



COUNCIL MEETING AGENDA

Tuesday 27 March 2018

11.00am*

Room G202, Te Kei, City Campus

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

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

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

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

1) Meeting Attendance	11.00am	1.1 Welcome and Apologies		
2) Strategic Topics for Discussion	11.05	2.1 Transformation Agenda 2.2 Council Competency Skills Matrix a) Council Appointments 2.3 Board Self-Assessment	[s9(2) (f), (i), (j)] [s9(2) (f), (i), (j)]	
3) Meeting Business	12.15	3.1 Meeting held Tuesday 27 February 2018 (Public Excluded) • Approval of minutes • Matters arising • Action List 3.2 Correspondence – Public Excluded	[s9(2) (f), (i), (j)] [s9(2) (f), (i), (j)] [s9(2) (f), (i), (j)]	Attached Attached
4) For Discussion	12.30	MONTHLY REPORTS 4.1 Chief Executive – Public Excluded	[s9(2) (i), (j)]	Attached

5) For Information	12.55	MONTHLY REPORTS 5.1 Council Audit and Risk Committee – Public Excluded 5.2 Chief Executive Performance and Remuneration Committee (CERPRC) – Public Excluded	Page 18/ Ara Council/ 03/ 268 [s9(2) (i), (j)] [s9(2) (i), (j)]	Attached Attached
6) For Discussion	1.15	6.1 Health and Safety Annual Report – Public Excluded <i>(Health and Safety Manager in attendance)</i>	[s9(2) (i), (j)]	Attached
7) General Business				
Ara Council Public Meeting				
8) Meeting Business	1.30pm	8.1 Karakia : Ara Waiata	Te Marino	
		8.2 Apologies		
		8.3 Disclosure of Conflicts of Interest	Attached	
		8.4 Meeting held Tuesday 27 February 2018 <ul style="list-style-type: none"> • Approval of minutes • Matters arising • Action List 	Attached	
9) For Discussion	1.45	MONTHLY REPORTS 9.1 Chief Executive a) Health and Safety b) Risk Management Report	Attached	
10) For Information	2.15	MONTHLY REPORTS 10.1 Chair Report 10.2 Trustees 10.3 Sub-Committee Reports a) Academic Board b) Council Audit and Risk Committee	Verbal Verbal Attached	
		OTHER 10.4 2018 Council Work Programme 10.5 Media Report	Attached Attached	
11) General Business	2.50	Key Messages	Verbal	
12)	3.00pm	Poroporoaki		

Tracey McGill
Council Secretary

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 27 March 2018	Agenda Item	8.3
		Information Item
PUBLIC	Presented by	T McGill

ARA COUNCIL REPORT SUMMARY	
TITLE OF REPORT	2018 Register of Disclosure of Conflicts of Interest
BACKGROUND AND PURPOSE	<ul style="list-style-type: none"> To provide an accurate and up to date register of disclosures of conflicts of interest of the Ara Council members.
RECOMMENDATION(S)	N/A
LINK TO ARA STRATEGY	N/A
KEY ISSUES IDENTIFIED	N/A
FINANCIAL IMPLICATIONS FOR ARA	N/A
RISK IMPLICATIONS FOR ARA	N/A

2018 Register of Disclosure of Conflicts of Interest

as at 20 March 2018

Council Members

Janie Annear Deputy Chair <i>[Term: 01/01/16 - 30/04/19]</i>	<ul style="list-style-type: none"> • Janie Annear Consulting (Director) • Local Government Commissioner • Specialised Structures Advisory Board (Director) • Westhills Forestry Ltd (Shareholder) • Rosehill Trust (Trustee) • Timaru Holdings (Partner) 	<ul style="list-style-type: none"> • Lottery Community Facilities (Fund member) • Lottery Significant Projects (Fund member) • Injury Management (Owner) • South Canterbury District Health Board (P Annear -Board Member)
Thérèse Arseneau (Chair) <i>[Term: 01/05/17 - 30/04/21]</i>	<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)
Jeremy Boys <i>[Term: 01/01/16 - 30/04/19]</i>	<ul style="list-style-type: none"> • Opuha Water Ltd (Director) • JW&AM Boys Family Trust (Trustee) 	
Jane Cartwright <i>[Term: 01/05/14- 30/04/19]</i>	<ul style="list-style-type: none"> • Ara Foundation (Trustee) • Brackenridge Estate Limited (Chair) • Health Practitioners Disciplinary Tribunal (Member) • Nurse Maude Association (Deputy Chair and Finance and Audit Committee Member) 	<ul style="list-style-type: none"> • Canterbury Clinical Network (Independent Advisor) • Cartwright-Newton Family Trust (Trustee) • JC Ltd (Director)
Stephen Collins <i>[Term: 01/05/13- 30/04/19]</i>	<ul style="list-style-type: none"> • Basileus Investments Ltd (Director and shareholder) • Canterbury Employers' Chamber of Commerce (Board member) • Christchurch Heritage Trust (Board member) • Christchurch Heritage Ltd (Director) • Collins Davies Trust (Trustee) • Collins Real Estate Ltd (Director and shareholder) 	<ul style="list-style-type: none"> • S J Collins Family Trust (Trustee) • Oxford 210 Ltd (Director and shareholder) • Rebekah Collins Trust (Trustee) • Ripponvale Investment Ltd (Director) • Samuel Collins Trust (Trustee) • Westwood Ltd (Director and shareholder) • Central City Business Group (CCBG) (Trustee)
Elizabeth Hopkins <i>[Term: 01/05/14- 30/04/18]</i>	<ul style="list-style-type: none"> • Ara Foundation (Trustee) • INNATE Immuno Therapeutics Ltd (Director) • Hi-Aspect (Chair) 	<ul style="list-style-type: none"> • Hopkins Partnership (Director and Shareholder)
John Hunter CCRC Chair <i>[Term: 01/05/14- 30/04/18]</i>	<ul style="list-style-type: none"> • Hunter York Family Trust (Trustee) • Nelson Bays Primary Health (Chair) • PowerHouse Ventures (Director) • PHO Alliance (Executive member) 	
Melanie Taite-Pitama <i>[Term: 01/03/17- 28/02/21]</i>	<ul style="list-style-type: none"> • Tuahiwi Education Ltd (Director/Shareholder) • Tuahiwi School Board of Trustees (Member) • Taite Family Trust (Trustee) 	

Council Officers

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

Ara Institute of Canterbury

Council Minutes

27 February 2018

Minutes from the Ara Institute of Canterbury Council meeting held on Tuesday 27 February 2018 at 1.30pm in Room G202, City Campus.

7 Statutory Requirements

7.1 Karakia/Mihi

The meeting commenced with the Ara Waiata led by the Council Secretary.

7.2 Attendance

a Present

i Voting Members

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

ii Non-Voting Officers

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

b Apologies

i Voting Members

Nil.

ii Non-Voting Officers

Te Marino Lenihan (Kaiārahi).

iii Management

Darren Mitchell (Chief Financial Officer, CFO/ Corporate Services Director).

7.3 Disclosure of Conflicts of Interest

[Pages 18/Ara Council/02/238-240]

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

The annual declaration forms for 2018 have now been signed by all Council

members and the schedule updated.

Declarations of interest for items on today's agenda

Nil.

7.4 Confirmation of Minutes

[Pages 18/Ara Council/02/241-248]

a Minutes of Committee Meeting – 30 January 2018

*It was **resolved** that the minutes of the ordinary meeting of the Ara Council held on 30 January 2018 (not being a meeting or part of a meeting from which the public was excluded) be confirmed as a correct record of proceedings of that meeting and be signed by the Chair accordingly.*

J Hunter/J Cartwright

Carried

b Action List of Committee Meeting – 30 January 2018

The action list of the 30 January 2018 meeting was received and noted. Specific updates are recorded below:

- Action 1834 – Auckland Opportunities – it was noted that this report formed part of the public excluded meeting papers for today's meeting. It was agreed this action has now been completed and can be removed from the action list.
- Action 1851 – Ara Standing Orders – the Council Secretary advised this document has been amended in line with Council feedback and circulated via email for circular resolution. The Statute will be refreshed and changes made in line with any new legislation and the updated competency matrix included when received from the Council sub-Committee.
- Action 1852 – Disclosures and Management of Conflicts of Interest Policy – the Council Secretary requested a refresh and rewrite extension to the latter part of the year which Council agreed to. This is due to the 2018 process already in train with Ara staff and is based on the existing policy (which had been reviewed and approved by Te Kāhui Manukura in September 2017).
- Action 1853 – Leave uptake figures – The Chief Financial Officer advised that these figures are not included in the Health and Safety report to Council this month but that there are now 13 people who are recorded as being in excess of the statutory one leave entitlement. This is notably less than advised previously.

c Matters Arising

There was some discussion on Free Fees and the Chief Executive advised that overall there is very little impact on revenue but we do not have the information on the demand side at this stage.

7.5 Correspondence

[Pages 18/Ara Council/02/249]

The letter to the OEDT advising of Jeremy Boys' resignation was taken as read.

- a Stephen Collins advised he has attended his first meeting of the Trust.

8 For Discussion**8.1 Chief Executive Report**

[Pages 18/Ara Council/02/250-257]

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

- a The overriding concern is that recruitment has not met targets.
- b Graduation – this went very well but the heat was an issue in the venue.
- c Ara powered by TANZ eCampus – there was some further in depth discussion on this subject. The Chief Executive acknowledged the concerns of Council but believed that the number one priority at this time was to grow our wholly on-line business and use eCampus to drive blended delivery options. He agreed to look at the preservation of the Ara brand and the wording surrounding it. It was noted there has been an increase in on-line student numbers. It was suggested that Council could spend some further time discussing this through one of the Council “deep dive” workshops at a later date.

Action: Ara brand and wording to be reviewed in relation to TANZ eCampus and the topic to be discussed again in a Council deep dive workshop.

[AP1862] Chief Executive/Chair

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

T Arseneau

Carried

8.2 Health and Safety

- a Council agreed that student harassment should be recognised as a risk and wanted to ensure that we have a good policy in place to deal with any concerns of this nature.
- b Jeremy Boys re-emphasised the importance of work placements and how he would like to see that at 100%.

9 For Information

9.1 Chair Report

- a The Chair reflected on the graduation ceremony held in Timaru emphasising what a good experience it was both for students and staff.

9.2 Trustees

- a Stephen Collins provided a brief summary of the OEDT meeting held earlier in February.

9.3 Sub-Committee Reports

a) Academic Board

[Pages 18/Ara Council/02/258-260]

The report was taken as read.

Council comments as follows:

- i. Student Services Division Update – Council would like to have sight of the risks associated with the Early Learning Centre at Ara.

Action: *Early Learning Centre – overview of risks to be provided to Council.*

[AP1863] Chief Executive/Management

- ii. Ara degrees and entry criteria to our programmes – the Chief Executive advised that current staff practise is not optimal. The three year delivery process for degrees does not optimise the learning experience and resource and there is a requirement for a refresh of what the Ara degree should be in the future. He also explained that the barriers to higher education that are referred to include access, entry prerequisites and the ability to deliver our programmes in a more flexible way; looking at the progression routes into our degrees in particular for Maori students. These barriers are a multifaceted in type but need review together.
- iii. Council noted that Ara is very good at creating new programmes but need to look at the marketing as it takes time to develop. The investment in new programmes should be linked to the return.

b) Council Campus Redevelopment Committee

[Pages 18/Ara Council/02/261-263]

The confirmed minutes from the meeting of the Council Campus Redevelopment Committee on 21 November 2017 were noted.

9.4 2018 Council Work Programme

[Pages 18/Ara Council/02/264-265]

- a The number of meetings and scheduled workshops were discussed. The Chief Executive and Council Secretary agreed to revisit this along with Chair input.

Action: *Number of meetings and scheduled workshops to be revisited and confirmed.*

[AP1864] Chief Executive/Chair/Council Secretary

- b The Chair requested that any future Ara events are sent out as diary invitations and that she is provided with an idea of prioritisation of these scheduled events in terms of Council Chair attendance.

Action: *Ara events to be scheduled as diary invitations with Chair priority advised.*

[AP1865] Council Secretary

- c The Chair queried the date of the March graduation due to the timing of Easter this year. The Chief Executive advised this date has been set for some time.

9.5 December Media Report

[Pages 18/Ara Council/02/266]

The January media report was taken as read but it was noted there were only two items for this month.

10 General Business

- a Kaiārahi report – Melanie Taite-Pitama queried the number of strategic reports received from the Kaiārahi to date. The Chair reminded Council it had been agreed that there would be six monthly strategic reports with monthly updates included in the Chief Executive’s report. The Chief Executive agreed to remind the Kaiārahi of the requirement for the frequency of reporting.
- b Key messages – these were discussed and Council agreed that the success of the Timaru graduation should be included.

The meeting concluded at 2.30pm.

READ AND CONFIRMED

Chair:

27 March 2018

Ara Council Minutes

Action List as of 27 February 2018

# (yr/#)	Date when Action Arose	Agenda Item	Topic	Action	Council Responsibility	Status	Due Meeting date
1822	25.07.17	3.2d	Health and Safety	Overview assurance paper required – can be circulated via email and placed on Diligent for reference purposes. As of the October Council meeting, the Health and Safety Manager is currently working on this. As of 30/1/18 pending H&S Objectives to be set.	Chief Financial Officer	Carried forward	For email distribution and placed on Diligent.
1851	30.01.18	8.1	Council Documentation Review – Ara Stature	a) Statute - it was agreed the changes will be refreshed and changes made in line with any new legislation and the updated competency matrix to be included when received from the Council subcommittee.	Council Secretary		28 Aug 18
1852	30.01.18	8.2e	CPP102 Disclosures and Management of Conflicts of Interest Policy	Refresh and rewrite in line with IOD disclosures policy and the office of AuditNZ. As of February Council meeting, it was agreed to extend the due meeting date to the latter part of this year.	Council Secretary		27 Nov 18
1862	27.02.18	8.1c	CE's Report – TANZ eCampus	Ara brand and wording to be reviewed in relation to TANZ eCampus and the topic of online learning and the best platform for Ara to use is to be discussed again in a Council deep dive workshop.	Chief Executive/Chair		27 Mar 18
1863		9.3a) i	Academic Board Report – Student Services Division	Early Learning Centre – overview of risks to be provided to Council.	Chief Executive/Management		26 Jun 18

# (yr/#)	Date when Action Arose	Agenda Item	Topic	Action	Council Responsibility	Status	Due Meeting date
1864		9.4a	2018 Council Work Programme	Number of meetings and scheduled workshops to be revisited and confirmed	Chief Executive/Chair/Council Secretary		27 Mar 18
1865		9.4c	2018 Council Work Programme	Ara events to be scheduled as diary invitations with Chair priority advised.	Council Secretary		Ongoing

Ara Council 27 March 2018	Agenda Item		9.1
	Decision Item	Discussion Item	Information Item
PUBLIC	Presented by		Tony Gray

ARA COUNCIL REPORT SUMMARY	
TITLE OF REPORT	Chief Executive's Report
BACKGROUND AND PURPOSE	
RECOMMENDATION(S)	That the Chief Executive's Report be received.
LINK TO ARA STRATEGY	-
KEY ISSUES IDENTIFIED	-
FINANCIAL IMPLICATIONS FOR ARA	-
RISK IMPLICATIONS FOR ARA	-
RATIONALE FOR EXCLUDING PUBLIC	NA

Chief Executive's Report

1 Performance Report – Overview

1.1 Financial Statements

a Change to Layout

- i The layout of the Statement of Financial Performance has been updated to reflect that used when presenting the 2018 Budget to Council. The new layout provides greater insight into income sources. SAC Funding Level 3-7, SAC Funding Level 1-2 and ACE funding are now reported individually, previously reported as a single line (Variable Funding). Additionally, Student Tuition Fees, both Domestic and International, are now showing separately from their respective offsetting fee reductions.
- ii The Statement of Financial Position now includes 'Other Financial Assets' and a corresponding line in Cash Flow for 'Purchase of Other Financial Assets', which represents Ara investment in the TANZ eCampus platform.

b 2017 Comparatives

The 2017 figures currently presented in these reports are still under audit and may change in future reports.

c Notes to Statements

- i As at February, the budgeted performance was for a year-to-date deficit before abnormal items of \$6.24m. A deficit is normal at this point in the year as costs are incurred from the beginning of the year while the majority of EFTS related income begins to be recognised from February onwards.
- ii As at 28 February 2018, the year-to-date deficit is \$5.36m. Both Income and Expenditure are below budgeted expectations.
- iii Softer than budgeted enrolments have resulted in all types of Government Funding being less than budget. Also impacted are Domestic and International Student Tuition fees, which are collectively adverse to budget by \$662k year-to-date.

- iv Other Teaching Income is lower than budget, however the February 2018 figure is slightly ahead of the same point last. The full year budget is equivalent to last year's actual achieved.
- v Interest income is behind the year-to-date budget while Other Revenue is ahead. Collectively these are within \$20k of budget.
- vi In light of EFTS, performance costs are being carefully managed across the institution.
- vii Year-to-date staffing costs are \$1.6m favourable to budget. Teaching staff costs are \$1.2m below budget year-to-date, \$850k of this variance is due to the high level of annual leave taken before the beginning of the first semester. The remainder of the variance is from low usage of fixed term and casual staff during the first two months of the year.
- viii Non-teaching staff costs were \$384k under budget for the year-to-date. The positive variance from annual leave taken is currently \$523k, excluding this shows that non-teaching staff costs are slightly over budget by 2.4%.
- ix Occupancy costs are \$197k less than budgeted expectations due to lower than budgeted power costs.
- x General operating expenditure is \$710k less than budget year-to-date. This is in part due to budget phasing.
- xi Depreciation is currently under budget.
- xii Financial Position and Cash Flow are typical for this period of the year. Both Cash and Revenue in Advance are noticeably higher than the start of the year due to the up-front receipt of student fees.

Statement of Financial Performance
for the year to 28 February

Revenue	2018 Year to date		Full Year	
	Actual	Budget	2018 Budget	2017 Actual
Government Funding				
SAC Funding Level 3-7	4,696,116	5,504,424	52,669,650	52,625,400
SAC Funding Level 1-2	79,682	88,276	838,015	1,455,272
ACE Funding	53,102	57,775	568,882	575,670
Youth Guarantee Funding	124,083	199,755	2,257,140	3,074,064
CTC funding	245,723	268,335	2,263,000	2,199,300
Other Non-EFTS grants	349,577	403,314	2,815,962	3,040,694
Total	5,548,284	6,521,879	61,412,649	62,970,400
as % of Total Revenue	57.1%	56.9%	55.1%	56.4%
Student Tuition Fees				
Domestic Fee Income	2,516,386	2,870,962	28,541,734	26,420,851
less Scholarships/Discounts	(805,653)	(819,599)	(2,132,450)	(2,009,258)
International Fee Income	1,225,028	1,604,642	14,731,792	14,735,743
less Commissions/Discounts	(21,290)	(79,173)	(1,263,227)	(1,082,897)
Total	2,914,469	3,576,832	39,877,849	38,064,440
as % of Total Revenue	30.0%	31.2%	35.8%	33.8%
Other Teaching Income				
	125,623	223,365	2,556,786	2,591,464
as % of Total Revenue	1.3%	1.9%	2.3%	2.8%
Other Income				
Interest	261,772	333,334	2,000,000	2,045,086
Other Revenue	866,003	812,519	5,529,134	5,755,254
Total	1,127,775	1,145,853	7,529,134	7,800,340
as % of Total Revenue	11.6%	10.0%	6.8%	7.0%
Total Revenue	9,716,152	11,467,929	111,376,418	111,426,643

Statement of Financial Performance (cont)
for the year to 28 February

	2018 Year to date		Full Year	
	Actual	Budget	2018 Budget	2017 Actual
Expenses				
Personnel				
Teaching	4,365,257	5,556,829	34,385,784	35,564,625
Non-Teaching	5,335,224	5,718,772	34,849,139	35,237,673
Total	9,700,481	11,275,601	69,234,923	70,802,298
as % of Revenue	99.8%	98.3%	62.2%	60.9%
Other Costs (except Depreciation)				
Occupancy/Property costs	1,349,682	1,546,492	10,166,160	9,310,919
General Operating Expenditure	2,382,958	3,093,360	19,337,923	19,546,331
Total other costs	3,732,640	4,639,852	29,504,083	28,857,250
as % of Revenue	38.4%	40.5%	26.5%	27.3%
Depreciation				
All Depreciation	1,643,517	1,790,832	10,745,000	9,426,526
as % of Revenue	16.9%	15.6%	9.6%	8.5%
Total Expenses	15,076,638	17,706,285	109,484,005	109,086,074
Surplus/(Deficit) excl Abnormal	(5,360,487)	(6,238,356)	1,892,413	2,340,569
as % of Revenue	-55.2%	-54.4%	1.7%	2.1%
Abnormal Items				
Insurance Settlement/Payments				(1,601,710)
Transformation Costs		-	(1,800,000)	(125,873)
Total Abnormal Items	-	0	(1,800,000)	(1,727,583)
Total Surplus/(Deficit)	(5,360,487)	(6,238,356)	92,413	612,986
as % of Revenue	-55.2%	-54.4%	0.1%	0.6%

Statement of Financial Position as at 28 February

	Actual 28-Feb-18 \$000	Budget 31-Dec-18 \$000	Actual 31-Dec-17 \$000
ASSETS			
Current Assets			
Cash and Cash Equivalents	9,719	7,046	17,204
Loans and Receivables	6,423	2,046	3,718
Inventories	1,052	1,178	1,248
Prepayments	2,462	1,246	1,998
Short Term Investments	72,636	43,000	45,235
Total Current Assets	92,291	54,516	69,402
Non-Current Assets			
Property Plant and Equipment	284,162	300,259	284,399
Intangible Assets	2,327	2,149	2,329
Other Financial Assets	856	1,517	856
Total Non-Current Assets	287,345	303,925	287,583
TOTAL ASSETS	379,636	358,441	356,985
LIABILITIES			
Current Liabilities			
Trade and other payables	6,601	5,931	6,273
Finance leases	802	612	802
Employee Benefit Liabilities	1,947	2,544	3,080
Revenue Received in Advance	37,870	10,822	9,053
Total Current Liabilities	47,221	19,909	19,209
Non-Current Liabilities			
Finance leases	656	396	656
Employee Benefit Liabilities	238	829	238
Total Non-Current Liabilities	894	1,225	894
TOTAL LIABILITIES	48,115	21,134	20,103
NET ASSETS	331,521	337,307	336,881
EQUITY			
Retained Earnings	229,602	235,346	234,963
Asset Revaluation Reserve	101,919	101,961	101,919
TOTAL EQUITY	331,521	337,307	336,881

Statement of Cash Flows for the year to 28 February

	Year to Feb 2018 \$000	2018 Budget \$000	2017 Final \$000
Cash Flows from Operating Activities			
Cash was Provided from:			
Government Grants	13,159	61,413	63,000
Student Tuition Fees	20,973	39,878	38,525
Other Teaching Revenue	126	2,737	2,591
Other Revenue	1,246	5,529	3,770
Interest	319	2,000	2,173
Total	<u>35,823</u>	<u>111,557</u>	<u>110,059</u>
Cash was Applied to:			
Employees and Suppliers	13,921	98,823	105,597
Net Cash Effect of Abnormal Items		1,800	
Total	<u>13,921</u>	<u>100,623</u>	<u>105,597</u>
Net Cash Flows from Operating Activities	21,902	10,934	4,462
Cash Flows from Investing Activities			
Cash was Provided from:			
Sale of Fixed Assets	4	-	16
Insurance Payments	-	-	25,393
Total	<u>4</u>	<u>-</u>	<u>25,409</u>
Cash was Applied to:			
Purchase of Other Financial Assets		453	741
Purchase of Fixed Assets	152	5,083	6,017
Campus Capital Plan Spending	1,711	15,000	21,147
Total	<u>1,863</u>	<u>20,536</u>	<u>27,905</u>
Net Cash Flows from Investing Activities	(1,859)	(20,536)	(2,496)
Cash Flows from Financing Activities			
Cash was Provided from:			
Equity	-	-	60
Total	<u>-</u>	<u>-</u>	<u>60</u>
Cash was Applied to:			
Finance Lease Payments	128	775	861
Total	<u>128</u>	<u>775</u>	<u>861</u>
Net Cash Flows from Financing Activities	(128)	(775)	(801)
Total Net Cash Flows	19,916	(10,377)	1,165
Opening Cash, Bank & Short Term Investments	62,439	60,423	61,274
Closing Cash, Bank & Short Term Investments	<u><u>82,355</u></u>	<u><u>50,046</u></u>	<u><u>62,439</u></u>

1.2 EFTS Report – March 2018

- a As at 18 March, there were 5,155 confirmed EFTS for 2018, out of a full year target of 7,308 EFTS. This is 143 EFTS (2.7%) below the same time last year, below the growth target of +3.5%. The indicative trends identified in earlier reports are largely continuing, and are becoming more confirmed as Semester 1 courses start delivery.
- b SAC 3+ enrolments are continuing to trend around the same level as 2018, against a growth target of 4.8%. There is 3.1% growth in SAC 3+ enrolments at Level 7+ (degree), particularly in Computing and Engineering & Architectural Studies. However, this is offset by 4.6% fewer SAC 3+ enrolments at Levels 3-6, a pattern evident across most Departments.
- c Enrolments in the secondary school dual enrolment pathways (CTC and Dual Pathways) are strong, with 457 students enrolled to date. There are 18 remaining CTC places and 24 EFTS of Dual Pathway provision to fill over the remainder of the year.
- d Compared with the same time last year, there are more SAC 1-2 enrolments in the Department of Trades, but fewer under Youth Guarantee. This is causing the bulk of the variance through these two funds. ACE provision, which has rolling enrolments across the year, is broadly similar to 2017 levels.
- e International numbers continue to be well down on 2018 levels. This relates to the areas previously reported, being a drop in the number of Indian students enrolling in academic (non-English Language) programmes, particularly Business (-52 EFTS) and Hospitality & Service Industries (-32 EFTS). Numbers of Chinese students are broadly similar to 2018 and enrolments by international students from other countries are 9.9% (14 EFTS) up on last year.
- f On a Departmental basis, the Department of Business continues to be well down on the same time last year, and below the 4.1% growth target. The remaining Departments are generally trending at similar levels to 2017, with EFTS in processing expected to reduce many of the negative variances shown on the attached table. It is notable that several programmes and courses are taught between the Departments of Nursing, Midwifery & Allied Health, Science & Primary Industries, and Humanities, and this accounts for some of the variances shown for these areas.
- g Enrolments at Southern Campuses are 13% down on the same time in 2017, against a growth target of +23%. Although Trades and Nursing, Midwifery & Allied Health enrolments in Timaru are up on last year, fewer enrolments in Creative Industries and Humanities programmes are causing an overall drop.

	2017 Final	2018 Budget	Growth Target	EFTS confirmed ¹		
				18 March 2017	18 March 2018	Change
By funding type						
SAC 1-2	83	100	+ 20.5%	59	74	+25.6%
SAC 3+	5451	5712	+ 4.8%	4303	4273	-0.7%
ACE	125	128	+ 2.4%	35	32	-7.8%
CTC	143	138	- 3.8%	152	144	-5.4%
YG	175	170	- 2.9%	106	82	-22.6%
Other	210	172	- 17.9%	71	66	-7.1%
Total domestic	6,187	6,419	+ 3.7%	4,726	4,671	-1.2%
International	875	889	+ 1.6%	572	483	-15.5%
Total	7,062	7,308	+ 3.5%	5,298	5,155	-2.7%
By Department						
Business	880	916	+ 4.1%	582	505	-13.2%
Computing	545	583	+ 6.9%	368	355	-3.6%
Creative Industries	706	714	+ 1.1%	656	652	-0.5%
Engineering & Architectural Studies	656	678	+ 3.3%	539	532	-1.3%
Hospitality and Service Industries	645	656	+ 1.7%	489	476	-2.7%
Humanities	720	810	+ 12.4%	468	490	+4.7%
Nursing, Midwifery & Allied Health	1,568	1,563	- 0.3%	1,244	1,252	+0.6%
Science & Primary Industries	177	176	- 0.8%	123	101	-17.5%
Trades	1,163	1,213	+ 4.3%	829	791	-4.5%
By Location						
Timaru	410	526	+ 28.4%	300	269	-10.4%
Ashburton	38	42	+ 10.9%	25	28	+15.0%
Oamaru	45	37	- 18.1%	32	15	-53.0%
Total Southern Campuses	493	605	+ 22.8%	357	312	-12.5%
Christchurch/Other	6,569	6,703	+ 2.0%	4,941	4,842	-2.0%
Key						
	Above Growth Target		Above 2017, but below growth target		Below 2017 and below growth target	

¹ In previous reports this year, EFTS that were still in processing were included. With Semester 1 now well underway, only confirmed EFTS are now included to provide a more concrete indicator of enrolments.

2 Update on Kaiārahi Activities

2.1 Maori Trade Training

- a Development of a Service Level Agreement with Te Tapuae o Rēhua to clarify our respective roles and responsibilities, and help us fulfil our obligations to TEC.
- b Planning and implementation of an internal evaluation of MPTT, including focus group sessions with present and past students, operations staff, managers and strategic partner.
- c Attendance (alongside our Strategic Partner, Te Tapuae o Rēhua) at national MPTT hui hosted by TEC.

2.2 Canadian First Nations Student Exchange

- a Support provided to HOD Humanities and Te Puna Wānaka staff to host the two Canadian First Nations students as part of a developing relationship between Ara and their tertiary institution, Camosun College.
- b The strategic intent of this exchange is twofold:
 - i to demonstrate the international relevance of subjects, issues and skill sets developed in our Te Puna Wānaka programmes; and
 - ii to contribute to the emerging academy of indigenous academics and support greater connection between minority indigenous voices and others.

2.3 Te Rūnanga o Kaikoura

- a A third hui was held at Takahanga Marae with members of the Education Committee of Te Rūnanga o Kaikoura to draft their Education Strategy.
- b The draft has since been presented to the full Rūnanga and a programme of wider community consultation is taking place over the coming month.
- c Ara staff involved have promoted and facilitated the drafting of this strategy, and helped the Rūnanga realise the importance of aligning it to the district's economic growth strategy.
- d The post-earthquake environment in Kaikoura has given rise to unprecedented opportunities and new attitudes from local whanau in regards to employment and education.
- e Te Rūnanga o Kaikoura acknowledges Ara as their strategic partner and wish, amongst other things, to become the first bilingual town in the South Island.
- f We will continue to support Te Rūnanga o Kaikoura develop their Education Strategy and investigate how we might also be part of the solution to their growing appetite for education.

2.4 Te Rūnanga o Koukourarata

Preliminary talks have begun with Te Rūnanga o Koukourarata to also support them draft an education strategy that aligns to their economic, social and environmental aspirations.

2.5 Tokona Te Raki: Maori Future Collective (formerly Te Tapuae o Rēhua)

- a Support to be provided to Tokona Te Raki when their new manifesto is launch at Parliament on the 29 March 2018.
- b General Manager of Tokona Te Raki (Eruera Tarena, former CEO of Te Tapuae o Rēhua) has been invited to present their new manifesto to the Ara senior leadership team (TKM) over coming weeks.

2.6 Te Puna Wanaka Programme Review

- a Support, guidance and impetus provided to HOD Humanities and Head of Te Puna Wānaka to evaluate current offerings and adapt as soon as possible to become more relevant to our target markets (especially those currently employed).
- b Most other tertiary providers have full Te Reo classes and corresponding waiting lists. TPW does not. Change is required.
- c A meeting was held earlier this month with the South Island Manager of Te Wānanga o Aotearoa to investigate possible opportunities to build a closer relationship with each other. TWoA are the biggest provider of Te Reo tuition in NZ and we can potentially learn much from them.

2.7 Health Research Education Facility (HREF)

Support given to the HREF PCG to navigate the three HREF partners through some local rūnanga dynamics and finally clear the way for a cultural narrative to be developed for this facility.

2.8 Final Semester 1 Whakatau – City Campus (March 1, 2018)

- a The final whakatau took place on the northern green and was attended by close to 600 staff and students.
- b All three Semester 1 whakatau (Timaru, Woolston and City) were well attended and seemed to generate significant goodwill.

2.9 Kaiārahi Assistant

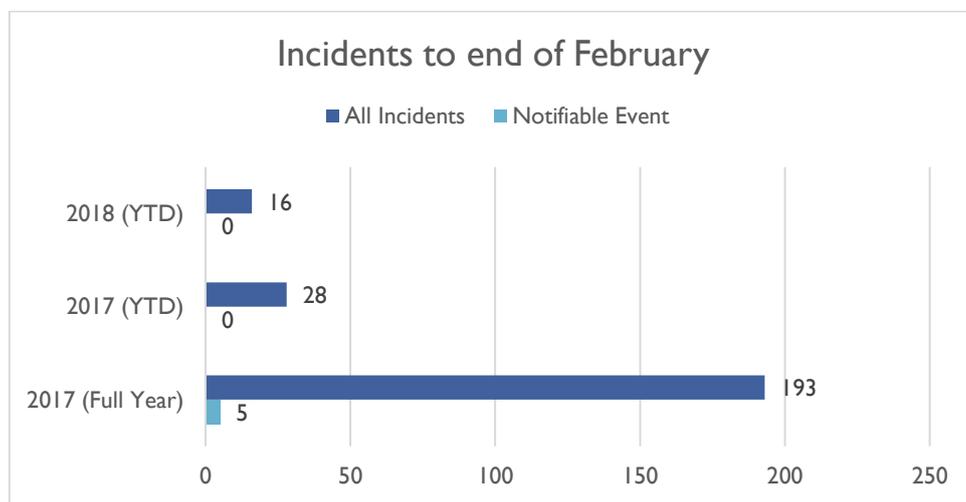
The Kaiārahi Assistant position has been filled and Tate Tiatia will begin on 26 March 2018.

3 Health and Safety

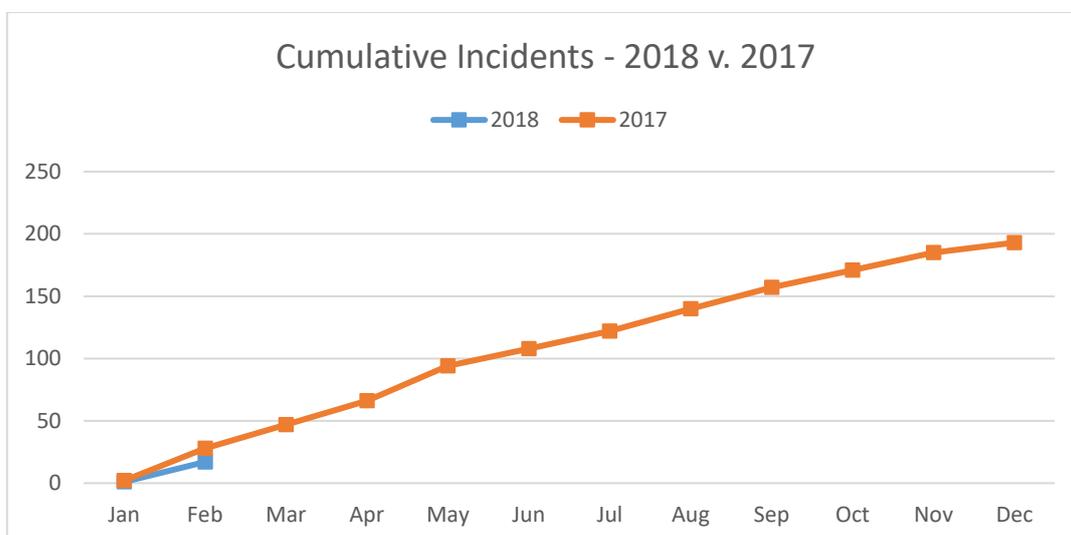
- 3.1 During the month of February, four staff and 11 student incidents were recorded. Two related to health conditions, five involved slips and trips, and six students suffered cut injuries during food preparation or with handheld woodworking tools. Experience indicates such injuries reduce quickly as students become more familiar with kitchen and workshop techniques. One student slipped on stairs and suffered a lower leg fracture. This was treated without admission to hospital and she returned the next day to complete her course. Although significant, this did not meet the threshold of a notifiable injury.
- 3.2 Staff were reminded to refresh their understanding of our emergency procedures around fire evacuation and emergency lockdown so these procedures could be discussed with students during orientation.

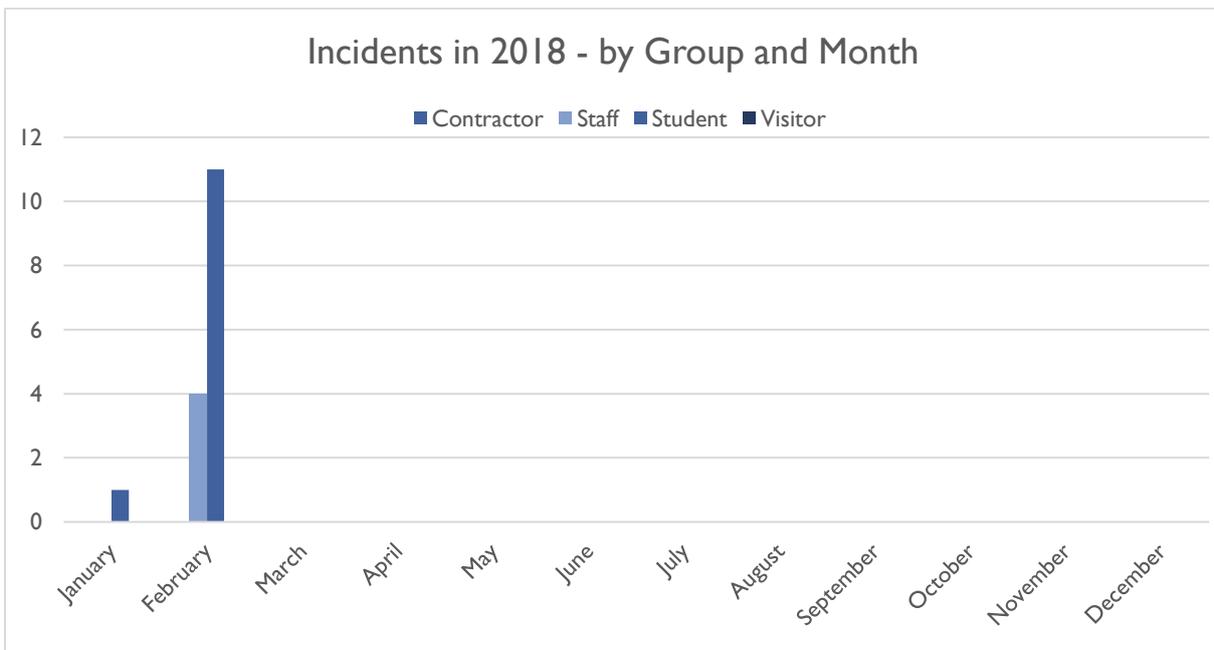
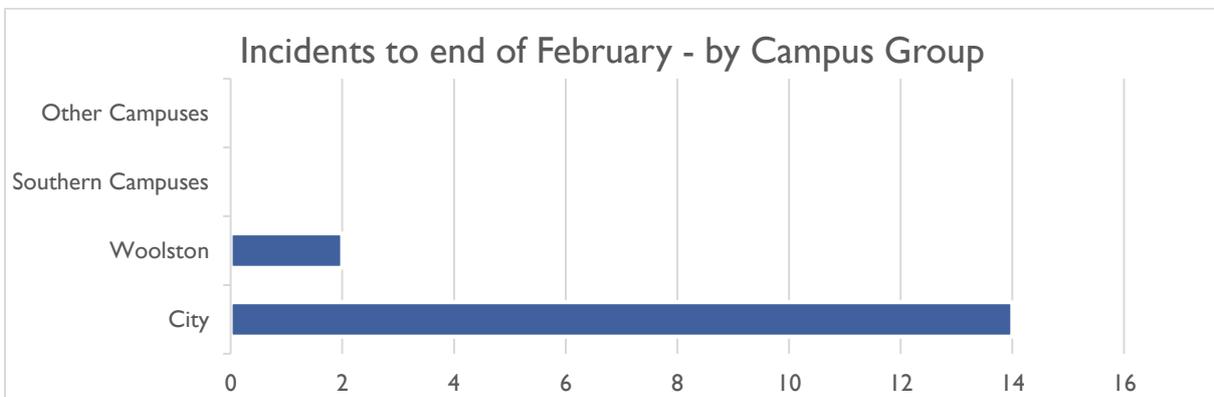
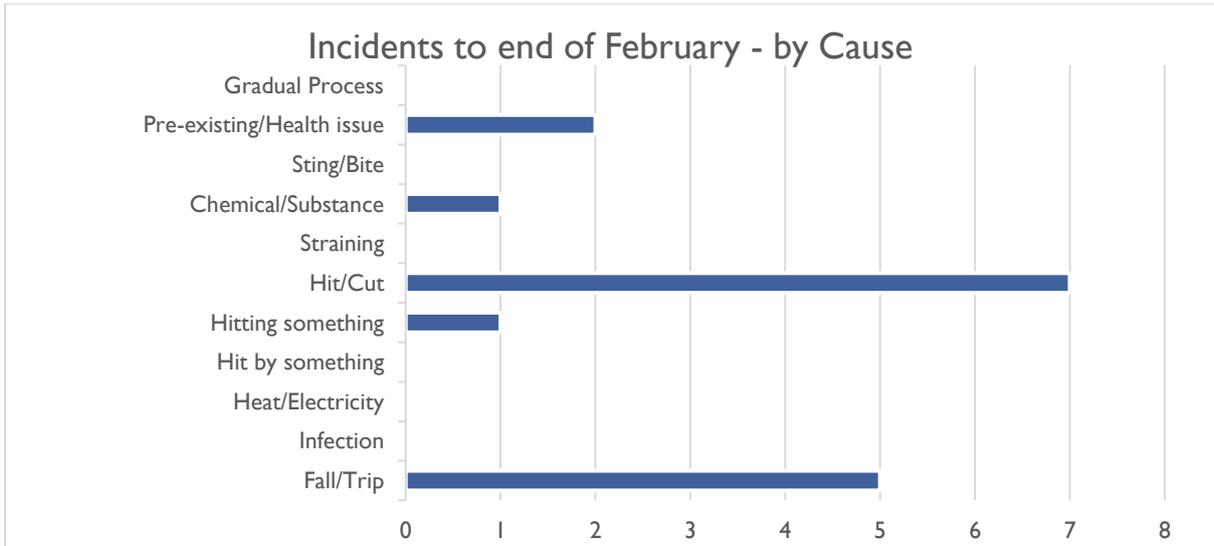
INCIDENT SUMMARY						
Person Type	Notifiable Injury or Illness		Notifiable Incident		All Incidents	
	This month	YTD	This Month	YTD	This Month	YTD
Staff	0	0	0	0	4	4
Students	0	0	0	0	11	12
Contractors	0	0	0	0	0	0
Visitors	0	0	0	0	0	0
Capital Works	0	0	0	0	0	0
Total	0	0	0	0	15	16

INCIDENT DETAIL (SINCE LAST REPORT)
<i>Refer to commentary for detail on incidents.</i>



(excludes Capital Works incidents)



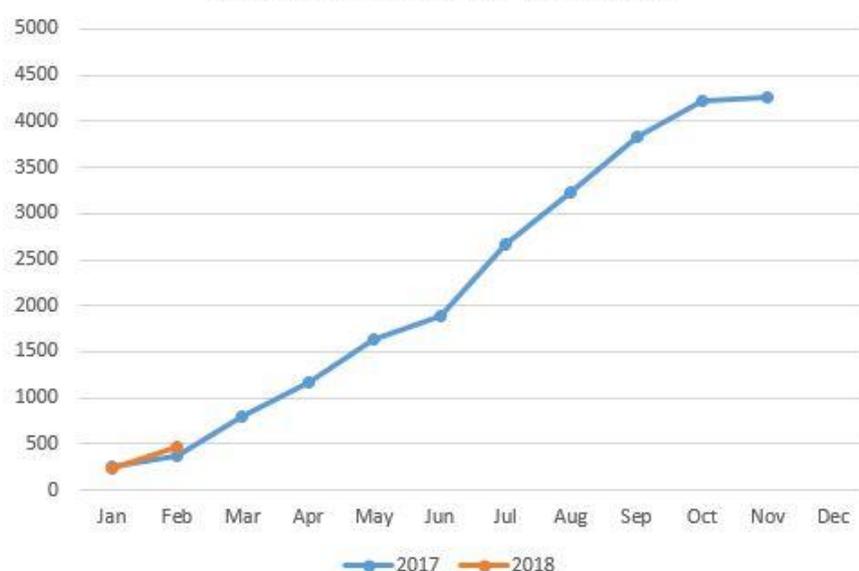


IMPROVING SYSTEMS AND PROCESSES		
Number of audits and inspections (excluding capital works programme)	0	
Staff participating in Health and Safety Oversight	36	H&S Coordinators
Number of provisional improvement notices issued	0	
Number of hazard registers past review date	0	

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

STAFF WELFARE		
Lost days due to on-site accidents	Feb: 2 days	1 staff member, dust in eye. 1 staff member on extended ACC compensation for earlier strain injury.
Lost days due to work related off-site accidents	Feb: 0 days	Nil
Lost days due to sickness	Feb: 232 YTD: 461	Full time equivalent days.
		5 persons required more than 5 days consecutive sick leave. 85 days total.

Cumulative Sick Leave Taken (days)



Number of new staff (excluding casual) that completed their health and safety induction process.	7 of 8 full time staff who started in February	87%
Number of staff on a return to work plan	1	1 non-work related.
Employee Assistance Programme February		
New clients	6	YTD 14
Sessions	16	YTD 38

CAPITAL WORKS PROGRAMME	
Audits Completed	Nil in February. The only capital works relate to the resurfacing of K Block car park. No incidents have occurred on this site.
Audit Action Items	

OTHER
<ul style="list-style-type: none"> Members of our Incident Management Team were given refresher training. Several scenarios were tested including one involving our Sustainability and outdoor education staff. Staff and students were alerted to the recent increased incidence of measles in Christchurch. Advice concerning symptoms and the availability of free vaccinations was provided. The existing hazard/risk registers have been migrated into our developing H&S Management system. Some consolidation of common risks is underway to improve consistency in risk assessment and reduce duplication of effort. Training dates for managers and H&S coordinators have been set. 4 fire alarm events occurred in February, 3 involving the NZ Fire Service. 2 causes not determined, 1 related to rain entering building, 1, students food caught fire in a microwave. No injury or serious damage occurred. 8 events YTD. 1 contractor was inducted during February. 16 YTD. 4 Workstation assessments completed YTD. Staff receiving first aid training 7 YTD.

HEALTH AND SAFETY ACTIONS UNDERWAY			
Action Description	Owner	Due Date	% Complete
Consideration of new supporting policies – Drug and Alcohol	TKM H&S Manager P&D Manager	June 2017	70
Training and Skills Development Plan prepared	HR Manager H&S Manager	August 2017	90 People and development are piloting a database of obligatory H&S certifications, licences and qualifications.
Placements - Develop processes that address placements and placement location	Director CS Director EAR	October 2017	50 Committee formed. Draft policy under consideration PwC advice under consideration.
Review incident management procedures, arrange training, test process	H&S Manager	February 2018	90 Incident management team refresher training completed. Lockdown procedures reviewed. Emergency procedure flip chart distributed to Southern campuses.
Review rehabilitation guidelines as it relates to experience rating	H&S Manager P&D Manager	March 2018	20

4 Risk Management Update

4.1 The following Risk Management update reports changes to the Key Risk Register since the last report to Council on 29 October 2017.

4.2 TKM completed a full review of the Key Risk Register, at the same time recognising that the current work by consultants (eg Brand Promise – David Kinnear) may change the associated ratings and mitigations.

4.3 TKM Key Risk Register review – 20 March 2018

a For this review TKM focussed on organisational change, and financial sustainability. Organisational Change has been divided into two risks, one for **internal** transformation and change, and one for **external** transformation and change.

b TKM reviewed and increased the risk ratings for the following three risks:

- i **Risk 1 Internal** organisation transformation through a major change programme.
- ii **Risk 2 (New Risk) External** organisation transformation through a major change programme.
- iii **Risk 3 Financial Sustainability**

c For more detail, please refer to the visual heat map. Detailed descriptions, indicators and controls for the Ara Key Risk Register are available on Diligent should Council need further information.

4.4 Audit NZ Interim Report - 31 December 2017

Audit NZ carried out a high-level review of the Ara Risk Management policy, and Key Risk Register against the ISO standard and other recognised good practice. “Overall, we found the risk register was in line with good practice. The policy was clear in terms individual risk owners and senior management’s roles and responsibilities for management of risk.

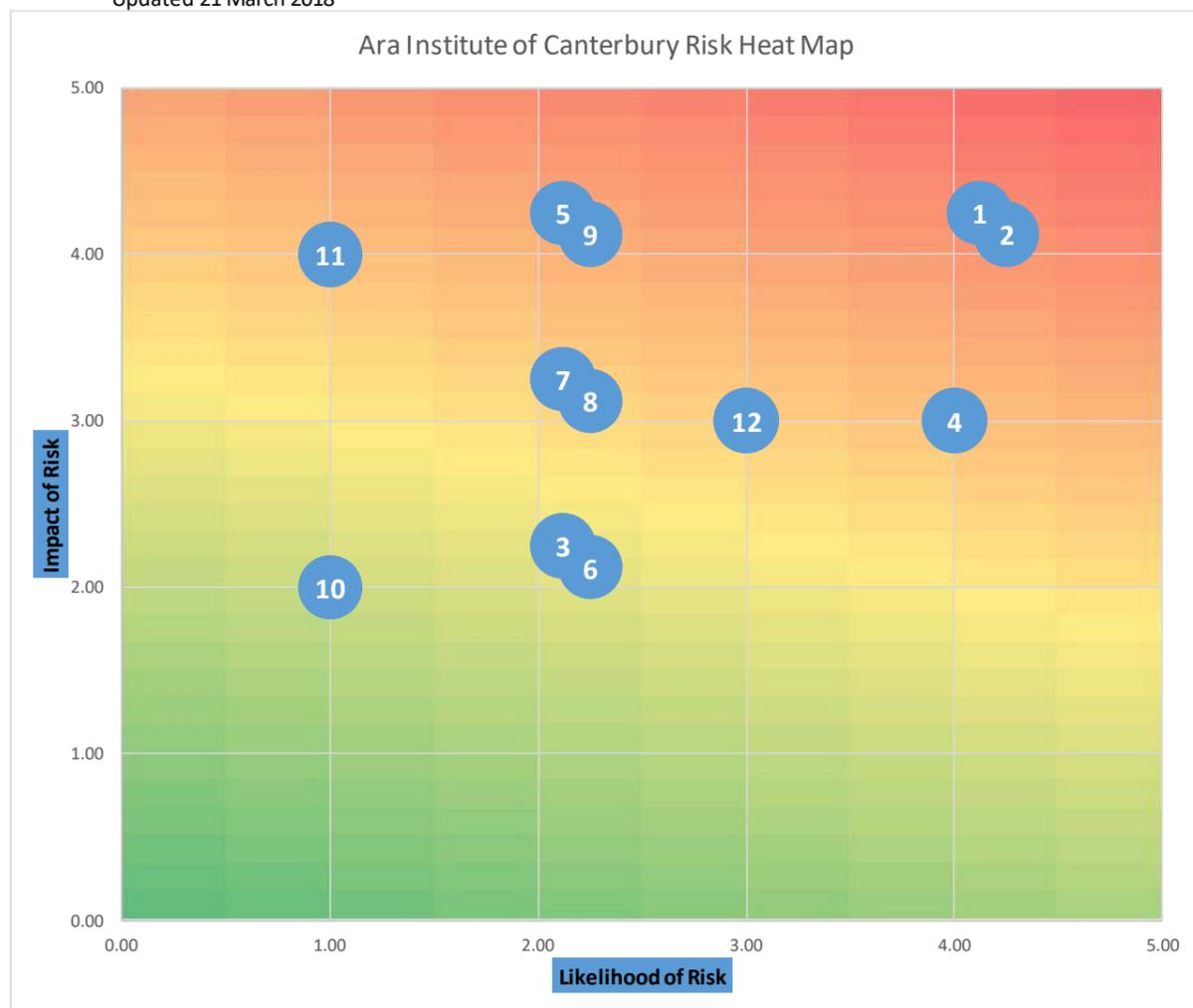
Recommendation - Differentiate between risk scores before risk treatment, and the residual risk that remains after treatment, in the risk register.

Management will continue to review reporting and process to make sure Ara reports best practise.”

Note: Additional columns for the treatment of residual risk have been included in the TKM Risk review sheet, and Key Risk Register. These beneficial changes will also be incorporated into the Ara Risk Management Policy.

Ara Institute of Canterbury Risk Heat Map

Updated 21 March 2018



ID	Risk Item	Overall Rating	Likelihood	Impact
1	Internal organisation transformation through a major change program	High	4	4
2	External Organisation transformation through a major change program	High	4	4
3	Partnerships and collaborative agreements	Low	2	2
4	Financial Sustainability	Medium	4	3
5	Student recruitment and retention/ Student recruitment and diversity	Medium	2	4
6	Management of data and data quality	Low	2	2
7	Welfare of staff and students	Low	2	3
8	Workforce Development	Low	2	3
9	Organisational Reputation	Medium	2	4
10	Graduate employability and programme quality	Minimal	1	2
11	IT resilience	Low	1	4
12	Business continuity	Medium	3	3

For further details, please see the Ara Year Risk Register

Ara Council 27 March 2018	Agenda Item	10.3a
		Information Item
PUBLIC	Presented by	T Gray

ARA COUNCIL REPORT SUMMARY	
TITLE OF REPORT	Academic Board
BACKGROUND AND PURPOSE	<p><i>A summary report to Council from Academic Services Division of:</i></p> <ul style="list-style-type: none"> <i>The Academic Board meeting was held on 22 February 2018.</i> <p><i>The Academic Board role is to:</i></p> <ul style="list-style-type: none"> <i>Advise Council, and recommend where appropriate, on the academic strategic direction and practices of the institution.</i> <i>Develop, monitor, review and maintain policies on academic matters including research conducted by staff.</i> <i>Consider proposals for new programmes.</i> <i>Approve programmes.</i> <i>Manage sub-committees as required, including:</i> <ul style="list-style-type: none"> <i>Defining delegations, roles, Terms of Reference (ToR) and membership.</i> <i>Receiving and acting on reports.</i> <i>Reviewing performance and effectiveness.</i> <i>Consider and report on any other academic matters which are referred to it by the Council or CE, or which the Board believes are of significant importance.</i>
RECOMMENDATION(S)	1. That the Academic Board report be received.
LINK TO ARA STRATEGY	High Performing Organisation.
KEY ISSUES IDENTIFIED	<p>Note: Increasing use of other ITP's programmes reducing our development costs.</p> <p>Note: The substantive work on degree delivery to find options that increase student and industry outcomes while increasing organisational sustainability.</p>
FINANCIAL IMPLICATIONS FOR ARA	-
RISK IMPLICATIONS FOR ARA	-

Academic Board Report

1 Programme Approval

The development programmes for 2017 was delivered in full and approved by NZQA. This enabled all planned provision for 2018. The Bachelor of Information and Communication Technology review is overdue and extra monitoring is in place. The Masters in Sustainability, a proposed new offering has been delayed to ensure a quality product.

An increasing number of programmes are being picked up from other providers saving considerable resource expenditure by Ara in development. There is a high number of developments being proposed for example; the Department of Humanities have submitted seven programme applications to develop in the last week. A small number of programmes are in their final stages of review before coming to Academic Board for final approval.

It was noted that the first review date for qualifications developed by Ara through the Targeted Review of Qualifications is in 2019. Where Ara is the qualification developer we need to run a national process to review those qualifications.

2 Moderation

Ara have received interim feedback on unit standards moderation evidence submitted to NZQA. Whilst the majority met the standard, three units received feedback based on the Recognition of Prior Learning (RPL) processes used. The Board noted that there is still some work to be done in this area to ensure moderation processes are consistent and that in the cases of those completed by RPL there is sufficient evidence to support the outcome. Further professional development will be provided to colleague's relating to appropriate evidence, particularly in the area of ePortfolios.

3 Degrees at Ara

A green paper on degrees was presented to Academic Board for discussion. It looked at opportunities to change degree delivery to improve outcomes for students, industry and organisational sustainability and quality. It stimulated a lot of discussion and debate. The strategic nature of the discussion led to a working group being set up. A further paper putting forward options for Ara to pursue will come to TKM and Academic Board from this work.

4 External Degree Monitor Reports

Each degree and postgraduate programme at Ara is reviewed by an external person annually. Reports and recommendations are received.

At this meeting, reports and action plans addressing any recommendations were received for:

- Bachelor of Broadcasting Communications
- Bachelor of Midwifery
- Bachelor of Social Work

The reports were positive and complimentary in the main with most recommendations for improvement addressed in action plans.

It was noted that the use of current guidelines and templates are not followed consistently across all degree monitors at Ara. It was decided that the Chief Executive will contact Heads of Department and all external degree monitors contracted by Ara outlining the expectations to ensure we maximise the impact of monitors.

5 2017 Ara Internal Evaluation

The Evaluation and Review Committee presented a report on the 2017 Internal Evaluation identifying trends across the various departments. The internal evaluation is where we have external people run evaluation process, similar to EER, across some curriculum areas. Departments involved have reviewed individual feedback and suggestions for self-assessment improvement. Workshops are being held for all colleagues relating to the new NZQA Tertiary Evaluation Indicators to support this improvement.

Ara Council 27 March 2018	Agenda Item	10.3b
		Information Item
PUBLIC	Presented by	J Hunter

ARA COUNCIL REPORT SUMMARY	
TITLE OF REPORT	Council Sub-Committee Reports
BACKGROUND AND PURPOSE	<ul style="list-style-type: none"> Public record of the formal Ara Sub-Committee Council meetings, held for the Council Audit and Risk Committee in December 2017 and March 2018.
RECOMMENDATION(S)	<p>That Council:</p> <ol style="list-style-type: none"> Receive the confirmed minutes of the meeting of the Council Audit and Risk Committee on 12 December 2017 and note the resolutions contained. Receive the verbal update of the meeting of the Council Audit and Risk Committee on 12 March 2018.
LINK TO ARA STRATEGY	N/A
KEY ISSUES IDENTIFIED	N/A
FINANCIAL IMPLICATIONS FOR ARA	N/A
RISK IMPLICATIONS FOR ARA	N/A

Council Audit and Risk Committee

Minutes of a meeting of the Council Audit and Risk Committee held on Tuesday 12 December 2017 at 9.30am in Room G202.

Welcome

Michael Rondel (Chair) extended a welcome to everyone.

1 Attendance

1.1 Present

a Elected Members

Michael Rondel (MR) (Chair), John Hunter (JH), Elizabeth Hopkins (EH), Jeremy Boys (JB), Tony Gray (TG).

b Non-Voting Officers

Darren Mitchell (DM), Tracey McGill (TMG), Lyn Russell (Minute Secretary).

1.2 Apology

Nil.

1.3 In Attendance

John Mackey and Chris Genet (Audit New Zealand), Therese Arseneau (Council Chair).

2 Confirmation of Minutes

*It was **resolved** that the Minutes of the Council Audit and Risk Committee meetings held on 10 October 2017 be approved as a true and accurate record of the proceedings of that meeting, and be signed by the Chair accordingly.*

J Hunter / J Boys

Carried

3 Action List / Matters Arising

Nil.

4 Audit New Zealand

4.1 Audit Engagement Letter

a A new engagement letter was necessitated by the appointment of a new Audit Director, John Mackey.

b The engagement letter draws attention to health and safety requirements for Audit NZ staff to ensure that their working environment whilst at Ara is appropriate.

4.2 Audit Plan

- a Noted that in the past this was referred to as the Audit Arrangement Letter.
- b Areas for audit this year –
 Property, plant and equipment fair value assessment
 Campus Development
 Management Override
 FMIS upgrade – noted that this will not now start until 31 March due to the impact of the new free-fees policy
 TEI funding guarantee
 PBRF – for clarification the Plan’s narrative does mean only Ara and not the polytechnic sector.

5 Public Excluded

It was resolved that the public be excluded from the meeting.

Chair

Carried

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

5.1	Minutes of the meeting held on 10 October 2017	[s9(2) (i)]
5.2	Matters Arising	[s9(2) (i)]
5.3	Audit NZ – Draft Interim Management Report	[s9(2) (i)]
5.4	Treasury Reporting	[s9(2) (i)]
5.4	IRD Audit Update	[s9(2) (i)]
5.5	Ara Budget 2018	[s9(2) (i)]

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

- *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

The Council moved back into open meeting.

6 Next Meeting

12 March 2018

The meeting concluded at 10.40am.

2018 Council Work Programme

as at 14 March 2018

Month	Topics	Notified Non-availability
January	30 Council Meeting (ChCh) <ul style="list-style-type: none"> • Conflicts of Interest – signed updated register from each member • Reconfirm Committee and Trust Memberships • Council Policy Review • Council Documentation Review • Board Self-Assessment 	M Taite-Pitama (30 Jan)
	30 Chief Executive Remuneration and Performance Review Committee	
February	15 Graduation (Timaru – 2pm)	E Hopkins (3-10 Feb) T Arseneau (5-10 Feb) J Annear (6-11 Feb)
	20 Council Campus Redevelopment Committee Meeting	
	22 Chief Executive Remuneration and Performance Review Committee	
	27 Council Meeting and Workshop (ChCh) <ul style="list-style-type: none"> • 2017 End of Year Provisional Financial Report • Strategic Development Fund – 2017 Close-out Reports 	
March	12 Council Audit and Risk Committee Meeting	T Arseneau (13-20 March)
	12 Chief Executive Remuneration and Performance Review Committee	
	27 Council Meeting (ChCh) <ul style="list-style-type: none"> • Board Self-Assessment • Health and Safety Manager Report • Draft Annual Report 2017 • Risk Management Framework Review 	
	29 Autumn Graduation Ceremonies (9.30am and 2.30pm sessions)	
April	6 Council Audit and Risk Committee Meeting	
	17 Council Campus Redevelopment Committee Meeting	
	Note: No Council meeting this month	
May	1 Council Meeting (ChCh) <ul style="list-style-type: none"> • Final approval of 2017 Annual Report • Report on Affixing of Common Seal • Pasifika Strategy Report • Internationalisation Strategy Report • Kaiārahi Report 	
	3 Full Academic Board	
	16 Council Audit and Risk Committee Meeting	
	29 Council Workshop(ChCh) Workshop (1) Future Focus on Content of the Transformation Agenda	
June	? Chief Executive Remuneration and Performance Review Committee	J Cartwright (2-15 June)
	19 Council Campus Redevelopment Committee Meeting	
	26 Council Meeting (ChCh) <ul style="list-style-type: none"> • 2018 Strategic Development Fund Report • Risk Framework Report • Health and Safety Manager Report • Fee Setting 	
July	18 Council Audit and Risk Committee Meeting	
	Note: No Council meeting this month	
August	21 Council Campus Redevelopment Committee Meeting	
	28 Council Meeting (ChCh)	

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

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

Waitangi Day – Tues 6 Feb

Good Fri – 30 Mar

Easter Mon – 2 April

Easter Tue – 3 April

ANZAC Day – Wed 25 Apr

Queen’s Birthday – Mon 4 Jun

South Canterbury Anniversary Day (Timaru Campus) – Mon 24 Sept

Labour Day – Mon 22 Oct

Canterbury Anniversary/Show Day – Fri 16 Nov

Christchurch Location: Room G202, Council Room, Te Kei

Timaru Location: Room TA210, Boardroom, Timaru Campus.

Ara Council Media Report - February 2018

1 February

Ara Timaru Local stakeholders [commented favourably on Ara Timaru's programme changes](#).

5 February

Art Programmes There was an [update on arts programmes and staffing](#) at Ara Timaru.

7 February

Nursing Stuff interviewed [new nursing students](#) at Ara Timaru.

15 February

Restructuring The TEU commented on restructuring at [Ara](#).

23 February

Timaru Graduation

<https://www.stuff.co.nz/timaru-herald/life/101451972/ara-student-rep-says-many-graduates-juggle-study-with-other-responsibilities>