



Notice of Meeting

A meeting of the Ara Council will be held:

on **Tuesday 26 March 2019**

at **11.00 am (Public session to commence at 1.30pm)**

Noting: 12pm Ara Remembrance Event

in **Room G202, City Campus.**

Tracey McGill
Council Secretary



COUNCIL MEETING AGENDA

Tuesday 26 March 2019

11.00 am*

Room G202, Council Room, Te Kei, City Campus

*Note: Ara Council only time 10.30am to 11.00 am and the public meeting commences from 1.30pm.

Ara Council Public Excluded Meeting

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

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

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

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

1) Meeting Attendance	11.00am	1.1 Welcome and Apologies		
2) Strategic Topics for Discussion	11.05am	2.1 RoVE Discussion 2.2 Transformation Agenda Update	[s9(2) (f), (i), (j)] [s9(2) (f), (i), (j)]	Verbal Verbal
Note: Council will attend the Ara Remembrance Event on the North Green at 12pm.				
3) Meeting Business	12.45pm	3.1 Meeting held Tuesday 26 February 2019 (Public Excluded) a Approval of minutes b Matters arising c Action List	[s9(2) (f), (i), (j)] [s9(2) (f), (i), (j)]	Attached
4) For Discussion	12.50pm	MONTHLY REPORTS 4.1 Chief Executive – Public Excluded a Deputy Chief Executives – Public Excluded	[s9(2) (i), (j)]	Attached Attached
5) For Information	1.15pm	MONTHLY REPORTS Subcommittees and Other 5.1 Trustees Update 5.2 Council Audit and Risk Committee – Public Excluded 5.3 Council Campus Redevelopment Committee – Public Excluded a Regional Master Planning (Chow Hill)	[s9(2) (i), (j)] [s9(2) (i), (j)] [s9(2) (i), (j)]	Verbal Verbal Attached
6) General Business	1.25pm			

Ara Council Public Meeting			
7) Meeting Business	1.30pm	7.1 Karakia : Ara Waiata	Te Marino
		7.2 Apologies	
		7.3 Disclosure of Conflicts of Interest	Attached
		7.4 Meeting held Tuesday 26 February 2019 a Approval of minutes b Matters arising c Action List	Attached
8) For Discussion	1.40pm	MONTHLY REPORTS 8.1 Chief Executive a RoVE b Health and Safety	Attached
9) For Information	1.45pm	MONTHLY REPORTS 9.1 Chair Report 9.2 Trustees Update 9.3 Sub-Committee Reports a Academic Board b Council Audit and Risk c Council Campus Redevelopment Committee OTHER 9.4 2019 Council Work Programme 9.5 Media Report	Verbal Verbal Attached Verbal Verbal Attached Attached
10) General Business	2.10 pm		
Note: 2.15pm to 3.00pm - Council Health and Safety Tour with Ara Health and Safety Manager			
	3.00 pm	Poroporoaki	

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

Haere mai e te iti
Haere mai e te rahi

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

Hei tikitiki mōhou
Mō tātou e

Haere mai kia kapohia
ngā kai a ngā tīpuna

Kua tau tō waka ki Ara e

Seek distant horizon to reach
your potential

Come one,
Come all

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

To strive for excellence
for all

Come and take hold of
the knowledge of our ancestors

You have arrived in our midst.

Ara Council 26 March 2019	Agenda Item	7.3
		Information Item
PUBLIC	Presented by	T Gray

ARA COUNCIL REPORT SUMMARY	
TITLE OF REPORT	2019 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)	Council to check the information on the register is accurate and current and advise the Council Secretary of any changes.
LINK TO ARA STRATEGY	N/A
KEY ISSUES IDENTIFIED	N/A
FINANCIAL IMPLICATIONS FOR ARA	N/A
RISK IMPLICATIONS FOR ARA	N/A

2019 Register of Disclosure of Conflicts of Interest

as at 26 February 2019

Council Members

<p>Janie Annear Deputy Chair [Term: 01/01/16 - 30/04/19]</p>	<ul style="list-style-type: none"> • Janie Annear Consulting (Director) • Local Government Commissioner • Specialised Structures Advisory Board (Director) • Westhills Forestry Ltd (Shareholder) • Rosehill Trust (Trustee) • Timaru Holdings (Partner) 	<ul style="list-style-type: none"> • Injury Management (Owner) • South Canterbury District Health Board (P Annear -Board Member)
<p>Thérèse Arseneau (Chair) [Term: 01/05/17 - 30/04/21]</p>	<ul style="list-style-type: none"> • ChristchurchNZ (Chair and Director) • Christchurch Symphony Orchestra (Chair and Trustee) • J Ballantyne and Company Ltd (Director) • Elder Family Trust (Trustee) 	<ul style="list-style-type: none"> • Therese Arseneau Consulting Ltd (Director and Shareholder)
<p>Jeremy Boys [Term: 01/01/16 - 30/04/19]</p>	<ul style="list-style-type: none"> • Opuha Water Ltd (Director) • JW&AM Boys Family Trust (Trustee) 	
<p>Jane Cartwright [Term: 01/05/14 - 30/04/19]</p>	<ul style="list-style-type: none"> • Ara Foundation (Trustee) • Brackenridge Estate Limited (Chair) • Health Practitioners Disciplinary Tribunal (Member) • Nurse Maude Association (Chair - Clinical Quality & Risk Committee). 	<ul style="list-style-type: none"> • Canterbury Clinical Network (Independent Advisor) • Cartwright-Newton Family Trust (Trustee) • JC Ltd (Director)
<p>Stephen Collins [Term: 01/05/13 - 30/04/19]</p>	<ul style="list-style-type: none"> • Basileus Investments Ltd (Director and shareholder) • Canterbury Employers' Chamber of Commerce (Board member) • Christchurch Heritage Trust (Board member) • Christchurch Heritage Ltd (Director) • Collins Davies Trust (Trustee) • Collins Real Estate Ltd (Director and shareholder) 	<ul style="list-style-type: none"> • S J Collins Family Trust (Trustee) • Oxford 210 Ltd (Director and shareholder) • Rebekah Collins Trust (Trustee) • Ripponvale Investment Ltd (Director) • Samuel Collins Trust (Trustee) • Westwood Ltd (Director and shareholder) • Central City Business Group (CCBG) (Trustee)
<p>Elizabeth Hopkins [Term: 01/05/14 - 30/04/19]</p>	<ul style="list-style-type: none"> • Ara Foundation (Trustee) • Hi-Aspect (Chair) • Hopkins Partnership (Director and Shareholder) • University of Canterbury (Consultant to 31 March 2019) • University of Canterbury (Employee from 1 April 2019). 	<ul style="list-style-type: none"> • Landcare Research (employee) • Hopkins Partnership (Director and Shareholder)
<p>John Hunter CCRC Chair [Term: 01/05/14 - 30/04/19]</p>	<ul style="list-style-type: none"> • Hunter York Family Trust (Trustee) • Nelson Bays Primary Health (Chair) • PHO Alliance (Executive member) 	
<p>Melanie Taite-Pitama [Term: 01/03/17 - 28/02/21]</p>	<ul style="list-style-type: none"> • Tuahiwi Education Ltd (Director/Shareholder) • Tuahiwi School Board of Trustees (Member) • Taite Family Trust (Trustee) • Rangiora High School (Advisor to Board of Trustees) 	

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

26 February 2019

Minutes from the Ara Institute of Canterbury Council meeting held on Tuesday 26 February 2019 at 1.30pm in in Room G202, Te Kei, City Campus and via videoconference to Room TA210, Timaru Campus.

7 Statutory Requirements

7.1 Karakia/Mihi

The meeting commenced with the Ara Waiata.

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) and Christina Yeates (Minute Secretary).

iii Management

Darren Mitchell (Deputy Chief Executive – Chief Operating Officer).

iv In Attendance

Michael Rondel (Independent Chair – Council Audit and Risk Committee).

b Apologies

i Voting Members

Stephen Collins (early departure).

ii Non-Voting Officers

Te Marino Lenihan (Kaiārahi) and Tracey McGill (Council Secretary).

7.3 Disclosure of Conflicts of Interest [Pages 19/Ara Council/03/5-7]

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

All Council members were asked to review their existing annual disclosures of interest declarations and advise the Council Minute Secretary of any amendments.

Declarations of interest for items on today's agenda

Nil.

7.4 Confirmation of Minutes [Pages 19/Ara Council/03/8-16]

a Minutes of Committee Meeting – 30 October 2018

*It was **resolved** that the minutes of the ordinary meeting of the Ara Council held on 30 October 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 October 2018

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

- AP1852 (CPP102 Disclosures and Management of Conflicts of Interest Policy) – the subcommittee formed to review the governance documentation advised that the Council Secretary had completed a review of the current policy and that it is in line with AuditNZ and the Institute of Directors. There is no current requirement for a rewrite, so this action is now completed.
- AP1900 – Review of Governance documentation – Council agreed that in light of the current RoVE announcement, this review is on hold.
- AP1901 – Succession Planning – the Council Chair advised this action has now been completed.
- AP1902 – Correspondence – the EEL sector response has been circulated by the Chief Executive, so this action is now complete.
- AP1903 – Council Meeting Schedule - completed.
- AP1904 – Health and Safety – the Chief Executive advised that this is in progress.
- AP1905 – Annual Report 2018 – the Chief Operating Office advised that the request for sector/regional reporting to be included is in progress. As such, this request has been actioned.
- AP1906 – Public and PE Content of meetings – completed.

- AP1907 - Review of Graduation speeches – completed.

c Matters Arising

- i** Council requested that the Health and Safety tour of City Campus be rescheduled to the March Council meeting.

7.5 Correspondence

[Pages 19/Ara Council/03/17-22]

- a** The correspondence in regard to the publication of Official Information Acts Complaints Data and the advice from the Auditor General's office in relation to the Statement of Service for the Ara Annual Report was received and noted.

7.6 Subcommittee Membership

[Pages 19/Ara Council/03/23]

- a** Elizabeth Hopkins advised that her membership on the Foundation Trust has now expired after 9 years however, Council were in agreement that Elizabeth propose to stay on the Trust for the course of this year due to the potential changes as a result of RoVE.
- b** Council agreed that any review of the subcommittee membership will roll over due to RoVE.

8 For Discussion

8.1 Chief Executive Report

[Pages 19/Ara Council/03/24-52]

The report was taken as read and the Chief Executive provided the following update:

- a** The presentation to Ara colleagues on the RoVE proposals was received and its contents noted.
- b** Council and the Chief Executive are looking forward to engaging with the RoVE team on 7 March 2019 when they visit Ara.
- c** The Chief Executive advised of his stakeholder engagement programme for the Southern Campuses and North Canterbury.
- d** Council advised they are looking forward to working on the Ara response to the consultation document.

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

T Arseneau

Carried

8.2 Health and Safety

[Pages 19/Ara Council/03/36]

The monthly report was taken as read.

- a The Chief Executive advised that Ara has been concentrating on a new structure for Health and Safety and has reviewed the leadership going forward and the terms of reference. The Committee is seeking a Council representative and it was agreed that Jeremy Boys would join the Committee.
- b The Chief Executive advised that Health and Safety at Ara is to be driven by the Deputy Chief Executive, People and Culture.
- c Council queried how mental health data is being recorded. The Chief Executive advised that the reporting metrics for this is being determined. There is now a wellbeing strategy and workshops currently being implemented and Te Kāhui Manukura attended the first of these recently. Council highlighted the importance to address health and wellbeing as well as safety. (The appointment of a new Wellbeing Manager is noted).
- d The Council has previously raised areas for improvement and fully supports the new structure whereby a Health and Wellbeing leadership team plus Health and Safety working groups are to be appointed.
- e The Chief Executive, in reviewing the January 2019 report, noted that improvements in reporting (trend analysis), internal auditing and inductions for casual staff were still to be actioned.
- f The Health and Safety Annual Report for 2018 was received and its contents noted. Council noted that the report reflects the substantive work undertaken by staff to manage Health and Safety and Council acknowledges this commitment.

9 For Information

9.1 Chair Report

- a The Council Chair reflected on the very successful graduation ceremony held in Timaru.
- b The Chief Executive advised he will follow through on the role of Ara Whenua in these ceremonies.

Action: *Chief Executive to follow through on the role of Ara Whenua at graduation.*

[AP1907 Chief Executive]

9.2 Trustees

No reports were received.

9.3 Sub-Committee Reports

a) Academic Board

[Pages 19/Ara Council/03/53-55]

The report was taken as read.

The Chief Executive advised of the following:

- i. A new approach to Academic Board Quality Assurances.
- ii. There is a cultural element to the internal evaluations and the CE will circulate a copy of the internal evaluation report to Council.
- iii. Council noted that the NZQA will review assessment practice in the Department of Business in March 2019. The Chief Executive agreed it would be a good idea for preparatory sessions to be in place before the NZQA audit.

9.4 2019 Council Work Programme

[Pages 19/Ara Council/03/56-57]

The programme was taken as read. The following items were discussed:

- i. Rollover of Council appointments
- ii. Online self-assessment for Council members
- iii. Succession Planning to be removed
- iv. Review of the Ara response to RoVE – a special Council meeting to be arranged week commencing 18 March 2019.
- v. March Council meeting – the Strategy session has been cancelled for 26 March and this will now be an ordinary Council meeting.
- vi. It was noted that the Audit and Risk Committee and the Council Campus Redevelopment Committee will meet on 13 and 19 March respectively. The impact of RoVE will form part of the agenda for both Committees.

9.5 January Media Report

[Pages 19/Ara Council/03/58]

The report was taken as read.

10 General Business

Nil.

Poroporoaki

There being no further public business, the public meeting closed at 2.15pm.

READ AND CONFIRMED

Chair:

26 March 2019

Ara Council Minutes - Action List as of 26 February 2019

# (yr/#)	Date when Action Arose	Agenda Item	Topic	Action	Council Responsibility	Status	Due Meeting date
1900	30/10/18	7.4c(ii)	Review of Governance documentation – Statute/Standing Orders/Charter	Revisit the Council Charter and bring back to Council, along with a review of the current Ara Standing Orders and Ara Statute, in line with legislative changes.	Chief Executive/Chair /Council Secretary	On hold due to RoVE proposals	Post-RoVe
1904	30/10/18	8.2	Health and Safety	Monthly internal audits and yearly external audits to be arranged. Detailed strategy to be provided to Council with CE responsibility to demonstrate improved best practise across all campuses.	Chief Executive/Chief Operating Officer	In progress and ongoing for 2019. Update to be provided for March meeting.	26 March
1908	26/02/19	9.1	Graduation – Role of Ara Whenua	Chief Executive to follow through on the role of Ara Whenua at graduation.	Chief Executive	In progress for March meeting	26 March

Ara Council 26 March 2019	Agenda Item		8.1
	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

Refer to Appendix 1.

1.2 Enrolments Update

- a As at 20 March 2019, Ara had enrolled 5,140 EFTS for 2019, out of a full year target of 7,394. Including enrolments in the process of being invoiced and paid, Ara currently has 5,905 EFTS, compared to 5,723 at the same point last year.
- b Ara has an overall target to grow from the 2018 final enrolments position of 7,042 EFTS, to 7,394 EFTS by the end of 2019 (+5.0%). This is made up of growing domestic EFTS by 360 EFTS (+5.8%) and maintaining international enrolments at 840 EFTS (noting Ara enrolled 848 international EFTS in 2018).
- c To date, international applications and enrolments have been well up on the same time last year. This is primarily due to increased numbers of Indian students, particularly into degree-level Business and Engineering & Architecture programmes. There are also higher numbers of students from a number of Asian countries enrolling in English language programmes. Seven of the nine departments are on track to exceed their international enrolments targets, with Creative Industries and Hospitality and Service Industries current only trending 3 EFTS and 2 EFTS below their respective year-to-date targets. There are ongoing delays with Immigration NZ issuing visas for international students which is causing some students to defer to Semester 2 programme starts, however this impact is included in the stated enrolment numbers.
- d Domestic applications and enrolments, whilst ahead of the same time last year, are currently below the level required to achieve the +5.8% domestic growth target. Ara has had 251 (2.5%) more applications by domestic students and currently has 94 (1.8%) more domestic EFTS than at the same time last year. The bulk of domestic provision, and where most of 2019 growth is planned, is through SAC Level 3+ funded provision. Year to date enrolments in this provision, while 1.2% up on last year, are below the 6.7% growth target.
- e Six of the nine departments have more domestic enrolments than at the same point last year and are also on track to achieve their full year targets. These are the Departments of Computing; Creative Industries; Hospitality & Service Industries; Humanities; Nursing, Midwifery & Allied Health; and Science & Primary Industries. Other positive areas include SAC Level 1-2 provision, with increased enrolments in English Language courses for domestic students.

- f There has also been continued strong demand for secondary-tertiary dual enrolment (DE) provision, with Ara's 2019 Trades Academy 460 funded places allocated and a further 156 DE students funded through other channels.
- g Areas currently tracking below target include domestic numbers in: Level 6 (Diploma) Engineering and Architecture programmes, Trades Level 4 managed apprenticeships, and several areas of Business provision. Enrolment numbers in South Canterbury are also both below last year and growth targets, mainly due decreased enrolments in Trades and Cookery programmes.
- h Enrolment data has been analysed with all Departments, with planning underway to optimise offerings for the remainder of the year, and refining marketing and engagement strategies.

Ara Overall	Target (Full year)	Last Year (Full year)	Current Tracking	Last Year Tracking	Req. Growth	Actual YTD Growth
	7,394.3	7,042.4	5,904.9	5,722.6	5.0%	3.2%

International/Domestic						
Domestic	6,554.3	6,194.6	5,233.4	5,139.0	5.8%	1.8%
International	840.0	847.8	671.5	583.6	-0.9%	15.0%

Source of funding						
⊕ SAC 3+	5,900.8	5,532.6	4,793.1	4,734.6	6.7%	1.2%
⊕ Intl	840.0	847.8	671.5	583.6	-0.9%	15.0%
⊕ TA	132.2	134.3	156.1	144.0	-1.5%	8.5%
⊕ SAC 1-2	127.6	110.0	94.1	73.7	16.0%	27.6%
⊕ ACE	127.0	127.6	31.8	40.2	-0.5%	-21.0%
⊕ YG	97.7	107.7	66.5	69.5	-9.3%	-4.2%
⊕ ITO	89.3	79.3	47.6	29.0	12.6%	63.9%
⊕ Other	79.7	103.1	44.2	48.0	-22.8%	-8.0%

Department						
⊕ BUS	738.5	650.1	428.8	519.9	13.6%	-17.5%
⊕ COM	556.3	538.8	404.5	371.4	3.3%	8.9%
⊕ CRE	719.0	712.2	682.4	678.9	1.0%	0.5%
⊕ EAS	719.6	680.1	659.1	627.7	5.8%	5.0%
⊕ HSI	627.9	622.2	555.5	539.3	0.9%	3.0%
⊕ HUM	837.2	802.4	563.3	482.4	4.3%	16.8%
⊕ NMA	1,672.5	1,594.9	1,462.5	1,370.8	4.9%	6.7%
⊕ SPI	148.4	173.5	168.7	139.6	-14.5%	20.8%
⊕ TRA	1,151.3	1,141.4	879.0	916.2	0.9%	-4.1%

Location						
⊕ All Other	6,715.5	6,517.8	5,480.2	5,310.0	3.0%	3.2%
⊕ South Canterbury	455.2	397.9	323.7	336.1	14.4%	-3.7%
⊕ eCampus	223.5	120.2	100.3	70.8	86.0%	41.7%

Key

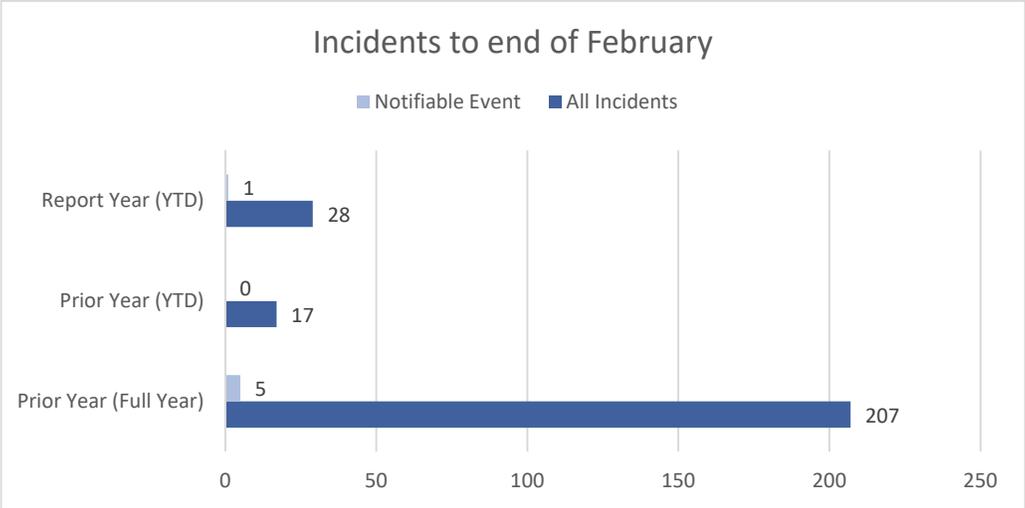
SAC 3+	SAC Level 3+ provision. Domestic students studying towards qualifications at Levels 3 (Certificate) to 9 (Masterate) level.	Tracking above req. growth	
Intl	International Students.	Tracking below req. growth	
TA	Trades Academy (formerly CTC). Students in Years 11-13 at secondary school who attend 1-4 days per week at Ara and the remainder at their secondary school.	BUS	Business
SAC 1-2	SAC Level 1-2 provision. Foundation-level provision to domestic students.	COM	Computing
ACE	Adult and Community Education. Generally low-level, short, non-assessed courses in subjects such as literacy, numeracy and Te Reo Māori.	CRE	Creative Industries
YG	Youth Guarantee. Students aged 16-19 with lower prior educational achievement.	EAS	Engineering & Architectural Studies
ITO	Industry Training Organisation (ITO) off-job training – Ara delivering block courses and other training to ITO apprentices	HSI	Hospitality & Service Industries
Other	This includes a number of small areas of provision not otherwise grouped.	HUM	Humanities
		NMA	Nursing, Midwifery & Allied Health
		SPI	Science & Primary Industries
		TRA	Trades

2 Health and Safety

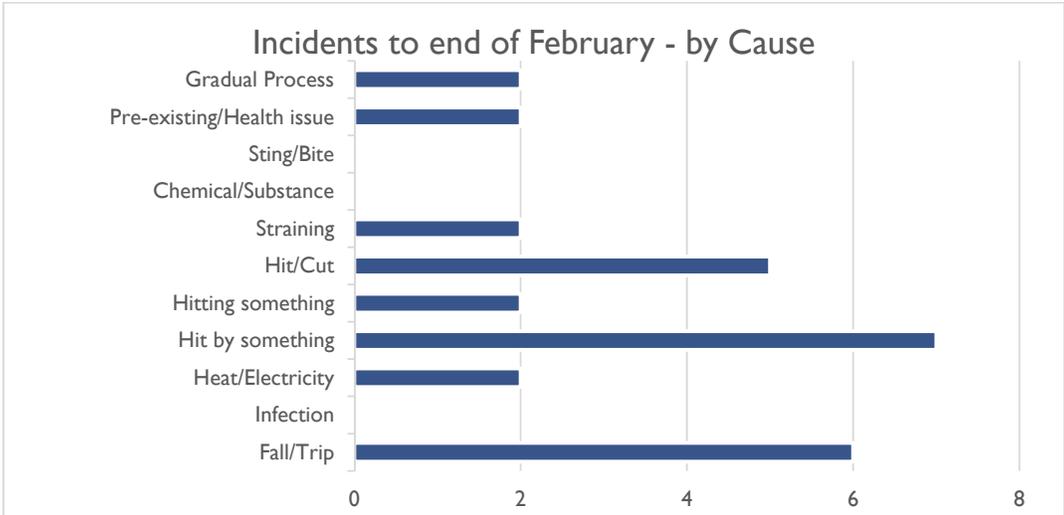
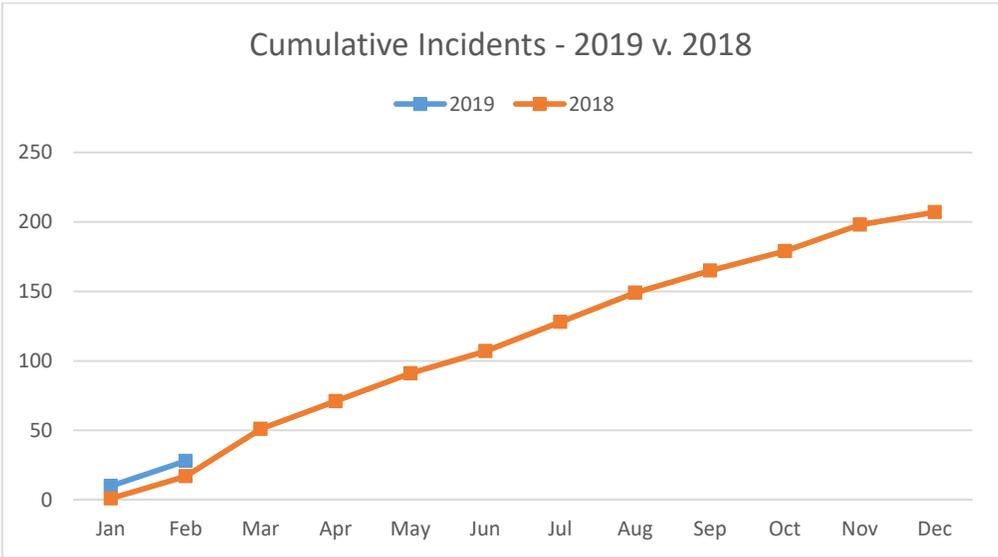
2.1 Monthly Report

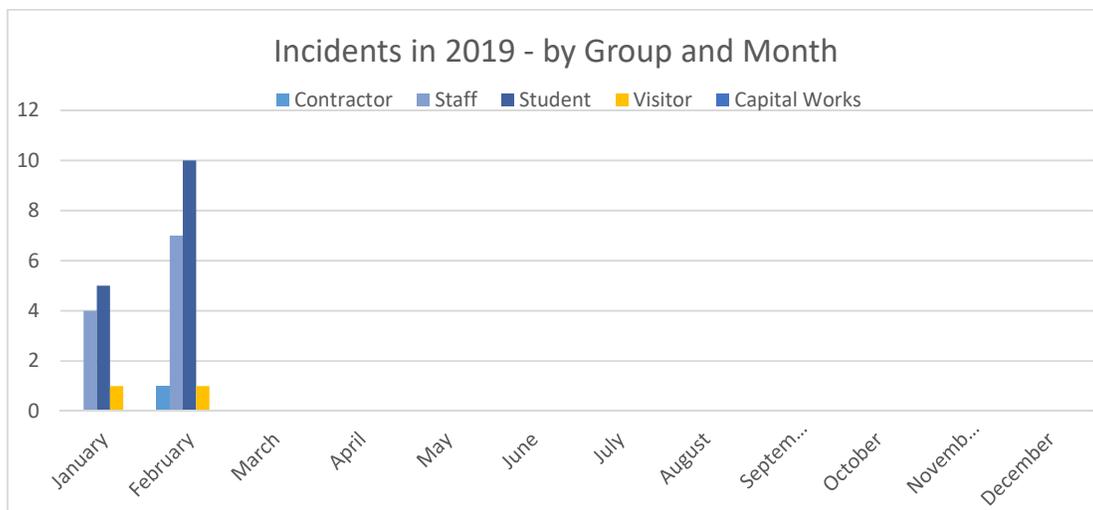
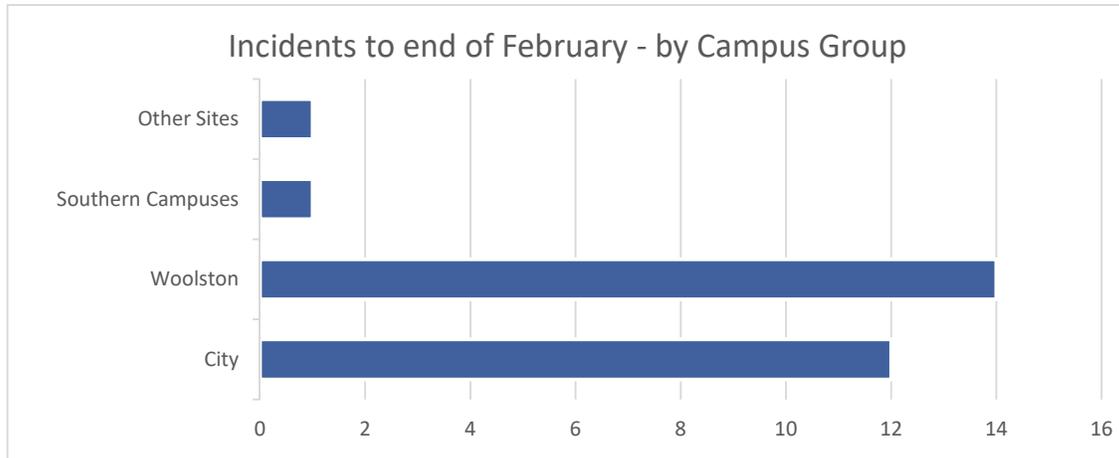
- a During the month of February 2019, 6 staff, 10 student, 1 contractor, and 1 visitor incidents were recorded. Staff suffered 1 trip injury, 3 strains, 1 cut, and 1 near miss trip. No significant injuries resulted from these events. The 10 student incidents included 4 cuts, 2 faints, 1 seizure, 1 burn on a hot pot handle, 2 hits due to slipping with a screw driver and an Allen key. One of the cuts involved a slip with a hand saw. This caused a deep cut between thumb and forefinger requiring surgery. WorkSafe were advised of this incident. They have indicated they will not investigate it. The student is now back on the course. The contractor incident related to a near miss when a ladder blew over in the wind. It occurred in a restricted area and no harm occurred. The visitor incident related to a visitor driving at excessive speed on the Madras campus attempting to chase a bicycle thief. No harm resulted.
- b A sample of a suspicious building material from our Timaru Campus and sent for analysis. No asbestos was found.
- c The annual certification of pressure vessels and accessible elevators was completed in February. The fire safety pressurisation and extract systems in ALX and OH Blocks were also tested for certification. The fire system tests discovered a failure in an auto door closure mechanism, which was subsequently repaired.
- d The activities of several Ministry of Awesome projects were discussed from a health and safety perspective. Risks assessed and controls agreed.
- e Manawa colleagues and business partners have established a Health and Safety Group to manage local health and safety issues.

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	6	10
Students	0	0	0	0	10	15
Contractors	0	0	0	0	1	1
Visitors	0	0	0	0	1	2
Capital Works	0	0	0	0	0	0
Total	0	0	0	0	18	28
INCIDENT DETAIL (SINCE LAST REPORT)						
<i>Refer to commentary for detail on incidents.</i>						



(Prior Year excludes Capital Works incidents)





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

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: 0 days	15 days loss for 1 strain injury in January																																							
Lost days due to work related off-site accidents	Feb: 0 days	Nil																																							
Lost days due to sickness	Feb: 441 YTD: 739 Full time equivalent days	11 persons required more than 5 days consecutive sick leave. 299 days total, not all taken yet.																																							
ACC leave year to date.	47 days work related. 44 days non work related.																																								
<p style="text-align: center;">Cumulative Sick Leave Taken (Days)</p> <table border="1"> <caption>Cumulative Sick Leave Taken (Days)</caption> <thead> <tr> <th>Month</th> <th>2018 (Days)</th> <th>2019 (Days)</th> </tr> </thead> <tbody> <tr><td>Jan</td><td>200</td><td>200</td></tr> <tr><td>Feb</td><td>400</td><td>700</td></tr> <tr><td>Mar</td><td>800</td><td></td></tr> <tr><td>Apr</td><td>1200</td><td></td></tr> <tr><td>May</td><td>1600</td><td></td></tr> <tr><td>Jun</td><td>2500</td><td></td></tr> <tr><td>Jul</td><td>2800</td><td></td></tr> <tr><td>Aug</td><td>3000</td><td></td></tr> <tr><td>Sep</td><td>3400</td><td></td></tr> <tr><td>Oct</td><td>3800</td><td></td></tr> <tr><td>Nov</td><td>4600</td><td></td></tr> <tr><td>Dec</td><td>4900</td><td></td></tr> </tbody> </table>			Month	2018 (Days)	2019 (Days)	Jan	200	200	Feb	400	700	Mar	800		Apr	1200		May	1600		Jun	2500		Jul	2800		Aug	3000		Sep	3400		Oct	3800		Nov	4600		Dec	4900	
Month	2018 (Days)	2019 (Days)																																							
Jan	200	200																																							
Feb	400	700																																							
Mar	800																																								
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Oct	3800																																								
Nov	4600																																								
Dec	4900																																								
Number of new staff (excluding casual) that completed their health and safety induction process.	3 of 4 full time staff who started in February	75%																																							
Number of staff on a return to work plan	3	All non-work related.																																							
Employee Assistance Programme February																																									
New clients	11	YTD 17																																							
Sessions	28	YTD 45																																							

CAPITAL WORKS PROGRAMME	
Audits Completed	One external audit of the Landscaping contract was completed in February.
Audit Action Items	A number of minor issues were raised for action. These have now been attended to.

OTHER
<ul style="list-style-type: none"> • 0 fire alarm events occurred in February – 3 events YTD. • 39 contractors were inducted during February – 46 YTD. • 2 workstation assessments completed in February – 6 YTD. • 3 Staff received first aid training in February – 3 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	April 2019	95 Under consultation with staff unions
Identify top critical risks at Ara Report on controls and measure reduction in risk.	H&S manager.	*	
Promote increased reporting of near miss incidents	H&S Manager	*	Ongoing
Establish H&S leadership and H&S working groups & annual program.	H&S Manager	*	H, S & Wellbeing Leadership group TOR drafted and agreed.
Develop and implement a H&S Communications plan	H&S Manager.	*	
Explore a new H&S Management system and confirm decision.	H&S Manager.	March 2019	90%
Review rehabilitation guidelines as it relates to experience rating	P&D Manager	June 2019	95 Awaiting ratification by P&D

* Time frames to be agreed by the Safety, Health and Wellbeing leadership group.

Tony Gray
Chief Executive

**283
more**

domestic
applicants

33 more students
enrolled in SAC 1-2
(Foundation)
programmes

**23 more
students**
in Health and
Wellbeing Level 3-4
programmes

**29 more
students**
have enrolled at
Ara after a
break of 1 year+

31 more students
enrolled at
postgraduate level

**62 more
students**

in Engineering &
Architectural
Studies
Degrees + Grad Dips

**27 new
programmes**
have
enrolments

**2,120
more**

international
applicants

22 more students
enrolled through
Trades Academy
pathways

49 more students

in Hair & Beauty programmes

***7 departments trending to achieve
98%+ of full year target***

1.1 Financial Statements

- a As at February 2019, the budgeted performance was for a year-to-date deficit before abnormal items of \$7.3m. The actual year-to-date deficit improves on this, at \$5.5m resulting in a favourable variance of \$1.8m. At this time of the year a deficit is expected due to relative timing of revenue and expenses. The revenue position being largely driven by course dates with Semester 1 delivery commencing during February and March, however, costs are incurred from the beginning of the year.
- b At the report date a large number of enrolments were still progressing through the final stages of the invoicing process, therefore, the associated revenue is not reflected in the Statement of Financial Performance. The invoicing backlog is due to several contributing factors including delays in the notification of student's Fees Free statuses by TEC, Ara invoicing policy regarding the timing of invoice issuing relative to course start dates and the overall volume of transactions. Staffing resource has been put in place to resolve this issue as efficiently as possible and Management is investigating alternative options to reduce the potential for reoccurrence of this in future. The invoicing delay has impacted Domestic Fee Income, International Fee Income and SAC Funding Level 3+.
- c SAC Funding Level 3+ is \$195k under budget. An adverse variance to budget is reasonable given the issue noted above; however, it is unusual that Domestic Fee Income has been impacted to a greater extent. It is expected that the revenue categories would move approximately in proportion to each other, allowing for a degree of variability from enrolments in high fee courses versus low fee courses as experienced during 2018. Finance are investigating the causes of the divergence.
- d All areas of delivery at Levels 1-2; SAC Funding Level 1-2, Youth Guarantee and CTC are ahead of budget year-to-date. ACE funding is \$36k (50%) adverse to budgeted expectation. The budget for this revenue category is distributed evenly throughout the year as courses are flexible in nature without fixed start and end dates and enrolment patterns vary.
- e Non-EFTS grants are tracking to budget.
- f Domestic Fee Income and International Fee Income are under budget for the reasons noted above. Additionally, whilst EFTS performance overall is ahead of the same time last year, it is softer than budgeted expectation in some categories. Further information on applications and enrolments is available in the Enrolments Update contained within the Council papers.
- g International Commissions are over budget, as noted in earlier reports commissions costs are incurred as invoices are received rather than by associated enrolment activity, this is variable and, therefore, challenging to phase the budget accurately.

- h Other Teaching Income is \$61k (47%) lower than anticipated largely in Business and Trades. Investigations are underway, including prior year comparisons, to determine whether this is due to budget phasing or actual under performance.
- i Interest income and Other Revenue are both tracking close to budget.
- j Teaching Staff costs are \$1.3m under budget of which \$0.9m is the result of high annual leave usage in January. The net impact of annual leave varies during the year, however, this is managed such that the year-end impact is nil. A further \$0.2m of variance has arisen from a lower than planned levels of spend on hourly paid tutors. All teaching departments are currently under budget.
- k Non-Teaching Staff costs are \$0.7m under budget, approximately half of which is from high annual leave usage.
- l Occupancy/Property costs are under budget by \$125k. Savings have occurred in energy costs, specifically in fuel and gas expenses which have variable timing across the year and typically lower in the summer months. Electricity costs are currently tracking to budget.
- m The accounting treatment of the Manawa lease is still being completed. At this time the lease costs are reflected as an operational spend, included in Occupancy costs. If it is determined that the lease is Finance in nature the costs will be removed from the Occupancy and Property categories and Depreciation will be increased.
- n General operating expenditure is \$0.8m less than the budget year-to-date expectation, with savings against most types of expenditure. The majority of the savings (\$0.6m) are within the Academic, Innovation and Research Division (AIR). This variance is likely due to the relative timing of expenditure compared to budget. The teaching departments had budgeted on average to spend 16.9% of their budget by end of February, reflective of a flat expected spend month-to-month. At the same point last year, AIR had spent only 9.7% of their final 2018 spend. Had the 2019 budget been spread on a similar basis, AIR would be only \$60k under expectation.
- o Depreciation expenses are currently on track to budget. As noted above Depreciation may increase once the Manawa leasing position is finalised. Additionally, there is likely to be an impact from changes to building depreciation resulting from the revaluation of buildings as part of the 2018 Annual Report. This will be reflected once the audit has been completed and the balance sheet rolled over into 2019.

**Statement of Financial Performance
for the year to 28 February 2019**

Revenue	2019 Year to date		Full Year
	Actual	Budget	2019 Budget
Government Funding			
SAC Funding Level 3-7	4,750,315	4,945,624	54,581,091
SAC Funding Level 1-2	100,523	75,659	803,140
ACE Funding	38,601	74,247	564,553
Youth Guarantee Funding	105,246	94,003	1,278,521
CTC funding	258,152	234,717	2,144,679
Other Non-EFTS grants	341,018	344,156	2,621,040
Total	5,593,855	5,768,406	61,993,024
as % of Total Revenue	59.6%	54.9%	54.6%
Student Tuition Fees			
Domestic Fee Income	2,131,040	2,769,346	30,113,151
less Scholarships/Discounts	(466,770)	(732,104)	(2,103,067)
International Fee Income	1,071,333	1,522,126	14,412,452
less Commissions/Discounts	(156,131)	(116,243)	(1,372,623)
Total	2,579,472	3,443,125	41,049,913
as % of Total Revenue	27.5%	32.8%	36.1%
Other Teaching Income			
	68,122	129,593	2,326,054
as % of Total Revenue	0.7%	1.2%	2.0%
Other Income			
Interest	345,238	351,166	2,107,000
Other Revenue	794,687	820,628	6,151,084
Total	1,139,925	1,171,794	8,258,084
as % of Total Revenue	12.2%	11.1%	7.3%
Total Revenue	9,381,374	10,512,918	113,627,075

**Statement of Financial Performance
for the year to 28 February 2019 (cont)**

Expenses	2019 Year to date		Full Year
	Actual	Budget	2019 Budget
Personnel			
Teaching	4,265,990	5,572,101	34,791,368
Non-Teaching	5,150,554	5,858,470	35,520,510
Total	9,416,544	11,430,571	70,311,878
as % of Revenue	100.4%	108.7%	61.9%
Other Costs (except Depreciation)			
Occupancy/Property costs	1,655,198	1,779,766	11,459,292
General Operating Expenditure	2,059,967	2,875,390	19,289,621
Total other costs	3,715,164	4,655,156	30,748,913
as % of Revenue	39.6%	44.3%	27.1%
Depreciation			
All Depreciation	1,731,002	1,755,834	10,535,000
as % of Revenue	18.5%	16.7%	9.3%
Total Expenses	14,862,710	17,841,561	111,595,791
Surplus/(Deficit) excl Abnormal	(5,481,336)	(7,328,643)	2,031,284
as % of Revenue	-58.4%	-69.7%	1.8%
Abnormal Items			
Transformation Costs	(190,424)	(300,000)	(1,800,000)
Total Abnormal Items	(190,424)	(300,000)	(1,800,000)
Total Surplus/(Deficit)	(5,671,760)	(7,628,643)	231,284
as % of Revenue	-60.5%	-72.6%	0.2%

Ara Council 26 March 2019	Agenda Item	Page 19/ Ara Council 03a
		Information Item
PUBLIC	Presented by	G Nelson

ARA COUNCIL REPORT SUMMARY	
TITLE OF REPORT	Academic Board
BACKGROUND AND PURPOSE	<p><i>A summary report to Council from Academic Quality of:</i></p> <ul style="list-style-type: none"> <i>The Academic Board meeting was held on 28 February 2019.</i> <p><i>The Academic Board role is to:</i></p> <ul style="list-style-type: none"> <i>Advise Council, and recommend where appropriate, on the academic strategic direction and practices of the institution.</i> <i>Develop, monitor, review and maintain policies on academic matters including research conducted by staff.</i> <i>Consider proposals for new programmes.</i> <i>Approve programmes.</i> <i>Manage sub-committees as required, including:</i> <ul style="list-style-type: none"> <i>Defining delegations, roles, Terms of Reference (ToR) and membership.</i> <i>Receiving and acting on reports.</i> <i>Reviewing performance and effectiveness.</i> <i>Consider and report on any other academic matters which are referred to it by the Council or CE, or which the Board believes are of significant importance.</i>
RECOMMENDATION(S)	1. That the Academic Board report be received.
LINK TO ARA STRATEGY	High Performing Organisation.
KEY ISSUES IDENTIFIED	Nil.
FINANCIAL IMPLICATIONS FOR ARA	
RISK IMPLICATIONS FOR ARA	
RATIONALE FOR EXCLUDING PUBLIC	

1 Programme Approval

The following new qualifications were presented and approved for submitting to NZQA:

- Graduate Certificate in Building Information Modelling
- Graduate Diploma in Building Information Modelling

Building Information Modelling is a relatively new discipline allowing for the use of information technology to produce a comprehensive digital representation, or model, of the physical and functional characteristics of buildings.

Given that there are few formal education programmes in the work with none in New Zealand, these qualifications have been developed to provide formal, accredited education in this emerging discipline.

2 Extensions to programme Review dates

Requests for Extension to Programme Review/Re-approval dates were received and approved for a number of degree related qualifications. The majority of these requests related to the flow on effect from the Targeted Review of Qualifications approvals and the pathway programmes involved in that process.

3 Quality Assurance

It was moved that Academic Board re-affirm that it will continue to adhere to the New Zealand Qualifications Framework, and New Zealand Quality Assurance processes and systems until the finalisation of a new structure and new processes are introduced at the completion of the Reform of Vocational Education.

4 Student Voice

The Student Voice Co-coordinator joined Academic Board in order to provide an overview of student voice at Ara and to provide student feedback. The vision and direction for the Student Council for 2019 is:

- Accurately reflect the student experience and use the knowledge gained to advise potential change within departments and services on offer, especially in light of the Review of Vocational Education.
- Better establish a system of handover and transition from year to year.
- Raise the profile of the Student Council across all campuses.
- Open up two-way communication channels between the Student Council and the wider student body.

5 Degree Monitoring Reports

Degree Monitoring reports were received for the following programmes:

- Bachelor of Applied Management
- Bachelor of Engineering Technology
- Bachelor of Sustainability and Outdoor Education
- Bachelor of Midwifery

These reports had positive feedback with limited recommendations which is strong external endorsement of the quality of programmes and delivery. The Bachelor of Midwifery action plan was referred back to the Nursing, Midwifery and Allied Health department to ensure all monitor recommendations are addressed. The updated action plan will be tabled at the April Academic Board meeting.

2019 Council Work Programme

as at 21 March 2019

Month	Topics	Notified Non-availability
January	Note: No Council Meeting	
	24 REM Committee	J Boys 9 Jan- 5 Feb
February	14 Graduation (Timaru - 2 pm)	
	26 Council Meeting (Christchurch) <ul style="list-style-type: none"> Conflicts of Interest – signed updated register from each member Reconfirm Committee and Trust Memberships Council Documentation Review – Charter/Standing Orders/Statute Board Self-Assessment 2018 End of Year Provisional Financial Report 	
March	13 Council Audit and Risk Committee Meeting	E Hopkins 1-31 March
	19 Council Campus Redevelopment Committee Meeting	
	Chief Executive Remuneration and Performance Review Committee	
	26 Council Meeting (Christchurch)	
	29 Autumn Graduation Ceremonies (9.30 am and 2.30 pm sessions)	
April	10 Council Audit and Risk Committee Meeting	
	30 <ul style="list-style-type: none"> Health and Safety Manager Report Draft Annual Report 2018 Risk Management Framework – Quarterly report 	
May	8 Council Audit and Risk Committee Meeting	
	20 Council Campus Redevelopment Committee Meeting	
	28 Council Meeting (Christchurch) <ul style="list-style-type: none"> Final approval of 2018 Annual Report Report on Affixing of Common Seal Kaiārahi Report 	
	Full Academic Board	
June	Chief Executive Remuneration and Performance Review Committee	M Taite-Pitama 25 June
	25 Council Meeting (Woolston Campus, Christchurch) <ul style="list-style-type: none"> Risk Management Framework - Quarterly Report Pasifika Strategy Report Internationalisation Strategy Report ?? Health and Safety Manager Report Health and Safety Walkabout Fee Setting 	
July	10 Council Audit and Risk Committee Meeting	
	16 Council Campus Redevelopment Committee Meeting	
	30 Note: No Council meeting.	
August	27 Council Meeting (Timaru and Ashburton)	
September	11 Council Audit and Risk Committee Meeting	

	17	Council Campus Redevelopment Committee Meeting	
	20	Spring Graduation Ceremony (10am)	
	24	Council Workshop (1) (Christchurch) Ensuring Equity in Education Maori and Pasifika Deep Dive	
October	?	Chief Executive Remuneration and Performance Review Committee	
	29	Council Meeting (Christchurch) <ul style="list-style-type: none"> • Report on Affixing of Common Seal • Risk Management Framework – Quarterly Report • Annual Report 2019 – content/format • Health and Safety Manager Report • Health and Safety Walkabout • Pasifika Strategy Report • Kaiārahi Report 	
November		Full Academic Board	
	13	Council Audit and Risk Committee Meeting	
	19	Council Campus Redevelopment Committee Meeting	
	26	Council Workshop (2) <ul style="list-style-type: none"> ➢ Young Person’s View of the Future ➢ Industry Partners <ul style="list-style-type: none"> • 2019 Budget sign-off 	
December	10	Council Meeting (if required) <ul style="list-style-type: none"> • 2019 Budget – Sign off 	
	4	Council Audit and Risk Committee Meeting	

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

Waitangi Day – Wed 6 Feb
 Otago Anniversary – Mon 25 Mar
 Good Fri – 19 April
 Easter Mon – 22 April
 Easter Tue – 23 April
 ANZAC Day – Thurs 26 Apr
 Queen’s Birthday – Mon 3 Jun
 South Canterbury Anniversary Day (Timaru Campus) – Mon 23 Sept
 Labour Day – Mon 28 Oct
 Canterbury Anniversary/Show Day – Fri 15 Nov

Christchurch Location – Room G202, Council Room, Te Kei, Christchurch City Campus
 Timaru Location – Room TA210, Council Room, Timaru Campus.

Media Report February 2019

5 February

Manawa - Ara put out a release about [new health facilities opened by Ministers](#) last week.

12 February

Interior Design - Ara has launched an [NZ Diploma in Interior Design \(Commercial\)](#), the only one in the South Island.

First female carpenter from Pacific Trades partnership

www.ara.ac.nz/news-and-events/news/first-female-carpenter-from-pacific-trades-partnership-begins-education-in-new-zealand

13 February

Statement from Ara about the Government's ITP proposal

www.ara.ac.nz/news-and-events/news/statement-from-ara-institute-of-canterburys-chief-executive,-tony-gray

14 February

Timaru graduation www.ara.ac.nz/news-and-events/news/graduate-excited-to-receive-first-formal-qualification-at-aras-timaru-graduation

15 February

VE Reforms – ITP Reaction - NZITP CEOs (that's their national body) appreciated the Minister's efforts, and liked the proposed gain of ITO functions, but still had to work through the details of the NZIST proposal (no link). Palmerston North Labour MP Iain Lees-Galloway [reckoned that UCOL would be better off](#) under the reforms – a local student leader was also supportive. The Gisborne Herald covered [EIT's reaction](#) (and National MP Anne Tolley's criticism of the reforms). Unitec Interim CE Merran Davis said that [Unitec could benefit from the reforms](#). NorthTec [won't be ready to comment till next week](#). **Ara CE Tony Gray wasn't ready yet to comment in detail but [sounded a bit critical of the reforms](#)**. Invercargill Mayor Sir Tim Shadbolt said [he would fight against the reforms](#) ([Southland Express](#) , [RNZ](#)). The ODT also reported on [southern ITP opposition to the reforms](#), with a [separate story on SIT's concerns](#). RNZ reported that officials [advised against an ITP mega-merger last year](#). Some students said that [courses were inconsistent around the country](#).

21 February

New English testing service at Ara

www.ara.ac.nz/news-and-events/news/ara-expands-its-english-testing-services

25 February

VE Reforms Chris Hipkins wrote in NBR about the [benefits of the reforms for employers](#). SIT is the first ITP to publish a detailed critique of the reforms – check out [their responses to the Minister’s claims](#). They are gearing up for a consultation meeting, which [Chris Hipkins might attend](#). An Invercargill businessperson is [starting a Stand Up For SIT campaign \(ODT\)](#), and is getting local support, while a petition on the same topic [has over 5,900 signatures \(ODT\)](#). A Rotorua tourism businessperson was [keen to see regional ITP delivery strengths, such as in adventure tourism, retained](#). NorthTec’s acting CE [didn’t express a strong opinion on the reforms in an interview](#). **A Timaru paper looked at the impact of the NZIST proposal on Ara Timaru** (it was hard to say)

Whakatau welcomes 800 students

www.ara.ac.nz/news-and-events/news/whakatau-held-to-welcome-800-ara-students

Engineering Student wins Summer Sprint programme

www.ara.ac.nz/news-and-events/news/engineering-student-wins-first-inaugural-summer-sprint-programme

26 February

Music Arts student gains honours

www.ara.ac.nz/news-and-events/news/passion-and-hard-work-yield-success-for-music-arts-honours-graduate