the following dashboards on PBi; Dual Enrolment, Maori & Pasifika Trades Training, Payroll reporting, Resource reporting, plus an update of the TEC EPis.
- Complaint and problem management across Ara. Including OIAs, communication with the Ombudsmen’s office and Human Rights Commission.
- TEC 2020 EFTS and financial forecast.
- Review of the IP policy and consultation regarding a Disability policy.
- Financial Year-end preparation, Audit and Annual Report.
- Holidays Act compliance - internal review of payroll practice.

CORPORATE SERVICES DIVISION

Students at the heart of everything we do	
Outcomes delivered during current reporting period	<ul style="list-style-type: none"> • C block demolition – Planning and organising for the demolition of C Block continues with Asbestos having been removed. All internal strip out now completed with the third level roof section starting to be removed. Demolition proper will start from 17 February 2020. • Supporting this demolition was the shifts and moves required in NS block to enable the demolition and also supporting the amalgamation of Business and Computing departments into one central admin hub. • DL lecture theatre upgrade completed. • TPW – detailed designed completed with tenders to go out the week commencing 17 February 2020. TPW Staff and teaching to move into temporary accommodation prior to the end of February. • U Block – earthquake repairs completed. • Supporting work on the Regional Master Plan. • Business case for Student Retention and Achievement analytics completed and approved. • Code of Domestic Pastoral Care – stocktake and review of existing policies. • ITO agreements 2020.
Dynamic world class programmes and delivery	
Outcomes delivered during current reporting period	<ul style="list-style-type: none"> • Ara Teams are aware of 2020 targets connected to unique funds and how these performed in 2019. Specifically Trades Academy and MPTT. • Refurbished and modernised learning environment in D Lecture Theatre. Significant functionality upgrade and physical refurbishment enhancing the ability to practice distance and blended learning from and to the space.
High performing customer focused teams	
Outcomes delivered during current reporting period	<ul style="list-style-type: none"> • Corporate policy stocktake – in preparation for review and future alignments with RoVE • Noho marae – increasing cultural intelligence and connectedness of the OP Team. • Poka plan activities in relation to CS Teams connection to Ara’s values and purpose • Implementation of new institutional Call Centre system with enhanced functionality commenced.

Investment decisions that deliver a sustainable future	
Outcomes delivered during current reporting period	<ul style="list-style-type: none"> • Single data return completed. • All reporting is submitted to TEC. (Refugee English, ESOL, MPTT, Intensive Literacy and Numeracy) • Data 2020 project - The Tertiary Education Commission, Ministry of Education and NZQA are working together to replace the tertiary education sector's data collection platforms (Single Data Return and Workspace 2) with new fit-for-purpose data exchange platform. (Ongoing) • Implementation of Adaptive Insights solution, a budgeting, forecasting and modelling solution. • Evaluation of e-procurement solutions. • Implementation of networking project to replace the current EOL network components commenced. This has a significant ongoing saving financially and delivers enhanced functionality.
Summary of financial performance	
The budget will be loaded to FMIS this week for review against 2020 financial performance to date. First report will be for the period ending February.	

Ara Council 25 February 2020	Agenda Item	2.1c
		Information Item
PUBLIC	Presented by	George Nelson

ARA COUNCIL REPORT SUMMARY	
TITLE OF REPORT	Academic, Innovation and Research (AIR) Report to Council.
BACKGROUND AND PURPOSE	To provide the Ara Council with a summary of the AIR Division monthly activities and outcomes linked to the Ara Strategic focus areas.
RECOMMENDATION(S)	That Council note the contents of the report.
LINK TO ARA STRATEGY	<ul style="list-style-type: none"> • Students at the heart of everything we do • Dynamic world class programmes and delivery • High performing customer focused teams • Investment decisions that deliver a sustainable future
KEY ISSUES IDENTIFIED	<ul style="list-style-type: none"> • Kick Off Day • Applications, conversions and enrolments • Supporting learners in relation to Coronavirus.
FINANCIAL IMPLICATIONS FOR ARA	Report Details: <ul style="list-style-type: none"> • Application • Conversion to enrolment • Benchmark detail and table
RISK IMPLICATIONS FOR ARA	Although tracking higher than last year (2019 enrolments) we are tracking lower against target.
RATIONALE FOR EXCLUDING PUBLIC	N/A.

ACADEMIC, INNOVATION AND RESEARCH (AIR) DIVISION – REPORT FOR COUNCIL



Executive Summary

After a well-earned break, colleagues are back and working hard to on-board learners for the 2020 study year. Final results sign off, teaching and learning plans and converting applications into enrolments are top on the list of priorities. It was great to see so many AIR colleagues (and a number of colleagues from other divisions) attend Kick Off Day at the end of January. Attendees gave strong praise of the quality workshops facilitated by their peers on the day. Coronavirus has added additional work, with many areas needing to look at delivery options for learners who may be unable to attend the first few weeks of their classes.

Key focus areas this month

- Kick Off Day
- Applications, Conversions and Enrolments
- Supporting learners in relation to Coronavirus

Students at the heart of everything we do	
Outcomes delivered during current reporting period	<p>Coronavirus Late January and early February a number of colleagues have been involved in ensuring regular communication and advice is provided to colleagues and learners about Coronavirus. Chinese International and Permanent Resident learners are all being contacted, and plans are being put in place to ensure Ara students are safe and can access study. The Ara Whakapiki Ako (AWA) team are also developing recommendations and resources for pandemic preparedness and for supporting distant learners.</p> <p>Applications, Conversions and Enrolments The Department of Trades, in association with the Customer Experience and Engagement Division has initiated a proactive and focussed approach to student absenteeism with the intention of reducing student withdrawals through sustained interventions. A register check will be conducted each morning and absent students will be contacted by phone immediately by members of the Student Services team. The immediate phone contact is aimed at early identification of factors hindering attendance and early intervention and support strategies being put in place.</p>

Scholarships

The Semester 1 scholarship round closed on 3 February, and we have received more applications than ever before: 356 applications from 226 unique learners (in 2019 we received 254 from 184 learners). Scholarship panels are now assessing the applications.

International Collaborations

A group of eight German automotive and mechanical engineering apprentices from OSZ Tetlow Fläming (vocational school) arrived in New Zealand last week for a four-week exchange, facilitated by Ara Institute of Canterbury's Department of Trades and organised by the German government-backed scheme 'Vocational Training Worldwide'. It's the first exchange to take place outside of Europe under the German vocational training scheme.



Visitors from Camosun College in Canada spent a week with Te Puna Wānaka colleagues in early February to explore a collaborative international indigenous leadership programme. Commonalities in challenges and some frameworks of thinking could lead to expanded perspectives shared and learned with up and coming leaders within their communities.

Open Day and Get Ready Sessions

Many colleagues attended the Open Day in Christchurch and Timaru on 30 January advising potential students of study options for 2020 or taking tours through our practical facilities.

	<p>In collaboration with the Engagement team, Get Ready or Information Sessions have been held for all intakes across the Department of Hospitality and Service Industries. This aligns to one of our first principles Whaka-whanaunga-tanga (building relationships first).</p> <p>Timaru Graduation A number of colleagues attended Graduation in Timaru on 13 February to celebrate the 72 learners graduating in person.</p>
Dynamic world class programmes and delivery	
Outcomes delivered during current reporting period	<p>Research The 2020 Research Booklet (Research Kōrero) has been drafted and is close to production. We expect this to be finalised and ready for print in March. This is a follow-up to the 2019 version of this booklet and showcases the research stories of 10 Ara colleagues, and also highlights the research project of our first Master of Nursing thesis student.</p> <p>Product Developments Approximately 20 programmes are currently undergoing development, including the external Healthscope courses. See details at the end of this report in Appendix One.</p> <p>New Departments The Department of Nursing, Midwifery and Allied Health (NMAH) have been split into two Departments.</p> <ul style="list-style-type: none"> • Health Practice (HPR) <p>Includes the Nursing, Midwifery and Medical Imaging suite of programmes. This new name was worked through in conjunction with colleagues and the other new department and reflects the general area of interest and enables growth and expansion. The team are working with Marketing to ensure that the change has minimal if any impact on students and future applicants.</p> <p>The Head of Department (HOD) position for this Department has been advertised and short listed. Presentations and interviews are being held the week of the 17 February. Four new managers at Level 400 have been advertised and short listing is due to be completed by the end of the week.</p> <p>Welcomed students across all programmes for 2020 and teaching and learning is well underway.</p> <ul style="list-style-type: none"> • Applied Sciences and Social Practice (APS)

This includes programmes in Musculoskeletal Health, Animal Science, Laboratory Science, Sport and Exercise Science, Nutrition, Social Services as well as Study and Career Preparation Level 4. Interviews have been held for the HOD position, and the role should be appointed to within the next few weeks. An Academic Manager has been advertised and will be recruited after the HOD role has been filled.

Healthscope

The first intake of Healthscope students into the New Zealand Diploma of Applied Science Level 5 are being enrolled, with the course due to start on 24 February.

Academic Teaching and Learning Framework

The newly developed framework is being workshopped in early February to gain feedback from teaching colleagues around the best ways to implement and embed excellent teaching practice.

Sāmoan Carpenter Qualifies Through Pacific Trades Partnership

Congratulations to Ma'aola Fiupepe, who is being celebrated as the first female carpenter to complete a qualification in New Zealand through the Pacific Trades Partnership (PTP), facilitated by the Ministry of Business, Innovation and Employment. Ma'aola moved from Sāmoa to Christchurch last year to work towards a Certificate in Carpentry through the Centre of Assessment of Prior Learning at Ara.

Technology Enhanced Learning Updates

The AWA team have worked with departments on a number of technology activities, including:

- Implementing the latest version of Endnote (X9) and updating related subject guides. EndNote is reference management software that allows learners to store, manage, organise and search references in a personal library. The latest upgrade has increased the shareability factor to allow greater collaboration between people. Nursing post grad students and other learners can now share their resources online through EndNote.
- Implementing mixed reality 'Visible Body' software into a Bachelor of Nursing course. Visible Body is an augmented reality app that learners can download to their own smart devices. The app allows learners to learn about anatomy and physiology by interacting with a 3D representation of the human body.
- Establishing a Networked Learning trial in collaboration with Florida Gulf State University. Last year, Dave Irwin and Dr. Jackie Salmond, a professor from Florida Gulf State University (FGSU) worked together to find a way for their two classes to discuss sustainability via Zoom. Dave and Jackie had several Zoom meetings to discuss their needs and do some planning, then they offered to their students the opportunity to participate in the

	<p>discussion. The collaborative sessions went brilliantly – students who participated were thrilled to discuss sustainability in their own context with an international peer. According to Dave, <i>“The ZOOM discussions with the Florida Gulf Coast students were wonderful. Our Ara students talked about the stimulation they discovered in processing both what they had learnt in face to face classes, as well as new material researched by them in response to the questions posed by the FGCU students. Learners also suggested contextualising issues in local places in ways that impacted on the learners themselves made the problems seem more grounded.”</i></p> <p>We are keen to expand the number of teachers involved in this cross-institutional relationship, and so is FGSU. This year, we’re hoping to find about six level 7+ teachers who are interested in participating in collaborative online international learning as Dave did last year.</p> <ul style="list-style-type: none"> • Establishing a Learning Technologies User Group. AWA are establishing a Learning Technologies User Group to provide a channel for community support and engagement for teachers using learning technologies. The group will share best practice, inform decisions made on new learning technologies and software, and will be involved in piloting and testing of new technologies. • Completing and publishing the Moodle Tour for students. The Moodle Tour is a step by step simulation of the Moodle interface and tools (e.g. Moodle Assignment drop box, plagiarism checker Turnitin, and forum activities) frequently used by learners when interacting with Moodle. This resource provides a visual introduction and instructions in the use of Moodle to new and returning learners. • Commencing roll out of a Moodle plugin (H5P) that will allow teachers to develop high-quality, engaging learning activities on Moodle • Developing a scoping document for the Te Kete Review project • Preparing to support a Mixed Reality lab, which will open its doors mid-March.
High performing customer focused teams	
Outcomes delivered during current reporting period	<p>Kick Off Day Semester 1 2020</p> <p>Approximately 400 colleagues attended AIR Kick Off Day on 29 January. The day included a celebration of 2019 success led by Deputy Chief Executive AIR George Nelson, a Te Kāhui Manukura (TKM) Panel, a quiz, and participants could choose two workshops from 39 on offer including: Embedding Pasifika Cultural Capability, Improving my Student Learning Experience, What Makes a Great Leader, Growing Research Value at Ara and Creating and Implementing Quality Online Activities. Overall feedback from the day was very positive, with colleagues enjoying the opportunity to connect, collaborate and be inspired by their peers.</p>

	<p>Southern Campuses</p> <ul style="list-style-type: none"> • Southern Campuses Manager and HODs Trades and Hospitality and Service Industries are working on approach for the management of student/staff items for Southern Campuses based on what we all learnt in 2019. This will focus on improving the manner in which we support/work together and manage the teams. <p>Design Thinking</p> <ul style="list-style-type: none"> • In order to grow the use of innovative practices and design thinking at Ara, a video has been produced demonstrating what we achieved with Design Thinking in 2019. • A repeat performance of the Design Dash was held as a workshop at Kick-Off Day connecting colleagues and TKM with the five solutions, outcomes and actions as a result of applying Design Thinking principles and activities to a specific problem within Hospitality and Service Industries. All five solutions are aligned with the Framework for Māori Achievement, and support areas for improvement in Programme evaluations. Further work to support this approach across the organisation is underway. • Work is underway with a number of Managers across Ara who are seeking to incorporate Design Thinking into their area, team, project or challenge. • A number of commercial opportunities are being worked on for external Design Thinking delivery with Vodafone, Ashburton Economic Development Manager, and Ashburton Agricultural Sector. <p>Long Service</p> <ul style="list-style-type: none"> • The Division recognised Selena Chan, who celebrated her 40th anniversary at Ara in late January. Selena made final edits on her book “Learning a Trade” in preparation for publication.
Investment decisions that deliver a sustainable future	
Outcomes delivered during current reporting period	<p>Self-Assessment</p> <p>Hospitality and Service Industries held their annual Programme Evaluation (PE) day in Ashburton Campus on Friday 24 January. Colleagues were identified prior as facilitators. In preparation they undertook facilitation, data and PowerBI training sessions with the Academic Quality Advisor in November/December 2019. Outcomes and evidence compiled from this day contribute to the Department PE report and creates individual portfolio implementation plans for 2020. All other Departments are scheduling Programme Evaluations for February/March.</p> <p>Innovation</p> <ul style="list-style-type: none"> • The Global Design Innovation Symposium proposal for 2022 in Christchurch was pitched to ChristchurchNZ late December 2019.

- Development of the Ara Marketplace concept and bringing together external parties is ongoing.
- We have established a community partnership with Dorenda Britten Ltd for delivery onsite at Ara of the Designing Solutions for the 21st Century workshop. This workshop will form part of an Ara offering to the Ashburton Council and Agricultural sector, as well as the Timaru business sector.

Te Ōhaka

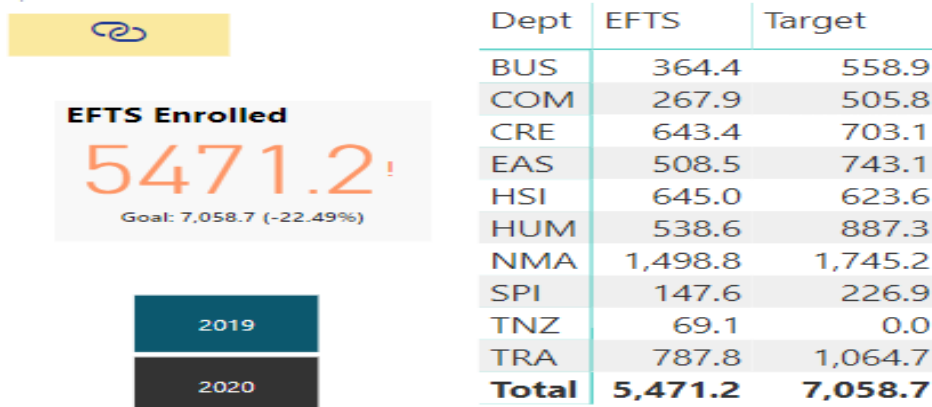
- We are communicating and aligning the 2020 Te Ōhaka Strategy and activities with Ara wide events and activities, e.g. Freshies week and Kick-Off Day, and also this year for the first time to Timaru, and Ashburton.
- Te Ōhaka success story – Mia Hopping, a third-year architecture student who won the Spring Sprint has gone on to launch her idea as a small business, as well as studying at Ara full-time and working part-time.

Summary of financial performance

2020 EFTS Tracking as at 11 February

- Overall applications (active, unsuccessful and converted) are tracking slightly behind 2019 at the same time (13,067 vs 13,692).
- Enrolments are tracking ahead of the same time last year (5,471.2 vs 5,034.0).
- Some intakes in Timaru have been cancelled due to low enrolments. Learners have been offered places in other programmes or locations; in the case of 3 cancelled programmes in HSI this has led to the achievement of better than normal numbers for the Level 4 Cookery programme. There have been some media enquiries which at the time of writing had focussed on outdoor education. Responses have been provided which outline the process followed to arrive at the final decision.

Enrolments 2020



**Appendix 1:
Phase 2 Design - Programmes Currently in Design and not yet approved**

Prog Code	Programme Title	Delivery for	Notes
NZ3420	NZ Cert in Performing Arts (Level 4)	Feb-21	New Programme - Initial stages of development
CH3714	Bachelor of Broadcasting Communications	Feb-21	Reapproval - Development team meeting with Design Critique first stage
CH3757	Bachelor of Medical Imaging	Feb-21	Reapproval - Initial stages of redevelopment

(Note: A number of programmes are currently at the Pending Stage of Phase 1 awaiting TKM approval to move to Phase 2)

Phase 3 and 4 - Programmes Fully Approved and now in Development and Delivery Phases

CH4077	Master of Creative Practice (Level 9) (180 credits)	Feb-20	New Programme - most of delivery readiness checklist completed.
CH4076	Postgraduate Diploma in Creative Practice (Level 8) (120 credits)	Feb-20	
NZ3766	NZ Diploma in Outdoor and Adventure Education (Level 5)	Feb-20	Replacement - Working with Dept on assessments and marking schedules
CH4025	Bachelor of Sustainability and Outdoor Education	Feb-20	Reapproval - Everything in place ready for teaching
CH4032	Graduate Diploma of Sustainability and Outdoor Education (common delivery with BSOE)	Feb-20	
NZ3049	New Zealand Certificate in Te Reo Maori (Te Kaupae) (Level 6)	Feb-19	Replacement - still working with department on materials
NZ2887	NZ Diploma in Pregnancy, Childbirth and Early Parenting Education (Level 5) 120 credits	Feb-20	New Programme - Working with department on delivery readiness check
CH3890/CH4052	Graduate Certificate in Nursing and Graduate Diploma in Nursing	Feb-20	Reapproval - Individual tutors to work with Ed Developer if help required with assessments.
CH4075	Master of Nursing	Feb-20	Reapproval - Programmes are now fully approved and ready for delivery
CH4072	Postgraduate Certificate in Health Science	Feb-20	

CH4073	Postgraduate Diploma in Health Science	Feb-20	
CH4074	Master of Health Science	Feb-20	
NZ2552	New Zealand Diploma in Applied Science (Healthscope)	Feb-20	Programme Change - Healthscope project. Working with department on Moodle site
CH3866	Bachelor of Information and Communication Technologies	Feb-19	Reapproval - Delivery underway. Working on project closure report
CH3880	Graduate Diploma in Information and Communication Technologies	Feb-19	
CH4070	Graduate Certificate in Building Information Modelling (Level 7)	Jul-19	New Programme - Ed Developer still working with Dept on remaining issues. Discussed the delivery readiness report.
CH4071	Graduate Diploma in Building Information Modelling (Level 7)	Jul-19	
NZ2115	Certificate in Commercial Barbering L4	Feb-20	Replacement programme - Working on Project closure report now.
NZ3445	NZ Diploma in Beauty Therapy L5	Feb-20	Replacement programme - Dept engagement excellent - ready for delivery and sign off of delivery readiness report.

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	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 Quality of:</i></p> <ul style="list-style-type: none"> <i>The Academic Board meeting was held on 7 November 2019.</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)	1. That the Academic Board report be received.
LINK TO ARA STRATEGY	High Performing Organisation.
KEY ISSUES IDENTIFIED	Nil.
FINANCIAL IMPLICATIONS FOR ARA	
RISK IMPLICATIONS FOR ARA	
RATIONALE FOR EXCLUDING PUBLIC	N/A

1 Assessment Practice Project

The review of assessments in the Humanities and Business departments is now complete. A number of areas were identified for improvement. These will be addressed through the Department Programme groups, and actions and outcomes monitored by the Portfolio Assurance and Academic Risk sub-committee of Academic Board.

2 Self-Assessment

The Internal Evaluation report has been made available through Infoweb for all colleagues. Areas of best practice and continuous improvement recommendations will be discussed at the Department Evaluation groups. Academic Quality is currently working with a number of departments to further develop self-assessment capability. Workshops are being held across Ara in relation to 2020 Degree Monitoring and Programme Evaluations.

3 Degree Monitoring reports

Degree Monitoring reports were received for the following programmes:

- Bachelor of Construction
- Bachelor of Architectural Studies

The department are considering replacing the monitor for the Bachelor of Architectural Studies given that he has been with us for three years. This degree received very positive feedback on the calibre of the final year work completed by Ara students, being as good, if not better than other institutions.

4 Sub-Committee reporting

Annual evaluative reports were received from the following sub-committees of Academic Board:

- Evaluation and Review
- Portfolio Assurance and Academic Risk
- Teaching and Learning
- Research
- Postgraduate Board of Studies

All committees reported an improvement in outcomes due to a change in membership, and an improved focus on strategic priorities. The Terms of Reference for all sub-committees have been updated to ensure there are formal mechanisms for reporting to/from the department groups.

2020 Council Work Programme

as at 18 February 2020

Month	Topics	Notified Non-availability
January	28 Council Meeting (Christchurch)	
February	11 RoVE Response Programme Committee (RRPC)	
	13 Graduation (Timaru – Parade 12 noon, Ceremony 2 pm)	
	17 Council Audit and Risk Committee	
	18 Chief Executive Remuneration and Performance Review Committee	
	24 RoVE Response Programme Committee (RRPC)	
	25 Council Meeting (Christchurch)	
March	9 Council Audit and Risk Committee	
	17 Council Campus Redevelopment Committee	
	24 Council Audit and Risk Committee	
	27 Christchurch Autumn Graduation (10.00 am and 2.00 pm ceremonies)	
	31 Council Meeting (Christchurch)	

Council meeting timings

10.30 am – 11.00 am Council only time

11.00 am – 3.00 pm Council meeting

Council and Committee meeting venues

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

Timaru – Room TA210, Council Room, Timaru Campus

Waitangi Day – Thursday 6 February
 Otago Anniversary – Monday 23 March
 Good Friday – 10 April
 Easter Monday – 13 April
 Easter Tuesday – 23 April
 ANZAC Day observance – Monday 27 April
 Queen's Birthday – Monday 1 June
 South Canterbury Anniversary Day (Timaru campus closed) – Monday 28 September
 Labour Day – Monday 26 October
 Canterbury Anniversary/Show Day (Christchurch campuses closed) – Friday 13 November

Media Report January 2020

15 January

Ara Institute Timaru campus adds counsellor to pastoral care team

<https://www.stuff.co.nz/timaru-herald/news/118767395/ara-institute-timaru-campus-adds-counsellor-to-pastoral-care-team>

20 January

Nursing graduates flock to Timaru Hospital

<https://www.stuff.co.nz/timaru-herald/news/118906353/nursing-graduates-flock-to-timaru-hospital>

23 January

New street art turns heads

<https://www.thewanakasun.co.nz/news/12084-new-street-art-turns-heads.html>

27 January

Female carpentry graduand breaking down gender barriers

<https://www.ara.ac.nz/news-and-events/news/female-carpentry-graduand-breaking-down-gender-barriers>

28 January

Ara to welcome visitors to January Open Day

<https://www.ara.ac.nz/news-and-events/news/ara-welcomes-visitors-to-january-open-day>

28 January

South Canterbury District Health Board planning for coronavirus

<https://www.stuff.co.nz/timaru-herald/news/119098571/south-canterbury-district-health-board-planning-for-coronavirus>

29 January

English lessons for Christchurch mosque community will cost more than \$100,000

<https://www.stuff.co.nz/national/education/119069784/english-lessons-for-christchurch-mosque-community-will-cost-more-than-100000>

29 January

Ara Institute of Canterbury's Timaru campus looks to raise enrolment numbers

<https://www.stuff.co.nz/timaru-herald/news/119093115/ara-institute-of-canterburys-timaru-campus-looks-to-raise-enrolment-numbers>

30 January

Asbestos discovery adds \$560k to cost of Ara's building demolition

<https://www.stuff.co.nz/the-press/business/the-rebuild/119142402/asbestos-discovery-adds-560k-to-cost-of-aras-building-demolition>

30 January

Wood chips in to help Ara Timaru cut out emissions and expenses

<https://www.stuff.co.nz/timaru-herald/news/119088054/wood-chips-in-to-help-ara-timaru-cut-out-emissions-and-expenses>

30 January

Coronavirus update from Ara

<https://www.ara.ac.nz/news-and-events/news/coronavirus-update-from-ara>