



Notice of Meeting

A meeting of the Ara Council will be held:

on **Tuesday 30 October 2018**

at **11.00 am**

in **Room G202, City Campus.**

Tracey McGill
Council Secretary



COUNCIL MEETING AGENDA

Tuesday 30 October 2018

11.00 am*

Room G202, Council Room, Te Kei, City Campus

*Note: Ara Council only time 10.30 am 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 2.2	Transformation Agenda Update Dashboard Presentation <i>(Note: George Tylee, Manager, Performance, Planning and Analysis to join the meeting at 11.30am)</i>	[s9(2) (f), (i), (j)]	Verbal Presentation
3) Meeting Business	12.05pm	3.1	Meeting held Tuesday 20 August 2018 (Public Excluded) a Approval of minutes b Matters arising c Action List	[s9(2) (f), (i), (j)] [s9(2) (f), (i), (j)]	Attached
4) For Discussion	12.10pm	MONTHLY REPORTS 4.1 4.2 OTHER 4.3	Chief Executive – Public Excluded Kaiārahi Report – Public Excluded Risk Management Framework - Quarterly Report	[s9(2) (i), (j)]	Attached Attached Attached
5) For Information	12.40pm	MONTHLY REPORTS 5.1 5.2 5.3	Trustees Council Audit and Risk Committee – Public Excluded Council Campus Redevelopment Committee – Public Excluded	[s9(2) (i), (j)] [s9(2) (i), (j)] [s9(2) (i), (j)]	Attached Attached Attached
6) General Business	12.55pm				
Campus Tour	1.00pm		Health and Safety Tour – S Block David Currie – Ara Health and Safety Manager		

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 20 August 2018 a Approval of minutes b Matters arising c Action List	Attached
		7.5 Correspondence	Attached
		7.6 2019 Proposed Council Meeting Dates	Attached
8) For Discussion	1.45pm	MONTHLY REPORTS 8.1 Chief Executive a Health and Safety – Ara Health and Safety Manager in attendance	Attached
9) For Decision	2.15pm	9.1 Annual Report 2018 - Content and Format	Attached
10) For Information	2.20pm	MONTHLY REPORTS 10.1 Chair Report 10.2 Trustees 10.3 Sub-Committee Reports a Academic Board b Council Audit and Risk Committee c Council Campus Redevelopment Committee OTHER 10.4 Report of Affixing of the Common Seal 10.5 2018 Council Work Programme 10.6 Media Report – August and September 2018	Verbal Verbal Attached Attached Attached Attached Attached Attached
11) General Business	2.50 pm		
	3.00 pm	Poroporoaki	

Ara Council 30 October 2018	Agenda Item	7.3
		Information Item
PUBLIC	Presented by	T McGill

ARA COUNCIL REPORT SUMMARY	
TITLE OF REPORT	2018 Register of Disclosure of Conflicts of Interest
BACKGROUND AND PURPOSE	<ul style="list-style-type: none"> • To provide an accurate and up to date register of disclosures of conflicts of interest of the Ara Council members. • There has been one change since the last update in June 2018: <ul style="list-style-type: none"> - Delete Powerhouse Ventures Ltd (John Hunter)
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 September 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- 30/04/19]</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) University of Canterbury (Consultant)
John Hunter CCRC Chair <i>[Term: 01/05/14- 30/04/19]</i>	<ul style="list-style-type: none"> Hunter York Family Trust (Trustee) Nelson Bays Primary Health (Chair) 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

20 August 2018

Minutes from the Ara Institute of Canterbury Council meeting held on Monday 20 August 2018 at 11.00 am in Room TA210, Timaru Campus and via videoconference to G202, City Campus.

8 Statutory Requirements

8.1 Karakia/Mihi

The meeting commenced with the Ara Waiata.

8.2 Attendance

a Present

i Voting Members

Thérèse Arseneau (Chair), Jeremy Boys, Jane Cartwright, Stephen Collins, Elizabeth Hopkins and John Hunter.

ii Non-Voting Officers

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

iii Management

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

iv Media

Eleanor Rarity (Timaru Herald).

b Apologies

i Voting Members

Janie Annear (Deputy Chair) and Melanie Taite-Pitama.

ii Non-Voting Officers

Te Marino Lenihan (Kaiārahi).

8.3 Disclosure of Conflicts of Interest [Pages 18/Ara Council/08/970-972]

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

Nil.

Declarations of interest for items on today's agenda

Nil.

8.4 Confirmation of Minutes [Pages 18/Ara Council/08/973-981]

a Minutes of Committee Meeting – 26 June 2018

*It was **resolved** that the minutes of the ordinary meeting of the Ara Council held on 26 June 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 – 26 June 2018

The action list of the 26 June 2018 meeting was received and noted. Specific updates are recorded below:

- Council advised that all actions aside from AP1852 (CPP102 Disclosures and Management of Conflicts of Interest Policy) are complete.

c Matters Arising

Nil.

9 For Discussion

9.1 Chief Executive Report [Pages 18/Ara Council/08/982-995]

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

- Overall, the report provides an ongoing view of the 2018 financial year to date. EFTS are slightly behind target in terms of student numbers, with competition within the sector but indications are for a stronger second half of the year. The financial position of the lower enrolment numbers results in revenue being down against target.
- China Visit – specifically to explore joint programme initiatives with the University of South China, Dalian Ocean University and Liaoning Technical University. In terms of timing, hoping to develop a joint programme paper by end of September otherwise it will be the following March. This is an example of the developing need to do more Institute to Institute partnerships and to provide domestic students chance for offshore study. Nursing provision was

discussed but in China it was noted that their clinical placement is right at the end of their studies.

- c Council queried the EFTS impact on International students (in particular India). The Chief Executive responded that timing around the shortfall at the beginning of the year had been over optimistic but noted the stronger indications for Semester Two.

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

T Arseneau

Carried

9.2 Health and Safety

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

- a The relocation of Nursing staff to Manawa has gone well.
- b There have been a number of tests undertaken with emergency lockdown procedures on the Madras and Woolston campuses.
- c Council queried the skiing incident and the Chief Executive confirmed that this was connected with the Outdoor Recreation Centre. Council suggested it would be useful to show whether the incidents were as part of timetabled teaching time or not.
- d The Chief Executive advised that overall Health and Safety issues were at a minimum.
- e Council noted that a number of the health and safety actions underway had been completed and requested that the remaining actions be completed as soon as possible.
- f The Chief Operating Officer advised that there has been substantive feedback from the Unions on the Drug and Alcohol Policy, which is currently being worked through.

10 For Information

10.1 Chair Report

The Chair provided the following verbal report.

- a Council pleased to be meeting at the Timaru Campus today and some members will be having a tour of the Ashburton Campus on their return to Christchurch after the meeting.

- b The Chair has been busy with the ITP Roadmap sector meetings and this review is further advanced than the VET Review. Pleased that TEC visited Ara as part of the regional roadmap visits and met with students, staff and stakeholders. One of the key messages to TEC was that Ara has a lot to add, having recently gone through a merger.
- c Council members recently attended the Future of Learning Conference held in Christchurch in July as part of their continued professional development.
- d Noting that the Chief Executive is attending the South Canterbury Business Excellence Awards in Timaru this Friday 24 August.

10.2 Trustees

Canterbury Communications Trust (CCT) [Pages 18/Ara Council/08/996-997]

- a The report provided by Tony Simons was taken as read.
- b Discussion held addressing whether there is a requirement for a Council member to be on the CCT and the role of the CCT. An initiative discussed previously was around building own studios and bringing NZME in; looking at specialist organisations and opportunities for colocation and collaboration with broadcasting. It was agreed that this could be picked up as part of the strategic discussion around the ideas lab workplace activity.
- c Stephen Collins offered to join the CCT if it was felt beneficial by rest of Council and it was agreed the Chief Executive will speak with Tony Simons in the first instance. It was noted that the deed is currently undergoing revision.

Action: *Chief Executive to speak with Tony Simons and explore possibility of Council representation on the Trust.* **[AP1890 Chief Executive]**

Ara Foundation

- d Ara Foundation – Jane Cartwright tabled the Annual Report for Council's information.

10.3 Sub-Committee Reports

a) Academic Board [Pages 18/Ara Council/08/998-1000]

The report was taken as read.

The Chief Executive advised the following:

- Work ongoing in departments and Academic Services around developments of new programmes.
- The Commercial Road Transport programme Levels 3, 4, 5 and 6 form part of an industry led programme in Timaru.

- Degree monitoring reports and consistency reviews are currently taking place across all of our delivery areas. Clean bill of health to date.

b) Council Audit and Risk Committee

There was no meeting held in July. The next one is scheduled for September.

c) Council Campus Redevelopment Committee

There was no meeting held in July. Reports are being circulated in place of the August meeting. Council were advised that the Campus Redevelopment is in a holding pattern at present with no active building taking place.

10.4 2018 Council Work Programme [Pages 18/Ara Council/08/1001-1002]

The programme was taken as read.

- a The Chair reminded Council of the September Graduation ceremony. Apologies were noted from Stephen Collins.
- b The Council workshop scheduled for 25 September was discussed. Tribal will present. Council suggested the following topics be included – micro-credentials, employers – what do they want; regional delivery; international students – future of learning.

10.5 June and July Media Reports [Pages 18/Ara Council/08/1003-1004]

The reports were taken as read with no discussion.

11 General Business

a Industry Training Opportunities

Some discussion on the training opportunities available with industry. The Chief Executive advised that this area will see greater emphasis under the new structure with business development and a more bespoke resource to be developed.

Stephen Collins' comments on the current building sector were noted and that Ara's focus needs to form part of the solution with training opportunities.

The Chair thanked Eleanor Rarity for attending the public meeting.

The meeting concluded at 1.30pm.

READ AND CONFIRMED

Chair:

30 October 2018

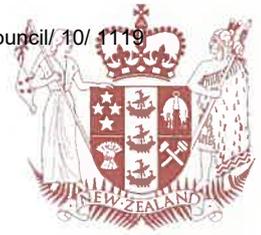
Ara Council Minutes

Action List as of 20 August 2018

# (yr/#)	Date when Action Arose	Agenda Item	Topic	Action	Council Responsibility	Status	Due Meeting date
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
1890	20/8/18	10.2c	Trustees: Canterbury Communications Trust (CCT)	Chief Executive to speak with Tony Simons and explore possibility of Council representation on the Trust	Chief Executive		30 Oct 18

Ara Council 30 October 2018	Agenda Item	7.5
		Information Item
PUBLIC	Presented by	T Gray

ARA COUNCIL REPORT SUMMARY	
TITLE OF REPORT	Correspondence
BACKGROUND AND PURPOSE	<ul style="list-style-type: none"> • To provide Council with a record of formal correspondence and notifications received between meetings. • To provide Council with a copy of the relevant amendments to the principal Education Act 1989 as per the Education Amendment Bill passed in Parliament as of 18 October 2018.
RECOMMENDATION(S)	<p>That the Ara Council receive and note the contents of the following correspondence:</p> <ol style="list-style-type: none"> 1. Export Education Levy (EEL) – international education sector consultation – notification from Minister Hipkins. 2. Ara Bachelor of Midwifery – Approval by the Midwifery Council. The full report is available on request to Council members. 3. Education Amendment Bill Press Release and relevant amendments affecting the future constitution of the Ara Council.
LINK TO ARA STRATEGY	N/A
KEY ISSUES IDENTIFIED	N/A
FINANCIAL IMPLICATIONS FOR ARA	N/A
RISK IMPLICATIONS FOR ARA	N/A



MP for Rimutaka

Minister of Education

Minister of State Services

Leader of the House

Minister Responsible for Ministerial Services

18 SEP 2018

Tony Gray
ITP CEs
tony.gray@ara.ac.nz

Dear Tony

I am writing to inform you about upcoming international education sector consultation on increasing the Export Education Levy (EEL) rate from 1 January 2019.

The EEL, introduced in 2003, is an industry levy paid by all providers enrolling international students as a percentage (currently 0.45%) of international tuition fees. Until this last year, the EEL was spent primarily on core functions such as marketing and promotion and administration of the Code of Practice for pastoral care. These functions benefit the entire sector and support our reputation as a safe, welcoming, and high-quality study destination.

The EEL can also be used as a last resort to reimburse international students in the event of programme or provider failure at private training establishments (PTEs). This 'consumer guarantee' is a point of difference for New Zealand in a highly competitive global market.

These functions support this government's commitment to providing international students with high-quality education and an overall excellent student experience. This focus on quality underpins our newly released *New Zealand International Education Strategy 2018–2030*.

Rapid growth in the sector from 2012–2016 led to a range of quality issues at providers, identified through quality assurance monitoring. Government investigation of these issues has resulted in a high number of PTE closures and subsequent reimbursements since 2016. The EEL has paid out \$3.2 million in closure-related costs over the past year, and cannot continue in its current form without a levy increase. The consultation on lifting the levy rate includes two options: a differential levy increase across all provider types, or a levy increase for PTEs only.

Consultation will run from 17 September 2018 to 14 October 2018. Officials from the Ministry of Education, Education New Zealand and the New Zealand Qualifications Authority will be holding meeting with international education stakeholders in Wellington, Christchurch and Auckland during the consultation period.

Further information, including details on how to provide feedback, can be found on the Ministry of Education's website <https://www.education.govt.nz/export-education-levy-consultation>. If you have any questions, please email EEL.consultation@education.govt.nz.

Your feedback will enable us to make better informed decisions, and we will take your comments into account when developing the most appropriate way forward.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Chris Hipkins'.

Hon Chris Hipkins
Minister of Education



7th September 2018

Tony Gray
CEO
ARA Institute of Canterbury
Christchurch

By email :tony.gray@ara.ac.nz

Dear Tony

ARA Bachelor of Midwifery, Midwifery Council Approval

The Midwifery Council, together with NZQA, undertook a site visit in July 2018 as part of its five yearly approval of all schools of midwifery and degree accreditation. Thank you for participating in the meeting with the Panel. Following this visit, a report was written for the Midwifery Council's consideration. This was tabled and discussed at the Council meeting in August 2018.

The Council was pleased to read such a favourable report and also to see how well the school of midwifery is achieving and the high quality of the graduates. The Council was particularly interested in the sustainability focus that is interwoven throughout the programme and which gives this a distinct ARA flavour. The Council was also pleased to see that the programme is underpinned by midwifery research and that the school of midwifery has developed many national and international collaborations to support and enhance the evidence base for practice.

The Council further acknowledges the commitment of all the lecturers to ensuring this is a high quality and robust programme of education. It acknowledges Ara's commitment to ensuring that lecturers have access to time and resources to ensure they meet the demands of the Midwifery Council and also the polytechnic requirements for lecturers of pre-registration midwifery education.

I am pleased to advise that the revised Bachelor of Midwifery has been accredited for a further five years. The Council asks that in addition to receiving the annual report from the school that it has the opportunity to talk with the external monitor when the visits occur.

I attach a copy of the report that was tabled at the Midwifery Council for your records.

Yours sincerely

Christina Mallon
Chair, Midwifery Council

Cc: Glynnis Brook, Mary Kensington, Lorna Davies (ARA)
Sarah Cozens (NZQA)

Releases (/releases)

SHARE THIS

18 OCTOBER 2018

Bill makes for a stronger public education system



HON CHRIS HIPKINS(/MINISTER/HON-CHRIS-HIPKINS)

Education (/portfolio/labour-led-government-2017-2020/education)

The passage of the Education Amendment Bill this afternoon draws a line under some of the most divisive policies of the previous Government and puts the emphasis back on quality education, Education Minister Chris Hipkins said.

“The Bill scraps National’s ideologically driven National Standards and charter schools. The agenda of deregulation and privatisation, coupled with an obsession with measurement and compliance was undermining our education system and leading to worse outcomes for young New Zealanders.

“Our Government is focused on rebuilding a high quality public education system for all students. We’re focused on improving education through policies based on robust research and evidence, not bumper sticker slogans and blind ideology.

“Teachers and principals fought against National Standards because they failed to measure progress across the curriculum and increased teacher workload. During the time National Standards were in place, the performance of New Zealand students in the areas of reading, writing and maths actually went backwards in international studies.

“Charter schools were a deregulated, privatised form of schooling that we simply don’t need in New Zealand. They didn’t have to employ qualified and registered teachers, didn’t have to teach to the New Zealand Curriculum and could operate as profit-making businesses. That’s why the Bill ends the charter school model and supports the transition of the existing schools into the state system.

“The Bill restores guaranteed staff and student representation on the governing councils of our tertiary institutions, something the previous National Government stripped away in yet another one of their attacks on democratic participation.

“The Bill also adds further protections to the fees-free tertiary education policy by introducing an offence for those who make a false representation about their eligibility for this policy, and changes the timeframe for school boards to develop their strategic plans to three years from four.

“This Bill implements policy commitments Labour, New Zealand First, and the Green Party all campaigned on during the election campaign. We’re working together as a strong and cohesive team to put the emphasis back on a quality public education system that provides all New Zealanders with the lifelong learning opportunities they deserve,” Chris Hipkins said.

Notes to editor –

- The Bill is here: <https://www.parliament.nz/en/pb/bills-and-laws/bills-proposed-laws/> (<https://www.parliament.nz/en/pb/bills-and-laws/bills-proposed-laws/>)
- Cabinet papers providing advice on the Education Amendment Bill and the charter school removal process, released earlier this year, can be found at <http://www.education.govt.nz/ministry-of-education/information-releases/education-amendment-bill-2018-information-release/> (<http://www.education.govt.nz/ministry-of-education/information-releases/education-amendment-bill-2018-information-release/>)



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New Zealand Legislation

Education Amendment Bill

Hon Chris Hipkins

Education Amendment Bill

Government Bill
15—2

Contents

Commentary

Key

- 1 Title
- 2 Commencement
- 3 Principal Act

Part 1

Amendments to principal Act

- 4 Section 60A amended (Curriculum statements and national performance measures)
- 5 Section 61 amended (School charter)
- 6 Section 71A amended (Off-site locations for schools)
- 7 Section 75A amended (Appointment of principals)
- 8 Section 92 amended (Interpretation)
- 9 Section 146 amended (Minister may establish schools)
- 9A Section 156AA amended (Process for establishing designated character schools)
- 10 Part 12A repealed
- 11 Section 159 amended (Interpretation)
- 12 Section 171B amended (Matters to be considered when appointing members)
- 13 Section 222AA amended (Constitution of polytechnic councils)
- 14 Section 222AD amended (Matters to be considered when appointments made)
- 14A Section 222AM amended (Constitution of combined councils)
- 15 Section 292A amended (Offences relating to false representations)
- 16 Section 310 amended (Meaning of early childhood education and care centre)
- 17 Section 319B amended (Powers of entry and inspection without warrant)
- 18 Schedule 1 amended

12A Transitional arrangements for employees of specified partnership schools kura hourua

12B Minister may specify schools for purposes of clause 12A

13 Interpretation

- 19 Schedule 5A amended
- 20 Consequential amendments to principal Act

Part 2

Amendments to other enactments

21 Amendments to Education (Update) Amendment Act 2017

22 Amendments to other enactments

Schedule 1

Consequential amendments to principal Act

Schedule 2

Amendments to other enactments

Legislative history

The Parliament of New Zealand enacts as follows:



New Zealand Legislation
Education Amendment Bill

13 Section 222AA amended (Constitution of polytechnic councils)

In section 222AA(1)(b), replace “4 members” with “6 members”.

(1) Replace section 222AA(1) with:

- (1) The council of a designated polytechnic must have a total of 8, 9, or 10 members, as provided in its constitution, comprising—
- (a) 4 members appointed by the Minister; and
 - (b) enough members appointed by the council by resolution, in accordance with its statutes, to bring the membership up to that total number.

(2) After section 222AA(1), insert:

- (1A) However, once the council of a designated polytechnic is established, it may, in accordance with its statutes, vary its size provided that the council has at least 8 members and no more than 10 members.



New Zealand Legislation

Education Amendment Bill

14 Section 222AD amended (Matters to be considered when appointments made)

(1) After section 222AD(2), insert:

(2A) Before making an appointment under this section, the Minister must seek, and consider, nominations from the relevant council.

(2) After section 222AD(3), insert:

(4) When appointing members of a council, the council must ensure that—

(a) ~~at least 1 member is —~~

~~(i) a permanent member of the teaching or general staff of the designated polytechnic; and~~

~~(ii) a person that the permanent members of the teaching and general staff of the designated polytechnic have elected to represent them; and~~

(a) at least—

(i) 1 member is a permanent member of the teaching or general staff of the designated polytechnic that the permanent members of the teaching and general staff of the designated polytechnic have elected to represent them; or

(ii) 1 member is a permanent member of the teaching staff of the designated polytechnic that the permanent members of the teaching staff of the designated polytechnic have elected to represent them and 1 member is a permanent member of the general staff of the designated polytechnic that the permanent members of the general staff of the designated polytechnic have elected to represent them; and

(b) at least 1 member is a student—

~~(i) a student who is enrolled in the designated polytechnic; and~~

~~(ii) a person that whom the students of the designated polytechnic have elected to represent them.~~

(5) An elected person specified in subsection (4)—

(a) is to be treated as meeting any relevant knowledge, skills, or experience requirements; and

(b) must be appointed unless the person is ineligible for appointment under section 222AA(2).

(6) A designated polytechnic or its council may not specify who is eligible to stand for election as a representative of—

(a) permanent members of the teaching or general staff of the designated polytechnic; or

(b) students of the designated polytechnic.



Council and Committee Meetings Schedule 2019

Month	Council	Council Audit Committee	Council Campus Redevelopment Committee
	Council Only 10.30 am - 11.00 am Meeting 11.00am - 3.00 pm Location Christchurch unless otherwise specified	As detailed	1.30-3.00pm (Bi-monthly)
January	29		
<i>Timaru Graduation</i>	14 February		
February	26		
March	26		
<i>Autumn Graduation</i>	29 March 09.30 am & 2.30 pm		
April	30		
May	28		
June	25		
July	30		
August	27		
<i>Spring Graduation</i>	20 September 10.00am		
September	24		
October	29		
November	26		
December	10 (if required)		

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
 Timaru Location: Room TA210, Boardroom, Timaru Campus.

Ara Council 30 October 2018	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

- a As at 30 September 2018, the budgeted performance was for a year-to-date surplus before abnormal items of \$5.66m. Actual year-to-date surplus is below this, at \$4.68m.
- b Government Funding overall is \$1.85m below budget, reflecting the level of EFTS delivery. Inclusive of the funding guarantee, Government Funding would be equivalent to budget. Continuing on from prior months the delivery shortfall is predominantly within two sources of funding, SAC 3+ and Youth Guarantee. As at 30 September 2108, Youth Guarantee is \$692k (38%) short of budgeted expectation and SAC 3+ is \$1.2m (2%) short.
- c Domestic Fee Income is narrowly below budget (\$138k). As noted previously this is below budget to a lesser extent than the relevant EFTS shortfall due to the majority of EFTS shortfall being in low fee courses. Full year forecast for Domestic Fee income of \$28.3m is still reasonable.
- d Scholarships and Discounts costs are underspent year-to-date by \$552k. There has been low usage of this budget resulting in a positive impact on total revenue to date and in comparison to full-year forecast.
- e International Fee Income is short of year-to-date budget by \$0.90m, consistent with both the prior month and the reforecast position. International Commission and Discount expenses exceed the budgeted position year-to-date. Timing of this expense is more variable than income, however, it is probable that the full-year budget will be exceeded.
- f Overall, it is anticipated that Student Tuition Fees income will achieve the reforecast position.
- g Other Teaching Income is \$323k less than the budgeted year-to-date expectation. This relates to contracts that were included in the budget but did not come to fruition, primarily within the Trades and Hospitality and Service Industries Departments. Trend analysis indicates that income will fall \$150k under full year expected budget/reforecast positions.
- h Interest income continues to track to budget and reforecast.
- i Other Revenue is \$225k ahead of budget, consistent with both the prior month and with the reforecast position. As previously noted, the major items contributing to this are \$80k from external research income and \$70k from higher levels of English Language exam income.

- j Teaching Staff costs are \$517k over budget. The significant variances being within Business and Computing; Humanities' adverse variance being off-set by additional income. The total variance includes \$153k of accumulated annual leave costs that should be utilised during the October term break. Excluding annual leave from the overall picture, staff costs are \$364k adverse to the budget year-to-date. The reforecast anticipates that there will be an adverse variance at year-end.
- k Non-Teaching Staff costs are \$24k over budget. Total staffing costs include \$159k of savings from annual leave usage being higher than budgeted. The year-end position is highly dependent on the level of remaining annual leave taken in the year. If the current level of usage continues, the reforecast position may be improved upon.
- l Occupancy/Property costs are currently exceeding budgeted spend by \$427k. There have been a number of unavoidable maintenance costs during the year as detailed in prior reports. Occupancy costs at year-end will depend on any remaining unexpected costs, and the level of work falling on the 2018 side of the year-end break. The year-end break involves a sizeable level of maintenance work as it easiest to accomplish many of these jobs when students are not on campus. A level of overspend against budget in this area has been recognised in the reforecast.
- m General Operating expenditure is \$1.83m less than budget year-to-date expectation, with savings against most types of expenditure. This is well ahead of the reforecast saving at year-end (\$0.96m), however, historically patterns indicate that spending in this area peaks in the final quarter of the year. Accordingly, it is anticipated that this gap will narrow.
- n Depreciation expenses are currently \$703k less than budgeted, which is ahead of the full year reforecast savings expectation. It is expected that there will be further savings in this area due to the remaining planned capital expenditure in the year. Depreciation is non-cash expenditure. As such this improvement will affect the Surplus position but will not improve the cash position.
- o Overall, while there is some variability in performance to reforecast in the individual categories of revenue and expenditure, the reforecast Surplus position is still reasonable.
- p In the Statement of Cash Flows, expenditure on Fixed Assets and Campus Capital Plan are currently low and will be below budget at year-end. This will also have a positive impact on the final position of Cash/ Short Term Investments and lower Property, Plant and Equipment in the Statement of Financial Position.

Statement of Financial Performance
for the year to 30 September 2018

Revenue	2018 Year to date		2018 Budget	Full Year 2018 Forecast	2017 Actual
	Actual	Budget			
Government Funding					
SAC Funding Level 3-7	40,422,130	41,604,472	52,669,650	52,669,650	52,625,400
SAC Funding Level 1-2	709,164	672,932	838,015	1,414,879	1,455,272
ACE Funding	424,734	460,182	568,882	568,717	575,670
Youth Guarantee Funding	1,086,742	1,778,528	2,257,140	2,152,856	3,074,064
CTC funding	1,804,769	1,752,514	2,263,000	2,036,100	2,199,300
Other Non-EFTS grants	2,113,258	2,138,435	2,815,962	2,815,962	2,991,109
Total	46,560,796	48,407,063	61,412,649	61,658,164	62,920,815
as % of Total Revenue	54.9%	55.4%	55.1%	55.5%	56.4%
Student Tuition Fees					
Domestic Fee Income	22,480,966	22,618,961	28,541,734	28,297,116	26,420,851
less Scholarships/Discounts	(1,500,170)	(2,052,450)	(2,132,450)	(1,746,379)	(2,009,258)
International Fee Income	10,998,564	11,899,158	14,731,792	13,882,542	14,735,743
less Commissions/Discounts	(1,200,898)	(1,066,709)	(1,263,227)	(1,263,227)	(1,082,897)
Total	30,778,462	31,398,960	39,877,849	39,170,052	38,064,440
as % of Total Revenue	36.3%	35.9%	35.8%	35.2%	33.8%
Other Teaching Income					
	1,644,652	1,967,921	2,556,786	2,556,786	2,591,464
as % of Total Revenue	1.9%	2.3%	2.3%	2.3%	2.8%
Other Income					
Interest	1,515,047	1,500,003	2,000,000	2,000,000	2,045,086
Other Revenue	4,315,869	4,090,955	5,529,134	5,751,930	5,659,497
Total	5,830,915	5,590,958	7,529,134	7,751,930	7,704,583
as % of Total Revenue	6.9%	6.4%	6.8%	7.0%	7.0%
Total Revenue	84,814,825	87,364,902	111,376,418	111,136,933	111,281,302

Statement of Financial Performance
for the year to 30 September 2018 (cont)

	2018 Year to date		2018 Budget	Full Year	
	Actual	Budget		2018 Forecast	2017 Actual
Expenses					
Personnel					
Teaching	26,106,497	25,589,274	34,385,784	34,998,493	35,564,625
Non-Teaching	25,971,826	25,948,101	34,849,139	35,236,303	35,237,673
Total	52,078,323	51,537,375	69,234,923	70,234,796	70,802,298
as % of Revenue	61.4%	59.0%	62.2%	63.2%	60.9%
Other Costs (except Depreciation)					
Occupancy/Property costs	7,826,923	7,400,254	10,166,160	10,353,470	9,310,919
General Operating Expenditure	12,877,184	14,708,620	19,337,923	18,377,005	19,546,331
Total other costs	20,704,107	22,108,874	29,504,083	28,730,475	28,857,250
as % of Revenue	24.4%	25.3%	26.5%	25.9%	27.3%
Depreciation					
All Depreciation	7,355,737	8,058,744	10,745,000	10,168,430	9,426,526
as % of Revenue	8.7%	9.2%	9.6%	9.1%	8.5%
Total Expenses	80,138,168	81,704,993	109,484,005	109,133,701	109,086,074
Surplus/(Deficit) excl Abnormal	4,676,658	5,659,909	1,892,413	2,003,232	2,195,228
as % of Revenue	5.5%	6.5%	1.7%	1.8%	2.0%
Abnormal Items					
Insurance Settlement/Payments	-	-	-	-	(1,750,085)
Transformation Costs	(1,543,003)	(1,200,000)	(1,800,000)	(1,800,000)	(125,873)
Total Abnormal Items	(1,543,003)	(1,200,000)	(1,800,000)	(1,800,000)	(1,875,958)
Total Surplus/(Deficit)	3,133,655	4,459,909	92,413	203,232	319,270
as % of Revenue	3.7%	5.1%	0.1%	0.2%	0.3%

Statement of Financial Position as at 30 September 2018

	Actual 30-Sep-18 \$000	Budget 31-Dec-18 \$000	Actual 31-Dec-17 \$000
ASSETS			
Current Assets			
Cash and Cash Equivalents	8,044	7,046	17,204
Loans and Receivables	2,113	2,046	3,918
Inventories	1,107	1,178	1,248
Prepayments	981	1,246	1,998
Short Term Investments	62,738	43,000	45,235
Total Current Assets	74,983	54,516	69,602
Non-Current Assets			
Property Plant and Equipment	284,217	300,259	284,440
Intangible Assets	2,276	2,149	2,329
Investment in Associate	947	1,517	760
Total Non-Current Assets	287,440	303,925	287,529
TOTAL ASSETS	362,422	358,441	357,131
LIABILITIES			
Current Liabilities			
Trade and other payables	4,091	5,931	6,663
Finance leases	802	612	802
Employee Benefit Liabilities	3,668	2,544	3,080
Revenue Received in Advance	13,260	10,822	9,103
Total Current Liabilities	21,821	19,909	19,649
Non-Current Liabilities			
Finance leases	656	396	656
Employee Benefit Liabilities	238	829	238
Total Non-Current Liabilities	894	1,225	894
TOTAL LIABILITIES	22,715	21,134	20,543
NET ASSETS	339,707	337,307	336,588
EQUITY			
Retained Earnings	237,788	235,346	234,669
Asset Revaluation Reserve	101,919	101,961	101,919
TOTAL EQUITY	339,707	337,307	336,588

Statement of Cash Flows for the year to 30 September 2018

	Year to Sep 2018 \$000	2018 Budget \$000	2017 Final \$000
Cash Flows from Operating Activities			
Cash was Provided from:			
Government Grants	46,543	61,413	63,000
Student Tuition Fees	36,202	39,878	38,525
Other Teaching Revenue	1,645	2,737	2,591
Other Revenue	4,949	5,529	3,770
Interest	1,407	2,000	2,173
Total	<u>90,745</u>	<u>111,557</u>	<u>110,059</u>
Cash was Applied to:			
Employees and Suppliers	73,028	98,823	105,597
Net Cash Effect of Abnormal Items	1,543	1,800	
Total	<u>74,571</u>	<u>100,623</u>	<u>105,597</u>
Net Cash Flows from Operating Activities	16,174	10,934	4,462
Cash Flows from Investing Activities			
Cash was Provided from:			
Sale of Fixed Assets	30	-	16
Insurance Payments	-	-	25,393
Total	<u>30</u>		<u>25,409</u>
Cash was Applied to:			
Purchase of Other Financial Assets	187	453	741
Purchase of Fixed Assets	2,152	5,083	6,017
Campus Capital Plan Spending	5,095	15,000	21,147
Total	<u>7,434</u>	<u>20,536</u>	<u>27,905</u>
Net Cash Flows from Investing Activities	(7,404)	(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	427	775	861
Total	<u>427</u>	<u>775</u>	<u>861</u>
Net Cash Flows from Financing Activities	(427)	(775)	(801)
Total Net Cash Flows	8,343	(10,377)	1,165
Opening Cash, Bank & Short Term Investments	62,439	60,423	61,274
Closing Cash, Bank & Short Term Investments	<u>70,781</u>	<u>50,046</u>	<u>62,439</u>

1.2 Enrolments Update

a 2018 Enrolments

- i Over the past month, there has been 127 additional EFTS enrolled. These relate to areas with intakes starting in September onwards, plus also the impact of Ara supporting 65 former Avonmore students (20 EFTS) to continue their study through Ara.
- ii The former Avonmore students, who are a mix of domestic and international students, have transitioned into the Departments of Hospitality and Service Industries (38 students), Computing (20 students), and Business (7 students).
- iii In addition to Avonmore, there have been a further 42 international EFTS enrolled, primarily in English Language programmes in the Department of Humanities.
- iv There has also been an additional 17 ACE EFTS, which are now matching the same time last year; plus additional enrolments in Trades (23 EFTS) and Nursing, Midwifery and Allied Health (18 EFTS). The overall increase in EFTS includes the offsetting impact of students withdrawing prior to the Last Withdrawal Date of their courses.
- v From this point on there are minimal opportunities for additional 2018 enrolments, with the full-year position likely to be around what is currently seen.

b 2019 Applications

- i 2019 application numbers are significantly up on the same time last year, in nearly all areas, for both domestic and international students.
- ii This is partly due to improving certain processes. This includes having curriculum loaded, and applications opened, on average one month earlier this year. In addition, the majority of the secondary-tertiary dual enrolment offerings have already been confirmed, applications received, and enrolments processed. In past years this occurred between December and February.
- iii It is noted that it is still very early in the 2019 application and enrolment cycle. There is approximately 4-5 months and 7,000 applications to come in prior to the majority of delivery starting in February. Similar to previous years, in most cases applicants are yet to convert their applications to confirmed enrolments, and returning students are also yet to start re-enrolling into the 2019 portion of their programmes. Thus, although current trends are positive, application and enrolment numbers are being closely monitored to ensure this trend continues through to students starting their courses in February 2019.

2018 ENROLMENTS

	2017 Final	2018 Budget	Growth Target	EFTS confirmed		
				17 Oct. 2017	17 Oct. 2018	Change
By funding type						
SAC 1-2	83	100	+ 20.5%	89	109	+22.2%
SAC 3+	5,451	5,712	+ 4.8%	5,444	5,523	+1.5%
ACE	125	128	+ 2.4%	117	117	+0.3%
CTC	143	138	- 3.8%	143	135	-5.5%
YG	175	170	- 2.9%	175	117	-32.9%
Other	210	172	- 17.9%	192	155	-18.9%
Total domestic	6,187	6,419	+ 3.7%	6,159	6,157	0.0%
International	875	889	+ 1.6%	862	840	-2.6%
Total	7,062	7,308	+ 3.5%	7,021	6,996	-0.4%
By Department						
Business	880	916	+ 4.1%	869	756	-13.1%
Computing	545	583	+ 6.9%	534	543	+1.7%
Creative Industries	706	714	+ 1.1%	705	710	+0.8%
Engineering & Architectural Studies	656	678	+ 3.3%	656	680	+3.6%
Hospitality and Service Industries	645	656	+ 1.7%	641	621	-3.2%
Humanities	720	810	+ 12.4%	708	797	+12.6%
Nursing, Midwifery & Allied Health	1,568	1,563	- 0.3%	1,571	1,588	+1.1%
Science & Primary Industries	177	176	- 0.8%	178	171	-3.9%
Trades	1,163	1,213	+ 4.3%	1,144	1,124	-1.7%
By Location						
Timaru	410	526	+ 28.4%	387	347	-10.3%
Ashburton	38	42	+ 10.9%	37	29	-22.9%
Oamaru	45	37	- 18.1%	44	15	-66.0%
Total Southern Campuses	493	605	+ 22.8%	469	391	-16.5%
Christchurch/Other	6,569	6,703	+ 2.0%	6,552	6,605	+0.8%
Key	Above Growth Target		Above 2017, but below growth target		Below 2017 and below growth target	

2019 APPLICATIONS

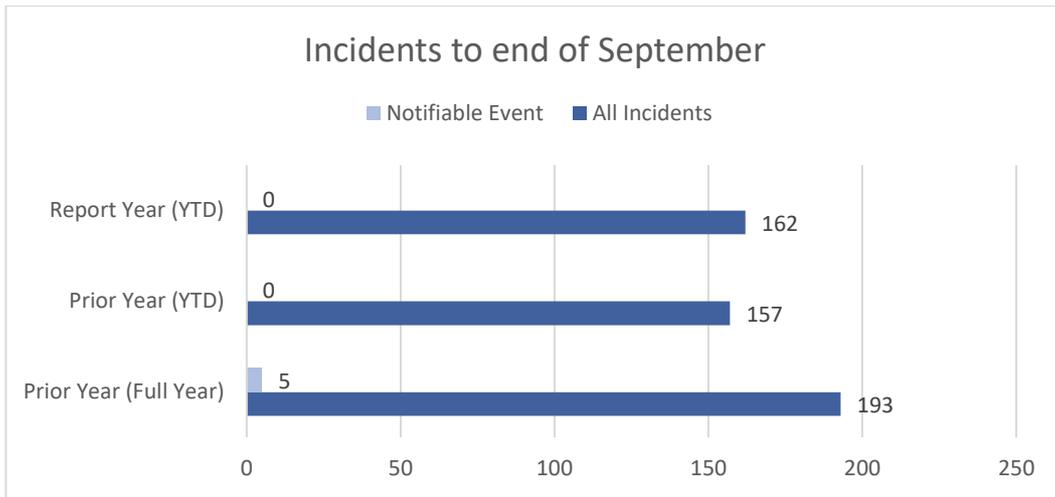
2019 Application Numbers						
Department	Domestic			International		
	17-Oct-17	17-Oct-18	Change	17-Oct-17	17-Oct-18	Change
Business	52	105	+53	426	723	+297
Computing	40	151	+111	130	194	+64
Creative Industries	259	365	+106	16	27	+11
Engineering & Architectural Studies	117	189	+72	173	471	+298
Hospitality & Service Industries	225	423	+198	266	297	+31
Humanities	86	194	+108	106	251	+145
Nursing, Midwifery & Allied Health	774	1134	+360	176	530	+354
Science & Primary Industries	67	116	+49	41	92	+51
Trades	333	530	+197	3	7	+4
Total	1953	3207	+1254	1337	2592	+1255

Note: These are total application numbers. Some of these have already been withdrawn, declined or otherwise cancelled.

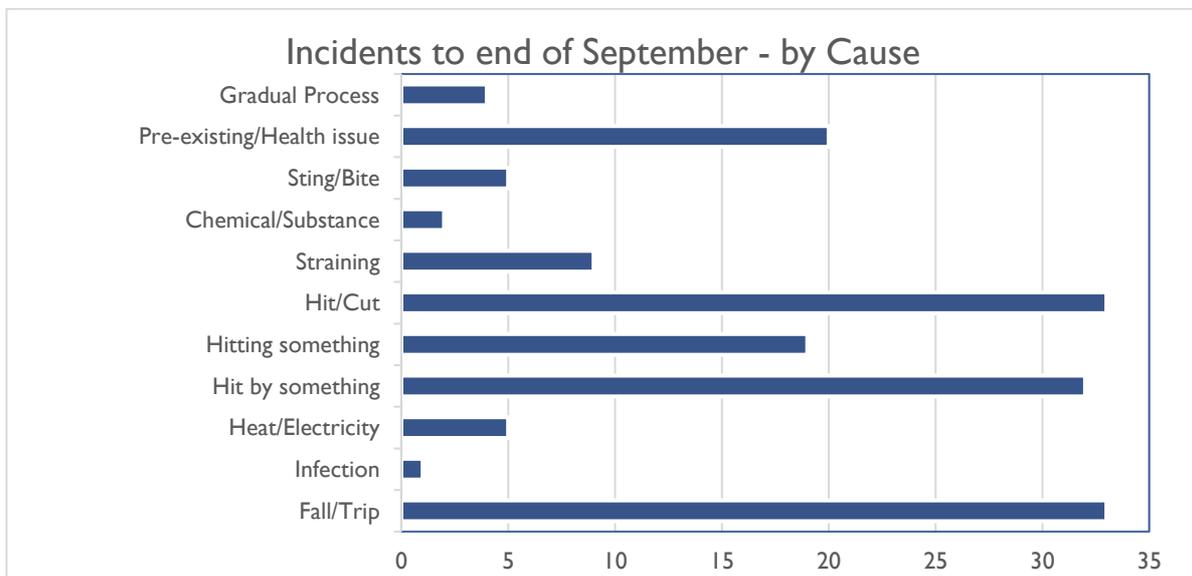
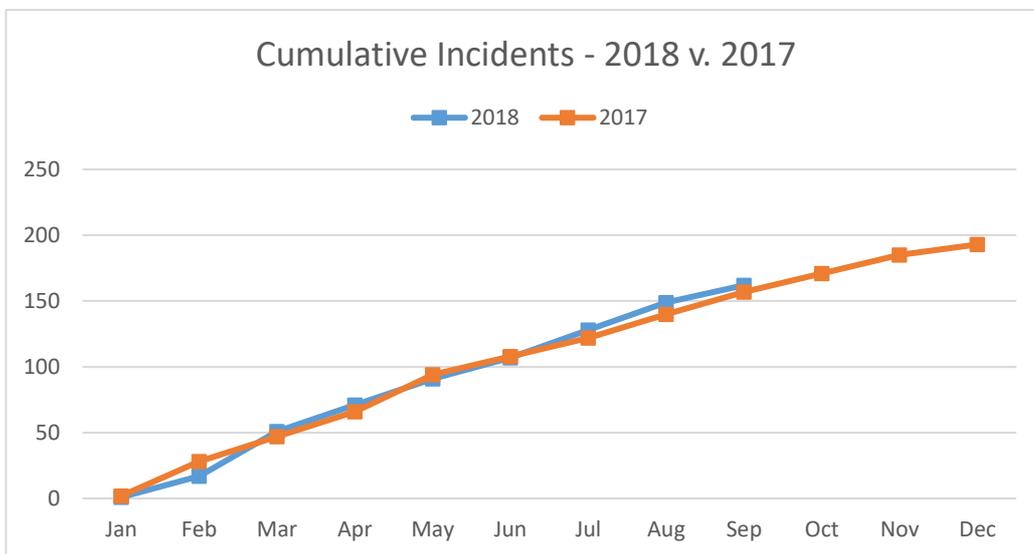
2 Health and Safety

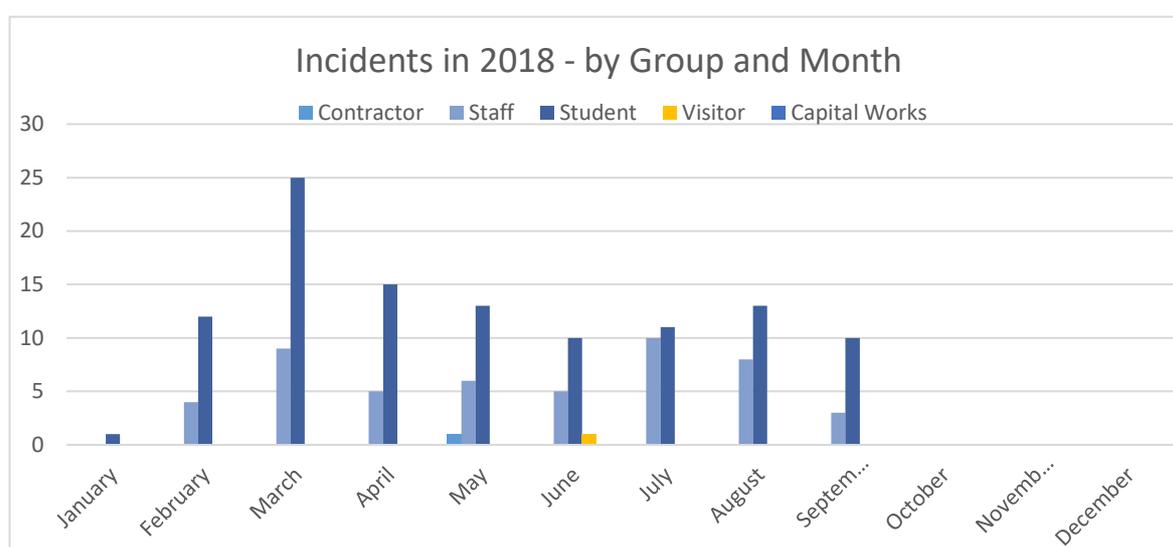
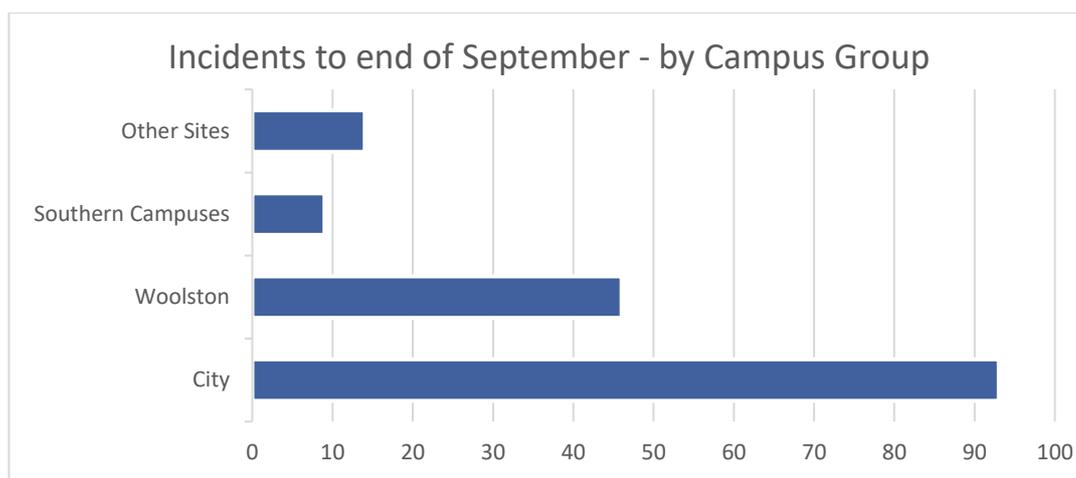
- 2.1 During the month of September, three staff and 11 student incidents were recorded. Most involved minor bumps, trips and slips. Any injuries required no or minor first aid treatment only. The three staff injuries involved minor cuts. Three student injuries involved hammer vs finger and were minor. There were several cuts and one faint. One student suffered a minor injury in a near miss incident involving the unauthorised, unsupervised and inappropriate use of a surface planer. Local staff have investigated and managed this situation.
- 2.2 The Health and Safety Manager completed ergonomic assessments at the workstations of 15 Nursing staff who relocated to the Manawa building. Several more are to be completed.
- 2.3 Several representatives from Ara attended Wellbeing training through the CECC.
- 2.4 Three providers of health and safety management systems have provided proposals for Ara's consideration.
- 2.5 A short "Drugs and Alcohol on Campus" workshop was presented by the CDHB and hosted at Ara. It was attended by representatives from a number of South Island tertiary education providers.

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	3	50
Students	0	0	0	0	11	110
Contractors	0	0	0	0	0	1
Visitors	0	0	0	0	0	1
Capital Works	0	0	0	0	0	0
Total	0	0	0	0	14	162
INCIDENT DETAIL (SINCE LAST REPORT)						
<i>Refer to commentary for detail on incidents.</i>						



(Prior Year excludes Capital Works incidents)

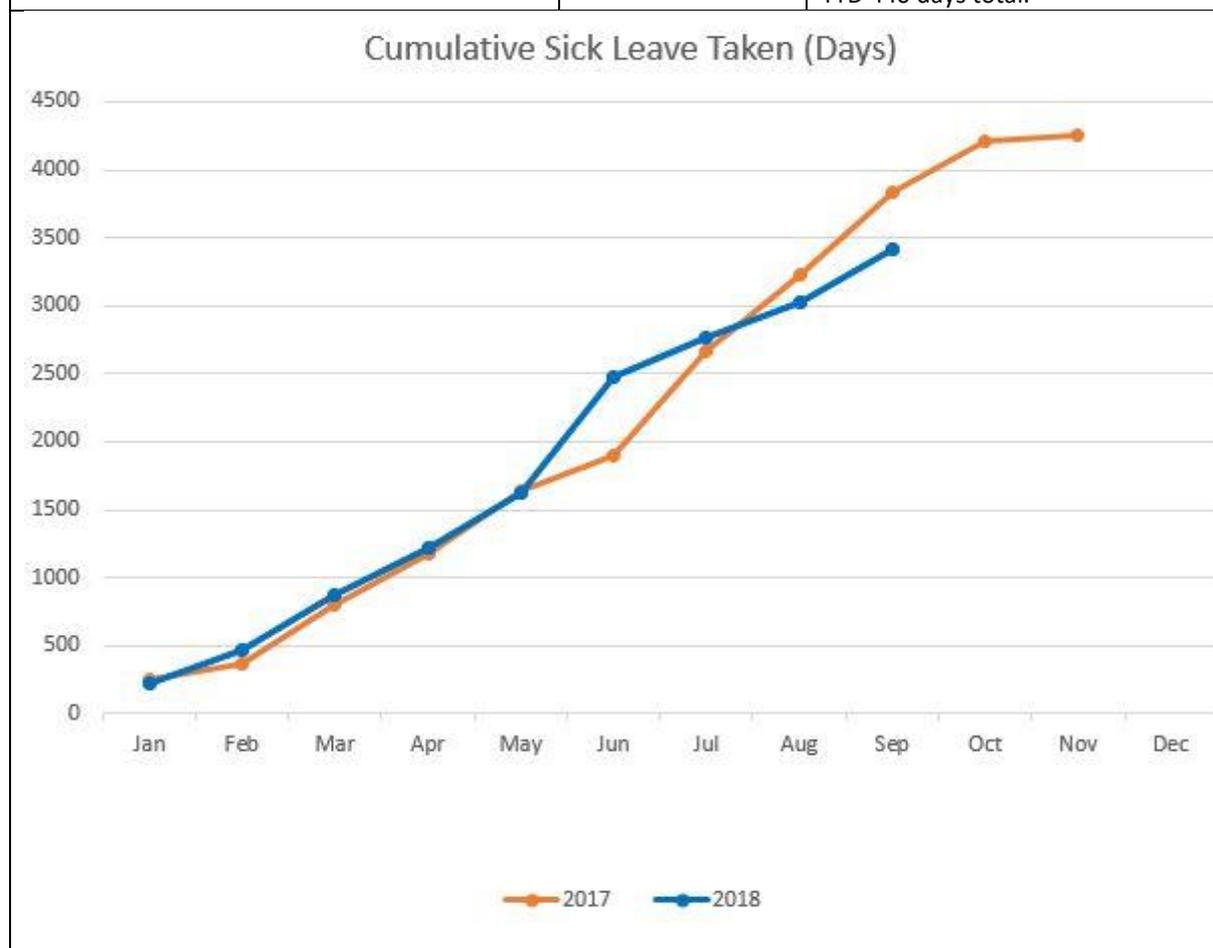




IMPROVING SYSTEMS AND PROCESSES		
Number of audits and inspections (excluding capital works programme)	0	
Staff participating in Health and Safety Oversight	36	H&S Coordinators
Number of provisional improvement notices issued	0	
Number of hazard registers past review date		

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	September:	Nil
Lost days due to work related off-site accidents	September:	Nil
Lost days due to sickness	Sept: 326 YTD: 3417	Full time equivalent days.
		2 persons required more than 5 days consecutive sick leave during September. 12 days in total. YTD 440 days total.



Number of new staff (excluding casual) that completed their health and safety induction process.	7 of 7 full time staff who started in September	100%
Number of staff on a return to work plan	3	2 non-work and 1 work related. A head injury sustained in a fall in a stairwell.
Employee Assistance Programme September		
New clients	6	YTD 46
Sessions	17	YTD 138

CAPITAL WORKS PROGRAMME	
Audits Completed	Nil in September. No capital construction works in September.
Audit Action Items	Nil

OTHER
<ul style="list-style-type: none"> • 1 pre fire alarm events occurred in September. Sprinkler pressure drop – 21 events YTD. • 0 contractors were inducted during September – 37 YTD. • 17 workstation assessments completed in September. – 31 YTD. • Staff receiving first aid training – 2 in September – 47 YTD.

HEALTH AND SAFETY ACTIONS UNDERWAY			
Action Description	Owner	Due Date	% Complete
Consideration of new supporting policies – Drug and Alcohol	TKM H&S Manager P&D Manager	June 2017	95 Under consultation with staff unions
Review incident management procedures, arrange training, test process	H&S Manager	February 2018	95 Incident management team refresher training completed. Lockdown procedures reviewed. Policy and procedures with TKM for ratification.
Review rehabilitation guidelines as it relates to experience rating	H&S Manager P&D Manager	March 2018	95 Awaiting ratification by PP&A.

3 Preparing for Ara Strategy Development

Over the last few months we have undertaken Council workshops that have looked to inform, support, challenge and provide a provocation for the development of Ara into the future. Ara's next Strategic Plan needs to begin development during the early part of 2019 and based on our discussions, the challenges we've heard about, the innovation we need to embrace, and the dynamic nature of the world of learning we are part of, should at least include:

- a Flexibility in our programmes and credentials to ensure greatest opportunities in upskilling and reskilling.
- b Nimbleness to embrace rapidly emerging technology – AI, AR, VR.
- c Going beyond technical skills to deliver 21st Century skills.
- d Being open to greater collaboration, integration and partnerships.
- e Finding/deciding on our areas of strength/niche and exploiting them.

4 ITP Roadmap and VET Review

ITP Roadmap and VET Review papers were received by the Minister during the early part of October. We understand that both the TEC and the MoE have been asked to review their papers, based on the Minister's feedback and that any announcement/decision from the Minister on outcomes and/or next steps can be expected in mid to late November.

5 General

On 18 October 2018 we celebrated the achievements of 11 Ara colleagues who were awarded Ara Teaching and Learning Excellence Awards. The awards this year were supplemented by an additional seven awards from the Student Council. The awards were supported by video footage of each winner's key teaching and learning activities, as well as a video montage from students recording what was special about teaching and learning at Ara.

Tony Gray
Chief Executive

Ara Council 30 October 2018	Agenda Item	9.1
		Decision Item
PUBLIC	Presented by	D Mitchell

ARA COUNCIL REPORT SUMMARY	
TITLE OF REPORT	2018 Annual Report
BACKGROUND AND PURPOSE	<p>The Ara Council is required by law to produce an Annual Report covering financial and non-financial performance for the year ending 31 December 2018.</p> <p>This task is to be completed by Ara management and staff, with external audit by AuditNZ, and oversight by the Audit and Risk Committee on behalf of Council.</p>
RECOMMENDATION(S)	That Council endorses the content and development process of the 2018 Annual Report.
LINK TO ARA STRATEGY	The Annual Report provides a mechanism to report on 2018 achievements, in terms of financial and non-financial performance, as well as performance against strategic goals.
KEY ISSUES IDENTIFIED	The 2018 Ara Annual Report will be developed in a similar manner to the 2017 Ara Annual Report.
FINANCIAL IMPLICATIONS FOR ARA	Nil (preparation and external audit of the Annual Report has been included in existing budgets).
RISK IMPLICATIONS FOR ARA	Ara is required to produce the Annual Report in order to comply with the Education Act 1989 and Crown Entities Act 2004.
RATIONALE FOR EXCLUDING PUBLIC	N/A

2018 Annual Report

1 Introduction

- 1.1** Under the Education Act 1989 and Crown Entities Act 2004, Ara is required to produce an audited Annual Report for the year ending 31 December 2018, including specified financial and non-financial aspects.
- 1.2** It is proposed that the 2018 Ara Annual Report be similar in style and content to the 2017 Ara Annual Report. This means the report will be prepared as a PDF, with a limited number of hard copies produced for government agencies in accordance with statutory requirements.
- 1.3** The preparation of the report will be managed by the Finance and Organisational Performance teams at Ara, with oversight from the Chief Executive, Audit and Risk Committee, and Council, in accordance with the timeline described below.

2 Contents of Annual Report

- 2.1** The Annual Report is proposed to include the following:
- a Summary infographics highlighting key achievements and metrics from 2018.
 - b Combined Council Chair and Chief Executive Report.
 - c List of Council Members
 - d List of Te Kāhui Manukura members
 - e Strategic Plan
 - f Statement of Service Performance
 - g Financial Statements
 - i Statement of Responsibility
 - ii Statement of Accounting Policies
 - iii Statement of Comprehensive Revenue and Expenses
 - iv Statement of Financial Position
 - v Statement of Cash Flows
 - vi Statement of Changes in Equity
 - vii Statement of Cost of Services
 - viii Childcare Operating Income and Expenditure
 - ix Statement of Special Supplementary Grants
 - x Compulsory Student Services Fees
 - xi Notes to the Financial Statements

- xii Statement of Resources
- h Auditor's Report
- i Equal Education Opportunities
- j Equal Employment Opportunities

3 Timeline of Key Dates

Date	Event
31 December 2018	Ara Institute of Canterbury year-end
25 February 2019	1. Draft content collated in preparation for AuditNZ arrival. 2. Draft design concept completed.
25 February 2019 – 16 March 2019 (to be finalised)	AuditNZ on site.
March 2019 (meeting date to be set)	Ara Audit and Risk Committee meeting – draft Annual Report considered
27 March 2019 (expected)	Ara Council meeting – draft Annual Report considered
15 April 2019 (expected)	Verbal audit clearance given by AuditNZ
April 2019 (meeting date to be set)	Ara Audit and Risk Committee endorsement of final Annual Report
30 April 2019	Ara Council meeting – final Annual Report approved (including swap of audit letters).
7 May 2019	Hard copies of Annual Report couriered to Parliament, Minister's Office and TEC.
11 May 2019	Annual Report published on Ara website.

4 Recommendation

That Council endorses the content and development process of the 2018 Annual Report.

Ara Council 30 October 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 23 August 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	Nil.
FINANCIAL IMPLICATIONS FOR ARA	
RISK IMPLICATIONS FOR ARA	
RATIONALE FOR EXCLUDING PUBLIC	

Academic Board Report

1 Programme Approvals

Ara received accreditation to deliver the following EIT programmes in 2016. Following revisions completed by EIT, Ara sought and gained approval from Academic Board for its own approval to deliver. This has now been forwarded to NZQA for final approval.

- Postgraduate Certificate in Health Science
- Postgraduate Diploma in Health Science
- Master of Health Science
- Master of Nursing

The following programmes have been reviewed and approved at Academic Board:

- Graduate Diploma in Laboratory Technology
- Bachelor of Applied Science (specialisations in Sport Exercise, Physical Activity and Health Promotion, and Human Nutrition)

2 TANZ Harmonisation Regulations Update

An updated implementation plan was received. Academic Board approved changes to a number of grade scales and removed grade scales that are no longer in use. Work is continuing in ensuring updated processes are in place for the beginning of 2019.

3 Degree Monitoring Reports

Degree Monitoring reports were received for the following programmes:

- Bachelor of Music Arts
- Bachelor of Performing Arts
- Bachelor of Broadcasting Communications
- Bachelor of Design

These reports had positive feedback with good suggestions for continuous improvement. The degree monitoring process is now being centralised through the Chief Executive's office. This will ensure consistency of process, improved timelines, and an organisational oversight of external feedback.

4 Degrees at Ara

The Ara Degrees project has been instigated to investigate future requirements for degree provision to ensure Ara degrees deliver high value to students, industry workforce, iwi and organisational sustainability.

It is considering degrees across Ara as a whole, and will work to meet the project goal of "defining what an Ara degree is by the end of this year". Findings, considerations, and recommendations will then be documented and presented to Academic Board, TKM, and Council.

Academic Board received an update on the project so far which has commenced with an extensive consultation phase. The first stage has included meetings with local school principals, students and graduates. Staff will be consulted in the next phase with a final report due to Academic Board in October.

Council Audit and Risk Committee

Minutes of a meeting of the Council Audit and Risk Committee held on Wednesday 19 September 2018 at 3.30pm in Room G202.

Welcome

Michael Rondel (Chair) welcomed attendees to the meeting.

1 Attendance

1.1 Present

a Elected Members

Michael Rondel (MR) (Chair), John Hunter (JH), Elizabeth Hopkins (EH) (via telephone), Jeremy Boys (JB) (via zoom).

b Non-Voting Officers

Darren Mitchell (DM), Lyn Russell (Minute Secretary).

1.2 Apology

Tony Gray (TG)

1.3 In Attendance

Emma Henshall (Finance Manager), Murray Harrington and Sonja Healey (PwC), and John Mackey and Chris Genet (Audit NZ).

2 Confirmation of Minutes

*It was **resolved** that the Minutes of the Council Audit and Risk Committee meeting held on 8 June 2018 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 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:

- | | | |
|-----|--|-------------|
| 4.1 | Minutes of the meeting held on 8 June 2018 | [s9(2) (i)] |
| 4.2 | Matters Arising | [s9(2) (i)] |
| 4.3 | Audit NZ – Draft Audit plan 2018 | [s9(2) (i)] |
| 4.4 | 2019 Budget Plan | [s9(2) (i)] |

4.5	I&SS Update Report	[s9(2) (i)]
4.6	Treasury Report	[s9(2) (i)]
4.7	PwC – Internal audit Update – Verbal	[s9(2) (i)]
4.8	Policy - Finance	[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.

5 Next Meetings

12 November and 3 December 2018

The meeting concluded at 4.30 pm.

Ara Council Campus Redevelopment Committee Minutes

16 October 2018

Minutes of a meeting of the Ara Council Campus Redevelopment Committee held on Tuesday 16 October 2018 at 1.30pm in Room G202, Te Kei, City Campus.

1 Welcome

The Chair opened the meeting welcoming the Committee.

2 Meeting Business

2.1 Attendance

a Voting Members

John Hunter (JH) (Chair), Janie Annear (JA) via videoconference and Darren Mitchell (DM).

b Non-Voting Members

Nil.

c In Attendance

Colin King (Manager, Project Office) (CK) and Christina Yeates (Minute Secretary).

2.2 Apologies

Stephen Collins (SC), Tony Gray (TG) and Dave Lang (Project Director/Project Manager) (DL).

3 Disclosure of Conflicts of Interest

Nil.

4 Confirmation of Minutes

4.1 Minutes of Council Campus Redevelopment Committee meeting of 19 June 2018

*It was **resolved** that the Minutes of the Council Campus Redevelopment Committee meeting held on 19 June 2018 be approved as a correct record of proceedings at that meeting and be signed by the Chair accordingly.*

J Annear/D Mitchell

Carried

4.2 Business Arising out of the meeting

Nil.

5 General Business

Nil.

6 Public Excluded

1.35pm

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

J Hunter/J Annear

Carried

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

- | | | |
|-----|---|--------------------|
| 6.1 | Minutes of Meetings of 19 June 2018 – Public Excluded | [s9(2)(f),(i),(j)] |
| 6.2 | Business Arising from previous Public Excluded Minutes | [s9(2)(i)(j)] |
| 6.3 | Project Management Office Capital Works Programme Report | [s9(2)(i)(j)] |
| | a) Individual Projects Update | |
| | b) Health and Safety | |
| | c) Manawa Update | |
| | d) K Block Update | |
| | e) Campus Development Project – Stages 2 and 5 Project Overview | |
| | f) Timaru Wayfinding Update | |
| | g) Woolston – Residual Items | |

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

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

The Council moved back into open meeting.

There being no further business the meeting closed at 2.10pm.

READ AND CONFIRMED

Chair:

12 December 2018

Ara Council 30 October 2018	Agenda Item	10.4
		Information Item
PUBLIC	Presented by	T McGill

ARA COUNCIL REPORT SUMMARY	
TITLE OF REPORT	Affixing of the Common Seal (2 May 2018 to 30 October 2018)
BACKGROUND AND PURPOSE	<ul style="list-style-type: none"> Public record of the quarterly report provided to the Ara Council recording the number and type of document to which the common seal has been added. This includes the list of degree and diploma documents signed and sealed by the Council Chair and Chief Executive for the Graduation ceremony held on 21 September 2018.
RECOMMENDATION(S)	That Council receive and note the contents of the report provided.
LINK TO ARA STRATEGY	N/A
KEY ISSUES IDENTIFIED	N/A
FINANCIAL IMPLICATIONS FOR ARA	N/A
RISK IMPLICATIONS FOR ARA	N/A

Common Seal

The Ara policy on affixing the common seal calls for a quarterly report to the Council recording the number and type of document to which the common seal has been added.

Date	Document	Countersigned	Number
3 September 2018	Deed of Lease for Manawa	T Arseneau (Council Chair) T Gray (Chief Executive)	2

This report covers the period from 2 May 2018 to 30 October 2018 and includes the list of the degree and diploma documents signed and sealed by the Council Chair and Chief Executive for the Graduation ceremony held on 21 September 2018.

Graduation documents carrying the Ara Institute of Canterbury Common Seal issued for Graduation 21 September 2018

Qualification Title	Quantity Awarded
Bachelor of Applied Management	43
Bachelor of Applied Science	5
Bachelor of Architectural Studies	2
Bachelor of Broadcasting Communications	5
Bachelor of Design	7
Bachelor of Engineering Technology	9
Bachelor of Information and Communication Technologies	13
Bachelor of Language (Japanese)	1
Bachelor of Music Arts	1
Bachelor of Nursing	94
Bachelor of Sustainability and Outdoor Education	2
Diploma in Accounting	11
Diploma in Applied Business (Accounting)	1
Diploma in Arts and Media (Level 6)	1
Diploma in Broadcasting Communications	1
Diploma in Business	31
Diploma in Childbirth Education	7
Diploma in Computer Aided Design	1
Diploma in Computer Networking	4
Diploma in Environmental and Outdoor Leadership	2
Diploma in Human Resource Management	9

Qualification Title	Quantity Awarded
Diploma in Information and Communications Technology	3
Diploma in Marketing	5
Graduate Diploma in Accounting	8
Graduate Diploma in Applied Management	21
Graduate Diploma in Business Transformation and Change	1
Graduate Diploma in Computer Aided Design	8
Graduate Diploma in Hospitality Management	1
Graduate Diploma in Human Resource Management	6
Graduate Diploma in Information and Communication Technologies	29
Graduate Diploma in Laboratory Technology	5
Graduate Diploma in Marketing and Sales	8
Graduate Diploma in Nursing	1
Graduate Diploma in Operations and Production Management	8
Graduate Diploma in Personal Financial Planning	1
Graduate Diploma in Project Management	10
Graduate Diploma in Supply Chain Logistics	13
Graduate Diploma in Sustainability and Outdoor Education	1
Graduate Diploma in Tertiary Teaching and Learning	1
Graduate Diploma of Information Design	10
New Zealand Diploma in Agribusiness Management	14
New Zealand Diploma in Applied Science	2
New Zealand Diploma in Business	10
New Zealand Diploma in Construction	24
New Zealand Diploma in Cookery (Advanced)	35
New Zealand Diploma in Digital Media and Design	1
New Zealand Diploma in Engineering	19
New Zealand Diploma in Enrolled Nursing	21
New Zealand Diploma in Hospitality Management	6
New Zealand Diploma in Information Technology Technical Support	11
New Zealand Diploma in Networking	3
New Zealand Diploma in Web Development and Design	7
Postgraduate Diploma in Health Science	2

Total 545

Tracey McGill
Council Secretary

2018 Council Work Programme

as at 30 October 2018

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

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

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

Waitangi Day – Tues 6 February

Good Friday – 30 March

Easter Monday – 2 April

Easter Tuesday – 3 April

ANZAC Day – Wednesday 25 April

Queen's Birthday – Monday 4 June

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

Labour Day – Monday 22 October

Canterbury Anniversary/Show Day – Friday 16 November

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

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

Media Report August 2018

6 August

Hokonui Ara students won awards at the [Hokonui Fashion Awards](#)

15 August

Toque D'Or Ara [claimed the top award](#) at the Nestlé Toque D'Or culinary competition.

16 August

Innovation Ara will host the Ministry of Awesome to [provide space and a support network for start-ups](#).

17 August

Supervision Ara is starting a [Postgrad Cert in Professional Supervision](#) at the end of this month.

22 August

Trucks The transport industry is working with Ara on [truck driver training in South Canterbury](#).

24 August

Edible Books Ara students and staff are competing in an [Edible Book competition](#).

Media Report September 2018

3 September

Enrolled Nursing Ara will [deliver its NZ Diploma of Enrolled Nursing](#) to the West Coast, Timaru, Ashburton, Oamaru, Nelson and Marlborough, with a mix of onsite and distance modes

5 September

Ara is hosting an exhibition on [NZ at the Venice Biennale](#)

6 September

Logo Ara students have been [designing a new Christchurch stadium logo](#).

14 September

Ara is [running an Ideas Festival in Timaru](#) for Years 7-8 students with a STEAM focus.

17 September

Ara Pay TIASA members at Ara [rejected a pay offer](#).

20 September

Ara Buildings Ara's nursing teaching will [shift to a new health precinct site](#) from next week, while [landscaping work will begin on the main campus](#).

Cricket Ara is sponsoring a [Christchurch secondary schools cricket tournament](#).

News Stories August and September

31 news stories were written and posted on the Ara website over this period.