Notice of Meeting

A meeting of the Ara Council will be held:

on   **Tuesday 28 January 2020**

at   **11.00 am**

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

COUNCIL MEETING AGENDA

Tuesday 28 January 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 26 November 2019 *Note: no public meeting in November*	
2) For Discussion	11.10	**MONTHLY REPORTS**		
		2.1	**Chief Executive** a Establishment Unit/NZIST Transition Update b Health and Safety c Sustainability (Development and Actions)	Attached Attached
3) For Information	11.30	**MONTHLY REPORTS**		
		3.1	**Chair**	Verbal
		3.2	**Trustees**	Verbal
		3.3	**Sub-Committee Reports**	
		a	**Academic Board** *Note: no meeting held in December 2019*	
		b	**Council Audit and Risk Committee** *Note: no meeting held in December 2019*	
		c	**Council Campus Redevelopment Committee** *Draft meeting minutes – 11 December 2019*	Attached
		OTHER		
		3.4	**2020 Council Work Programme**	Attached
		3.5	**Media Report**	Attached
		3.6	**2019 Annual Report**	Attached
4) General Business	11.55			

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	12.00pm	**5.1 Handover Planning**	[s9(2) (f), (i), (j)]	Verbal
6) Meeting Business	1.30	**6.1 Confirmation of Council Minutes (Public Excluded)** Meeting held Tuesday 26 November 2019 a Approval of minutes b Matters arising c Action List	[s9(2) (f), (i), (j)]	Attached
7) For Discussion	1.45	**MONTHLY REPORTS** **7.1 Chief Executive – Public Excluded** a Health and Safety	[s9(2) (i), (j)]	Attached
8) For Information	2.15	**MONTHLY REPORTS** **Subcommittees and Other**		
		8.1 Trustees	[s9(2)(i), (j)]	Verbal
		8.2 Council Audit and Risk Committee Public Excluded *Note: no meeting held in December*	[s9(2)(i), (j)]	
		8.3 Council Campus Redevelopment Committee – Public Excluded *Draft meeting minutes – 11 December 2019*	[s9(2)(i), (j)]	Attached
		8.4 RoVE Response Programme Committee – Public Excluded *Draft Meeting Minutes– 11 December 2019*	[s9(2)(i), (j)]	Attached
9) General Business	2.55 pm			
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)				
10)	3.00 pm	Poroporoaki		

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

Seek distant horizon to reach your potential

Haere mai e te iti
Haere mai e te rahi

Come one,
Come all

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

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

Hei tikitiki mōhou
Mō tātou e

To strive for excellence
for all

Haere mai kia kapohia
ngā kai a ngā tīpuna

Come and take hold of
the knowledge of our ancestors

Kua tau tō waka ki Ara e

You have arrived in our midst.

Ara Council **28 January 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	- To provide an accurate and up to date register of disclosures of conflicts of interest of the Ara Council members. - Since the September Council meeting, there has been one amendment: ❖ Deputy Chair: removal of Specialised Structures Advisory Board (Director). - Annual declaration forms to be checked and signed off by each Council member at the first meeting of the year.
RECOMMENDATION(S)	1. Council to check the information on the register is accurate and current. 2. Annual Conflict of interest forms to be checked by individual Council members, signed and returned to the Council Secretary.
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 20 January 2020

Council Members

Janie Annear Deputy Chair *[Term: 01/01/16 -30/04/20]*	• Janie Annear Consulting (Director) • Local Government Commissioner • Westhills Forestry Ltd (Shareholder) • Rosehill Trust (Trustee) • Timaru Holdings (Partner)	• Injury Management (Owner)
Thérèse Arseneau (Chair) *[Term: 01/05/17 -30/04/21]*	• ChristchurchNZ (Chair and Director) • Christchurch Symphony Orchestra (Chair and Trustee) • J Ballantyne and Company Ltd (Director) • Elder Family Trust (Trustee)	• Therese Arseneau Consulting Ltd (Director and Shareholder) • Regenerate Christchurch (Chair)
Jeremy Boys *[Term: 01/01/16 -30/04/20]*	• Opuha Water Ltd (Director) • JW&AM Boys Family Trust (Trustee)	
Jane Cartwright *[Term: 01/05/14- 30/04/20]*	• Ara Foundation (Trustee) • Brackenridge Estate Limited (Chair) • Health Practitioners Disciplinary Tribunal (Member) • Nurse Maude Association (Chair – Clinical Quality & Risk Committee).	• Canterbury Clinical Network (Independent Advisor) • Cartwright-Newton Family Trust (Trustee) • JC Ltd (Director)
Elizabeth Hopkins *[Term: 01/05/14- 30/04/20]*	• Ara Foundation (Trustee) • Hi-Aspect (Chair) • Hopkins Partnership (Director and Shareholder) • University of Canterbury (Employee)	• Ministry of Business, Innovation and Employment (MBIE) Science Board (Board Member)
John Hunter CCRC Chair *[Term: 01/05/14- 30/04/20]*	• Hunter York Family Trust (Trustee) • Nelson Bays Primary Health (Chair) • PHO Alliance (Executive member)	
Melanie Taite-Pitama *[Term: 01/03/17- 28/02/21]*	• Tuahiwi Education Ltd (Director/Shareholder) • Tuahiwi School Board of Trustees (Member) • Taite Family Trust (Trustee) • Rangiora High School (Advisor to Board of Trustees)	

Council Officers

Tony Gray Chief Executive	• Ara Foundation (Trustee) • Hurford Trust (Trustee) • Ōtautahi Education Development Trust (Trustee) • TANZ Accord (Chair) • TANZ Ltd (Director)
Te Marino Lenihan Kaiārahi	• 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)
Christina Yeates Governance and Strategy - Senior Administrator	• Nil

Ara Council **28 January 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 regular updates on the developments occurring towards the 1 April 2020 transition to NZIST.
RECOMMENDATION(S)	That the Chief Executive's Report be received.
LINK TO ARA STRATEGY	The RoVE and its component NZIST Charter have been included in Ara's Strategic Focus Areas for 2020-2021.
KEY ISSUES IDENTIFIED	-
FINANCIAL IMPLICATIONS FOR ARA	-
RISK IMPLICATIONS FOR ARA	-
RATIONALE FOR EXCLUDING PUBLIC	NA

Chief Executive's Report

1   Establishment Unit / NZIST Transition Update

1.1   ITP Council Chairs and CEs Hui – 5 December 2019

The ITP Council Chairs and CEs hui on 5 December 2019 at Ara's Manawa campus was the first combined meeting since the RoVE announcement at Parliament in February 2019.

Main hui business included updates on work undertaken and in progress from the Establishment Unit and other agencies – NZQA, TEC and MoE.

a   **Establishment Unit**
     i   Development of 10 workstreams and the Mobilising the New World activity including:
- Learner journey map
- Employer and community engagement
- Education products and services
- Work-based learning development
- New academic architecture
- Online arrangements
- International education

       All reports are due to the Establishment Board by end of January 2020

     ii   In addition, EoI for subsidiary board membership and NZIST headquarters were due before Christmas

     iii   Potential release of NZIST "Brand Story" early in 2020

b   **NZQA**
     i   Mainly looking at regulatory and legal environment for NZIST subsidiaries
     ii   Administration for approvals and accreditation
     iii   Rules governing development of programmes and qualifications
     iv   New look EER – limited scope

c   **TEC**
     i   Development of CoVEs (Primary Industry and Construction)
     ii   ITO transition arrangements
     iii   Development of WDCs – how many, etc (we now know seven)

d   **MoE**
     i   Membership of Te Taumata Aronui – announcement prior to Christmas
     ii   Undertaking detailed reading of the Bill for next Parliamentary stage including recommendations of the Education and Workforce Select Committee
     iii   Work on the "Unified Funding System"

1.2 Council Chairs/CEs Teleconference with NZIST EB Chair and EU Interim CE – 20 December 2019

a NZIST Head Office
EoI for head office's location due; short list announced in New Year.

b Capitalisation of NZIST
EB Chair provided a high-level summary on where they are at on establishing the funding needs of the group ITP.

c Directors
EoI for directors of subsidiary boards due on 7 January 2020. Expecting high level of interest (6,000 hits on website re applications; 50 applications already in). Interviews late January/early February. Decisions made in advance of 1 April 2020.

d Roadshow
EU CE-led roadshow to visit ITPs in the New Year. Want to meet extensively with staff, students, and stakeholders. Some dates for diaries due before Christmas.

e CEO NZIST
One round of interviews completed; more to do. EB Chair confirmed that they had not yet found 'the right candidate'.

f Name and brand
Work has been done on new name/brand for combined entity. Minister received a briefing and is particularly excited by the "brand story". Three short-listed names will go out for consultation. Existing brands will continue in the interim.

1.3 Council Chairs/CEs Teleconference with NZIST EB Chair and EU Interim CE – 17 January 2010

a Operational Day 1
 Interim transition structure (2020) available late March 2020

b Secondee contracts for Establishment Unit and NZIST for 1 April 2020

c Day 1 – NZIST information by end of March 2020

d The Bill – parliamentary website – Select Committee recommendations
    i Mid-March enacted
    ii Subsidiary board 6-8 members
    iii Consultation with Māori to be increased
    iv Reconfirmation of VET, degree and post graduate
    v Academic freedom clarified
    vi NZIST staff/student/Māori advisory groups to be developed
    vii Drafting errors for capital projects
    viii Student visas under an ITP continue as is under subsidiaries
    ix NZIST and ITPs capital issues able to progress with Secretary of State Services permission being reviewed
    x Equity added as a core principle of the Bill

e Subsidiary Board Directors
    i 370 applicants for 90 roles – good Pasifika, patchy Māori applications
    ii 10-12 per ITP – short list completed

iii   Selection of Chairs/Deputy Chairs to be part of interview process

iv   No "intention" to work with CEs re subsidiary board appointments – this may be re-thought

f   CE appointment

      Good progress but appointment outside original timeframe

g   Funding

i   Proposed transition activity – package regarding funding presented to Minister (Treasury)

ii   Appetite for transition funding envelope through to 2022 to achieve greater certainty during transition – decision late February/early March

iii   Capitalising the Group for Day 1 – discussions underway

h   Year end 2019 numbers – let Barry Jordan know, unexpected news!

i   Communications

      Friday 17 January 2020 was the last fortnightly teleconference update – to be replaced with email communications

j   Non-negotiable decisions applying to subsidiaries re delegations are on their way

k   Roadshow

i   Sessions start 30 January 2020 and completed 14 February 2020

ii   Will look to provide pre-roadshow info

iii   Updates on work so far

iv   Next developments

v   Branding story

vi   Not a general public meeting – more along the lines of "consultation" stakeholder involvement

Tony Gray
Chief Executive

Ara Council **28 January 2020**	**Agenda Item**			**2.1c**
	Decision Item	Discussion Item	**Information Item**	
PUBLIC	**Presented by**			Tony Gray

ARA COUNCIL REPORT SUMMARY	
TITLE OF REPORT	**Sustainability – Developments and Actions**
BACKGROUND AND PURPOSE	A proposed new item for 2020 Council papers.
RECOMMENDATION(S)	Council to agree (or otherwise) the inclusion of a report on Sustainability at Ara.
LINK TO ARA STRATEGY	Linked to all aspects of Ara's Strategic Focus Areas for 2020-2021.
KEY ISSUES IDENTIFIED	Initially an update on some of the key sustainability developments and actions in various teams across Ara.
FINANCIAL IMPLICATIONS FOR ARA	-
RISK IMPLICATIONS FOR ARA	-
RATIONALE FOR EXCLUDING PUBLIC	NA

Facilities Management

Sustainability Initiatives

Please find below list of Facilities Management Sustainability Initiatives

Energy
- Solar Panels
    - More then 440Mwh of energy produced since installed in August 2017, at 20c/kWh this energy equivalent to $88,000 and save 75 tons of carbon emission.
- Biodiesel
    - B20 Biodiesel boiler blend is used (i.e. 20% part of the diesel is renewable and lets off fewer emissions)
- Timaru boiler switched to use wood pellets instead of coal
- Purchasing Electricity from Meridian Energy, which generates power from 100% renewable energy sources.
- Regular Maintenance and Upgrades
    - Jazz Block air conditioning
    - ALX Block chiller
    - Trades new LPG boiler
    - Ongoing replacement of old fluorescent tube lights with new and efficient LED lights
- Energy Management and optimisation via BMS that measure, monitor and control energy usage at HVAC, boilers, heat pumps and chillers
    - For 2018, the floor area of Madras Street Campus was increased from 61,023 m2 to 70,4091 m2 but it's energy usage per square meter ($/m2) decreased from $30.46/m2 to $24.68/m2. This translates to a saving of $407,928.74.

    See Appendix 1 for further details

Other potential initiatives
- CEMARS certificate
- Looking for options to integrate timetabling/room booking system with the BMS to further improve usage to air conditioning and heating usage in classrooms and staff areas.

Capital Works Programme

- Sustainability is planned into all CWP projects. Sustainability is treated as a stakeholder during project planning and delivery.

- DL lecture theatre refurbishment has sustainable practices at its heart. All seating and frames are being refurbished and re-upholstered rather than replaced with new items. This gives both financial and environmental benefits. Electrical usage will be greatly reduced by the new Daiken air conditioning system (connected to our BMS) and all lights being replaced with LEDs. All the gas from the decommissioned air conditioning system was recovered.

Capital Works Programme (continued)

- There is also a further sustainability benefit of significantly reduced maintenance on these items.

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- Photovoltaic systems are evaluated for each ne build project. Two different photovoltaic systems are being evaluated between Kahukura (K Block) and Te Kei (G Block). Kahukura has a 138kWp "single peak" North facing system. This is to be compared to Te Kei "twin peak" East/West facing system. Both systems are connected into the Ara Madras Campus power supply main, therefore on low usage days with K & G Buildings, excess electricity is shared to other buildings.

- C Block demo. The energy required to heat old C Block is more than the new G & K Blocks combined. The whole of C Block was consuming over $200,000 per year in energy for heating and lighting. There will be a significant reduction in energy usage to be quantified after demo. Timber, bricks, metals wires are all separated and recycled during the demolition, with an expected 80% recovery in clean areas.

- Carpark refurbishment project. Sustainability and economic drivers combined in the delivery method for this project. Rather than remove all the old fill on site and replace with new material, this project used the Mill & Stabilize technique. A special machine grinds up the existing fill material and adds small amounts of cement as it lays the base course. Net result is less digging, significantly less material carted to and from site and a lower overall cost.

Operational
- **Waste Management**
  - o Food scrap bins throughout Ara
  - o Changed accommodation waste bins from 2 x 4.5 cubic meter bins to several smaller 660 litre wheelie bins to encourage better usage.
  - o Upgraded the Waste and Recycling bins in high use areas from small old fashion design to a larger modern colourful design which matches bins used in other high use areas such as the Christchurch Airport. (Usage Recognition)

- **Cleaning**
  - o OCS use Bio-Zyme based products. Bio-Zyme is a non-toxic, biodegradable environmentally friendly, deodorising agent, which augments biological action.
  - o OCS are only using two products to keep waste to a minimum.

- **Contractors**
    - National Decorators take any unused paint back to Resene for recycling.
    - PG Painters label and store the unused paint we use for repair work so it can be used again for future work
    - Where practical our building contractors reuse material.

- **Maintenance Team**
    - Where possible we recycle materials so they can be repurposed or reused in another location e.g.:
        - Door hardware
        - Pin Boards
        - Whiteboards
        - Ceiling tiles
    - In the basement we keep a supply of doors and other building materials so they can be reused if feasible to do so.
    - Where we can scrap metal is recycled.

- **Decants**
    - We are now disposing of end of life furniture in a more sustainable way, for example an old table would have its tabletop removed and dumped, and its steel legs would be recycled as scrap metal. Cash back to Ara.
    - Any furniture of a reasonable standard now resides in the basement and can be sold to Ara staff.
    - Two Electric Vehicles have been purchased, reducing emissions, put to good use for Staff travel.
    - Vehicles now have GPS systems which help FM/Ara keep track of their usage/efficiencies, can make sure they are utilized in the best possible way. This can affect/reduce the rentals we hire as we now know the availability of each one.

Appendix 1

Timaru campus boiler -
Switching to wood pellet from coal

Sustainability In Operation

- Timaru Campus is *mitigating about 250 tonnes of CO_2 every year* after converting its main heating system from coal to wood pellet .

- *Burning wood is clean and free from toxic heavy metal* such as lead, mercury and cadmium which are released otherwise on burning coal.

- *Reduction in green house gas emission :* Nitrogen oxide by 60% and Sulphur dioxide by 94%.

- Unlike coal, wood pellet is a *renewable source*

Boiler at Timaru Campus

Using Bio-Diesel as boiler fuel to lower emission

Sustainability In Operation

- *Bio-Diesel/Bio-Fuel* is a liquid which *is made from vegetable or plant-based oil*. Sometimes made from used vegetable oil from deep fryers.

- At Ara, *we use B20 Bio Boiler blend* which consist of 80% mineral diesel and 20% Bio-Diesel.

- It lets off fewer emissions, reduces release of harmful toxins and is less likely to self-combust hence safer to store.

Solar energy on campus

- **Solar Electricity :** Ara has grid tied roof top solar PVs at its Christchurch Campus
  - Total 138 KWp system at K Block and 20 KWp System at G Block
  - The system has produced more than 440 MWh since installed in 2017 year (i.e. $88,000 @ 20c/kWh)
  - Avoided more than 75 tons of carbon emission in electricity.
- **Solar Heating :** Ara also utilise Solar Energy for domestic water heating.

Scan QR code with your smartphone to view our PV Dashboard

K -Block PVs

G -Block PVs

Energy management to reduce campus energy usage

- Reduce energy usage across campus by :
  - **Scheduling optimisation :** Match the operation of HVAC system with building occupancy
  - **Holiday Shutdown :** Shutting down non-critical systems during holidays to save energy.
  - **Comfort band implementations:** Preventing excessive heating and cooling with dynamic uniform temperature set points that improves occupant comfort.
  - **Regular maintenance and check:** Preventive maintenance approach and regular checks on building equipment to ensure it is performing efficiently all year long.
  - **Improving Building Energy performance:** Hot water heat pump instead of boiler, efficient LED lights instead of fluorescent, Building Management System(BMS) to monitor and optimise building energy usage.

Ara Council Campus Redevelopment Committee Minutes

11 December 2019

Minutes of a meeting of the Ara Council Campus Redevelopment Committee held on Wednesday 11 December 2019 at 10.30am in Room L233, City Campus and via videoconference to Room TA210, Timaru Campus.

1 Welcome

The Chair opened the meeting welcoming the Committee.

2 Meeting Business

2.1 Attendance

a   Voting Members
John Hunter (JH) (Chair), Janie Annear (JA) via videoconference, Tony Gray (TG) and Darren Mitchell (DM).

b   Non-Voting Members
Nil.

c   In Attendance
Colin King (Manager, Project Office) (CK), Grant McPhail (Manager, Facilities) and Karen McVicar ((Acting) Minute Secretary).

2.2   Apologies
Nil.

3 Disclosure of Conflicts of Interest

Nil.

4 Confirmation of Minutes

4.1 Minutes of Council Campus Redevelopment Committee meeting of 19 November 2019

*It was **resolved** that the Minutes of the Council Campus Redevelopment Committee meeting held on 19 November 2019 be approved as a correct record of proceedings at that meeting and be signed by the Chair accordingly.*

D Mitchell/Tony Gray   Carried

4.2 Business Arising out of the meeting

Nil.

5   General Business

Nil.

6   Public Excluded

10.40am

*It was **resolved** that the public be excluded from the remainder of the meeting.*

J Hunter/Darren Mitchell   Carried

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

6.1	Minutes of Meetings of 19 November 2019 – Public Excluded	[s9(2)(f),(i),(j)]
6.2	Business Arising from previous Public Excluded Minutes	[s9(2)(i)(j)]
6.3	Regional Master Plan	[s9(2)(i)(j)]
6.4	C Block	[s9(2)(i)(j)]
6.3	Project Management Office Capital Works Programme Report	[s9(2)(i)(j)]

This resolution was made in reliance on s48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interests protected by s9 of the Official Information Act 1982 which would be prejudiced by the holding of the proceedings of the meeting in public. The section of the Official Information Act which applies is shown beside each item considered while the public was excluded:

- *Matters involving confidential information about an identifiable person*
  [s9 (2)(a)] – Protect the privacy of natural persons, including that of deceased natural persons
- *Submissions to Parliament and other formal advice*
  [s9(2)(f)] – Maintain confidential conventions which protect political neutrality, and the confidentiality of communications and advice tendered by officials
- *Commercially sensitive financial data*
  [s9(2)(i)] – The Crown or any Department or organisation holding the information to carry out, without prejudice or disadvantage, commercial activities
- *Negotiations in progress with other organisations*
  [s9(2)(j)] – Enable a Minister of the Crown or any Department or organisation holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)

The Council moved back into open meeting.

There being no further business the meeting closed at 11.55am.

READ AND CONFIRMED   Chair: ....

2020 Council Work Programme

as at 21 January 2020

Month		Topics	Notified Non-availability
January	28	**Council Meeting (Christchurch)**	
February	13	Graduation (Timaru – Parade 12 noon, Ceremony 2 pm)	
	17	Council Audit and Risk Committee	
	18	Chief Executive Remuneration and Performance Review Committee	
	TBA	Council Campus Redevelopment Committee	
	25	**Council Meeting (Christchurch)**	
March	9	Council Audit and Risk Committee	
	TBA	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 October 2019

1 October

Meet Bella, New Zealand's first digital barista

https://www.stuff.co.nz/technology/116092412/meet-bella-new-zealands-first-digital-barista

4 October

Ara hosts Applied Business Education Conference

https://www.ara.ac.nz/news-and-events/news/ara-hosts-applied-business-education-conference

8 October

Create solutions to environmental challenges with a postgraduate degree in sustainability

https://www.studyinternational.com/news/create-solutions-to-environmental-challenges-with-a-postgraduate-degree-in-sustainability/

14 October

AI turns coffee machine futuristic

https://www.ara.ac.nz/news-and-events/news/ai-turns-coffee-machine-futuristic

17 October

Ara submission on the Education Amendment Bill

https://www.ara.ac.nz/news-and-events/news/ara-submission-on-the-education-amendment-bill

22 October

Disability no barrier to teaching English

https://www.ara.ac.nz/news-and-events/news/disability-no-barrier-to-teaching-english

23 October

Young Entrepreneurs honoured for achievements

https://www.ara.ac.nz/news-and-events/news/young-entrepreneurs-honoured-for-achievements

25 October

Instructor's dedication recognised with award

http://www.timarucourier.co.nz/news/instructors-dedication-recognised-with-award/

25 October

Inspiring young Māori minds at Ara

https://www.ara.ac.nz/news-and-events/news/inspiring-young-maori-minds-at-ara

21 October

Timaru educator Sash Nukada receives major outdoor education award

https://www.stuff.co.nz/timaru-herald/news/116747465/timaru-educator-sash-nukada-receives-major-outdoor-education-award

27 October

Legends of Tane and Rona used to inspire Māori teenagers to take up STEM subjects

https://www.stuff.co.nz/national/116959586/legends-of-tane-and-rona-used-to-inspire-mori-teenagers-to-take-up-stem-subjects

29 October

Wanted: 'Sophisticated' leader to head NZ's mega polytech

https://www.stuff.co.nz/national/education/116969565/wanted-sophisticated-leader-to-head-nzs-mega-polytech

29 October

Life at sea for beauty therapy graduate

https://www.ara.ac.nz/news-and-events/news/life-at-sea-for-beauty-therapy-graduate

30 October

Best of both worlds for dual enrolment students

https://www.ara.ac.nz/news-and-events/news/best-of-both-worlds-for-dual-enrolment-students

31 October

Scholarships at Ara benefit students across all career paths

https://www.stuff.co.nz/national/education/116979162/scholarships-at-ara-benefit-students-across-all-career-paths

31 October

Young student killed by truck while cycling to class

https://www.nzherald.co.nz/nz/news/article.cfm?c_id=1&objectid=12281112

Media Report November 2019

1 November

Students at Ara will be able to virtually deliver babies from next year

https://www.stuff.co.nz/national/education/117089799/students-at-ara-will-be-able-to-virtually-deliver-babies-from-next-year

1 November

VR Delivers New Teaching Era at Ara

https://www.ara.ac.nz/news-and-events/news/vr-delivers-new-teaching-era-at-ara

4 November

Timaru beautician wins award for work on cruise ships

https://www.stuff.co.nz/timaru-herald/life/117013807/timaru-beautician-wins-award-for-work-on-cruise-ships

4 November

Standing tall like a Totara

https://www.ara.ac.nz/news-and-events/news/standing-tall-like-a-totara

5 November

Altrusa's Christmas is Coming with gingerbread houses

https://www.stuff.co.nz/timaru-herald/life/117151001/altrusas-christmas-is-coming-with-gingerbread-houses

11 November

Why journalism matters

https://www.ara.ac.nz/news-and-events/news/why-journalism-matters

11 November

"There is no better architect than mother nature"

https://www.ara.ac.nz/news-and-events/news/there-is-no-better-architect-than-mother-nature

14 November

An engineer is a modern problem solver

https://www.ara.ac.nz/news-and-events/news/an-engineer-is-a-modern-problem-solver

19 November

Ara tutors to protest against tertiary sector disarray

https://www.stuff.co.nz/timaru-herald/news/117534083/ara-tutors-to-protest-against-tertiary-sector-disarray

20 November

Timaru protestors give away cupcakes to campaign for better funding at Ara

https://www.stuff.co.nz/timaru-herald/news/117556038/timaru-protestors-give-away-cupcakes-to-campaign-for-better-funding-at-ara

22 November

Far away dreams become reality

https://www.ara.ac.nz/news-and-events/news/far-away-dreams-become-reality

22 November

Contrasting collections at Pitch fashion show

https://www.ara.ac.nz/news-and-events/news/contrasting-collections-at-pitch-fashion-show

27 November

Fashion students' designs stand out like chalk and cheese

https://www.odt.co.nz/star-news/star-christchurch/fashion-students-designs-stand-out-chalk-and-cheese

Media Report December 2019

4 December

FIRANGI XI AND TAMIL PASANGA LEADING TEAMS IN ALL NATIONS CRICKET TOURNAMENT

https://www.indianweekender.co.nz/Pages/ArticleDetails/7/11389/New-Zealand/Firangi-XI-and-Tamil-Pasanga-leading-teams-in-All-Nations-Cricket-tournament

6 December

Canterbury team wins Young Enterprise Scheme 2019

https://www.ara.ac.nz/news-and-events/news/canterbury-team-wins-young-enterprise-scheme-2019

9 December

Social Work students shine at Ara's Maori and Pasifika awards

https://www.ara.ac.nz/news-and-events/news/an-engineer-is-a-modern-problem-solver

12 December

International School of English celebrates 30 years

https://www.ara.ac.nz/news-and-events/news/international-school-of-english-celebrates-30-years

19 December

Polytechs suffer another year of student decline

https://www.rnz.co.nz/news/national/405816/polytechs-suffer-another-year-of-student-decline

20 December

Starting out in the Ara entrepreneurial ecosystem

https://www.ara.ac.nz/news-and-events/news/starting-out-in-the-ara-entrepreneurial-ecosystem

Ara Council **28 January 2020**	**Agenda Item**		**3.6**
	Decision Item	Discussion Item	**Information Item**
PUBLIC	**Presented by**		Tony Gray

ARA COUNCIL REPORT SUMMARY	
TITLE OF REPORT	**2019 Annual Report**
BACKGROUND AND PURPOSE	To provide Council with the timeline for the production of the 2019 Annual Report.
RECOMMENDATION(S)	That the update on the preparation of the 2019 Annual Report be received.
LINK TO ARA STRATEGY	-
KEY ISSUES IDENTIFIED	• Timetable for 2019 Annual Report • Statement of Service Performance for 2019 Annual Report
FINANCIAL IMPLICATIONS FOR ARA	-
RISK IMPLICATIONS FOR ARA	-
RATIONALE FOR EXCLUDING PUBLIC	NA

2019 Annual Report

The 2019 Annual Report is in its development stage and being managed against the following timelines:

10 February	Final audit commences
10 February	Draft financial statements available for audit
10 February	SSP draft calculation available for audit
17 February	SSP draft commentary available for audit
2 March	Draft annual report (non-marketing version) available for audit
2 March	CARC meeting papers sent out (including draft annual report (non-marketing version)
9 March	CARC meeting (Audit NZ enquiries and discussion)
13 March	Draft annual report (marketing version) available for audit
24 March	Verbal audit clearance meeting
24 March	CARC meeting (Audit NZ verbal clearance and CARC recommend to Council
24 March	Council meeting papers sent out (including final annual report (marketing version))
31 March	Council meeting to adopt annual report
31 March	Audit opinion issued

Statements of Service Performance have been discussed and provisionally agreed with Audit New Zealand (see attached).

Tony Gray
Chief Executive

STATEMENT OF SERVICE PERFORMANCE

The purpose of the Statement of Service Performance (SSP) is to provide evidence of performance against non–financial targets. Measures included in the Statement of Service Performance include both those specified as performance commitments in the 2019-2021 Investment Plan, some other commitments agreed with TEC, plus some additional internal measures to provide a balanced view of performance. The measures from the Investment Plan are based on negotiations with the Tertiary Education Commission (TEC). Thus these reflect the outputs expected of Ara by the Ara Council and TEC.

The SSP includes best estimates for student related targets of course completion, qualification completion, progression and retention, based on internal student achievement data processed by XX XXX 2019. The final TEC confirmed results are not generally known until mid-2020.

	2018 Actual	2019 IP Target	2019 Revised Target	2019 Actual	Remarks
Enrolments					
SAC Level 1-2 EFTS enrolled	110	162	128		No change to 2018 A/R; In IP (in ILN section); based on IP target revised by 2019 budget
SAC Level 3+ EFTS enrolled	5523	5731	5901		No change to 2018 A/R; In IP; based on IP target revised by 2019 budget
International EFTS enrolled	854	658	840		No change to 2018 A/R; In IP; based on IP target revised by 2019 budget
ACE EFTS enrolled	127	n/a	127		No change to 2018 A/R; Not in IP; based on 2019 budget targets
CTC EFTS enrolled	134	n/a	132		No change to 2018 A/R; Not in IP; based on 2019 budget targets
Youth Guarantee EFTS enrolled	108	186	98		No change to 2018 A/R; In IP; based on IP target revised by 2019 budget
Other EFTS enrolled	186	n/a	169		No change to 2018 A/R; Not in IP; based on 2019 budget targets
Total EFTS enrolled	7042	n/a	7394		No change to 2018 A/R; Not in IP; based on 2019 budget targets

(commentary)

	2018 Actual	2019 IP Target	2019 Revised Target	2019 Actual	Remarks
Responding to TEC Priority: Delivering Skills for Industry					
EFTS delivered in healthcare provision at Levels 3-9	tbc	1059	tbc		In IP, included at Audit NZ request
EFTS delivered in STEM subjects at Levels 3-9	tbc	1332	tbc		In IP, included at Audit NZ request
EFTS delivered in Trades provision at Levels 3-9	tbc	1183	tbc		In IP, included at Audit NZ request

(commentary)

	2018 Actual	2019 IP Target	2019 Revised Target	2019 Actual	Remarks
Responding to TEC Priority: Improving Adult Literacy and Numeracy					
EFTS delivered through SAC provision at Levels 1-2	tbc	162	128		repeated from first section
EFTS delivered through SAC provision at Level 3	tbc	1067	n/a		In IP, included at Audit NZ request
Successful course completion rate for SAC learners at Level 1	tbc	73.4%	n/a		In IP, included at Audit NZ request
Successful course completion rate for SAC learners at Level 2	tbc	69.1%	n/a		In IP, included at Audit NZ request
Successful course completion rate for SAC learners at Level 3	tbc	76.8%	n/a		In IP, included at Audit NZ request
Enrolments in specialist literacy and numeracy provision > ILN	tbc	44 lrnrs, 6486 hrs	tbc		In IP, included at Audit NZ request
> ILN ESOL	tbc	44 lrnrs, 8800 hrs	tbc		In IP, included at Audit NZ request

(commentary)

	2018 Actual	2019 IP Target	2019 Revised Target	2019 Actual	Remarks
Student Achievement - SAC and YG					
Successful Course Completion Rate for all SAC-funded students at all levels	84.0%	n/a	n/a		New measure; not in IP but included for completeness (M/P/NMNP included later)

Note: could add additional level breakdown of above (L1-3, 4-6, 7, 8+)					
Successful Course Completion Rate for YG-funded students at Levels 1-3	tbc	80.0%	n/a		New measure; in IP
Student progression rate for all SAC-funded students, from level 1-3 to a higher level	25.5%	n/a	n/a		Existing measure; not in IP but included for completeness (M/P/NMNP included later)
Student progression rate for all YG-funded students, at levels 1-3	tbc	n/a	n/a		New measure; not in IP but included for completeness (M/P/NMNP included later)
Number of SAC graduates at levels 1-3	tbc	n/a	n/a		New measure; not in IP but included for completeness (M/P/NMNP included later)
Number of YG graduates at all levels 1-3	tbc	n/a	n/a		New measure; not in IP but included for completeness (M/P/NMNP included later)
First year retention rate for all students at L4-7 (non-degree)	tbc	n/a	n/a		New measure; not in IP but included for completeness (M/P/NMNP included later)
First year retention rate for all students at L7 (degree)	tbc	n/a	n/a		New measure; not in IP but included for completeness (M/P/NMNP included later)
Commentary					

Māori and Pasifika Students					
Proportion of EFTS enrolled who are Māori students at all Levels	13.1%	n/a	n/a		Not in IP; retained for completeness
Proportion of EFTS enrolled who are Pasifika students at all Levels	4.8%	n/a	n/a		Not in IP; retained for completeness
Proportion of SAC EFTS delivered to non-Māori, non-Pasifika, at L1-3	tbc	75.2%	n/a		New measure; in IP; N.B. different calculation
Proportion of SAC EFTS delivered to Māori learners, at L1-3	tbc	19.2%	n/a		New measure; in IP; N.B. different calculation
Proportion of SAC EFTS delivered to Pasifika learners, at L1-3	tbc	6.7%	n/a		New measure; in IP; N.B. different calculation
Proportion of SAC EFTS delivered to non-Māori, non-Pasifika, at L4-7 non-degree	tbc	82.4%	n/a		New measure; in IP; N.B. different calculation
Proportion of SAC EFTS delivered to Māori learners, at L4-7 non-degree	tbc	13.5%	n/a		New measure; in IP; N.B. different calculation
Proportion of SAC EFTS delivered to Pasifika learners, at L4-7 non-degree	tbc	5.4%	n/a		New measure; in IP; N.B. different calculation
Proportion of SAC EFTS delivered to non-Māori, non-Pasifika, at L7 (degree)	tbc	87.4%	n/a		New measure; in IP; N.B. different calculation
Proportion of SAC EFTS delivered to Māori learners, at L7 (degree)	tbc	11.5%	n/a		New measure; in IP; N.B. different calculation
Proportion of SAC EFTS delivered to Pasifika learners, at L7 (degree)	tbc	3.8%	n/a		New measure; in IP; N.B. different calculation
Proportion of SAC EFTS delivered to non-Māori, non-Pasifika, at L8 and above	tbc	87.8%	n/a		New measure; in IP; N.B. different calculation
Proportion of SAC EFTS delivered to Māori learners, at L8 and above	tbc	11.4%	n/a		New measure; in IP; N.B. different calculation
Proportion of SAC EFTS delivered to Pasifika learners, at L8 and above	tbc	3.5%	n/a		New measure; in IP; N.B. different calculation
(commentary on M+P participation)					

Successful Course Completion Rate for non-Māori/non-Pasifika SAC-funded students at all levels	tbc	87.0%	n/a		New measure (NMNP); in IP (included here for context/parity)
Successful Course Completion Rate for Māori SAC-funded students at all levels	74.7%	78.7%	n/a		Existing measure: in IP
Successful Course Completion Rate for Pasifika SAC-funded students at all levels	71.7%	75.9%	n/a		Existing measure: in IP
Number of Māori SAC graduates at levels 1-3	tbc	50	n/a		New measure; in IP
Number of Pasifika SAC graduates at levels 1-3	tbc	12	n/a		New measure; in IP
Number of non-Māori, non-Pasifika SAC graduates at levels 1-3	tbc	120	n/a		New measure (NMNP); in IP (included here for context/parity)
Number of Māori YG graduates at levels 1-3	tbc	50**	n/a		New measure; in IP
Number of Pasifika YG graduates at levels 1-3	tbc	12**	n/a		New measure; in IP

Number of non-Māori, non-Pasifika YG graduates at levels 1-3	tbc	120**	n/a		New measure; in IP
Student progression rate for non-Māori/non-Pasifika SAC-funded students, from level 1-3 to a higher level	tbc	49.0%	n/a		**New measure (NMNP); in IP (included here for context/parity)**
Student progression rate for Māori SAC students from Levels 1-3, to a higher level	15.4%	43.0%	n/a		**Existing measure: in IP**
Student progression rate for Pasifika SAC students from Levels 1-3, to a higher level	18.3%	49.0%	n/a		**Existing measure: in IP**
Student progression rate for non-Māori, non-Pasifika YG-funded students, at levels 1-3	tbc	48.0%	n/a		**New measure (NMNP); in IP (included here for context/parity)**
Student progression rate for Māori YG students from Levels 1-3, to a higher level	tbc	48.0%	n/a		**Existing measure: in IP**
Student progression rate for Pasifika YG students from Levels 1-3, to a higher level	tbc	48.0%	n/a		**Existing measure: in IP**

First year retention rate for non-Māori, non-Pasifika students at L4-7 (non-degree)	tbc	52.5%	n/a		**New measure (NMNP); in IP (included here for context/parity)**
First year retention rate for Māori students at L4-7 (non-degree)	tbc	50.5%	n/a		New measure; in IP
First year retention rate for Pasifika students at L4-7 (non-degree)	tbc	49.0%	n/a		New measure; in IP
First year retention rate for non-Māori, non-Pasifika students at L7 (degree)	tbc	80.0%	n/a		**New measure (NMNP); in IP (included here for context/parity)**
First year retention rate for Māori students at L7 (degree)	tbc	73.0%	n/a		New measure; in IP
First year retention rate for Pasifika students at L7 (degree)	tbc	76.0%	n/a		New measure; in IP

Commentary
(M+P achievement)

International Students					
International EFTS enrolled	854	658	840		Repeated from first section for context
Successful Course Completion Rate for international students	88.5%	n/a	n/a		Not IP target; included for complete performance picture

Commentary

Student Survey Results					
Student Satisfaction	83.3%	n/a	<<		Not IP target; included for complete performance picture
Proportion of graduates in employment or further study in the year following graduation	86.2%	n/a	<<		Not IP target; included for complete performance picture

Commentary

Research					
The amount of External Research Income earned	99,374	90,000	tbc		IP target

The number of Research Degrees completed	0	0	n/a		IP target
Commentary					

Campus Redevelopment Programme				
Campus Redevelopment Work Programme continues within scope, on time, within budget	Mostly Achieved	n/a	n/a	
Commentary				

Not IP target; included for complete performance picture + as per Audit NZ requests

Note on Progression Rates

	2015	2016	2017	2018	
Student progression rate for SAC students from Level 1-3 to a higher level					
Internal Measure	38.5%	37.9%	25.8%	25.5%	
TEC	51.8%	50.0%	46.9%	**40.8%**	2018 figure obtained from TEC/Nga Kete
Difference	13.3%	12.1%	21.1%	15.3%	

The internal measure is what CPIT (2014-2015) and Ara (2016-2017) reported in the Annual Reports, based on provisional data available from internal systems at the time of the preparation of the Annual Report.
The TEC measure is what TEC reported for CPIT (2014-2015) and Ara (2016-2017). The reasons why these numbers are higher are due to 1) the later date the measure is calculated allowing more time for students to re-enrol and 2) TEC can report where a student moves from Ara to another provider. Ara does not have access to this information.
Thus the progression measures reported in the 2018 Ara Annual Report should be considered in this context, and the final TEC measures are likely to be 12-20% higher.

Disclosure based on prior Audit NZ request
Level 1-2 no longer reported