



Notice of Meeting

A meeting of the Ara Council will be held:

on **Tuesday 29 August 2017**

at **11.00am**

in **Room L233, City Campus.**

Tracey McGill
Council Secretary



COUNCIL MEETING AGENDA

Tuesday 29 August 2017
11.00am
Room L233, City Campus

	10.30am	Council Only Time	Attached
1) Meeting Business	11.00	1.1 Karakia/Mihi	
		1.2 Apologies	
		1.3 Disclosure of Conflicts of Interest	Attached
		1.4 Meeting held Tuesday 25 July 2017 <ul style="list-style-type: none"> • Approval of minutes • Matters arising • Action List 	Attached
2) For Discussion	11.10	MONTHLY REPORTS 2.1 Acting Chief Executive 2.2 Health and Safety 2.3 Kaiārahi Report a) Maori Strategy b) Community Relationships	Attached
3) For Information	12.00	MONTHLY REPORTS 3.1 Chair Report 3.2 Trustees 3.3 Sub-Committee Reports a Academic Board b Council Audit and Risk Committee c Council Campus Redevelopment Committee d Staff and Council Advisory Group OTHER 3.4 2017 Council Work Programme 3.5 July Media Report	Attached Attached Attached Verbal Attached Attached
4) General Business	12.15	Key Messages	Verbal

PUBLIC EXCLUDED: It will be moved that the public be excluded from the remainder of the meeting. The general subject of the matters to be considered while the public is excluded is:				
5) Strategic Topics for Discussion	12.15	5.1 Strategic Direction and Priorities for 2018	[s9(2) (f), (i), (j)]	Verbal
		5.2 Strategic Plan 2017-2019 - August Report and Review	[s9(2) (f), (i), (j)]	Attached
		5.3 Board Self-Assessment		Verbal
6) Meeting Business	1.15	6.1 Meeting held Tuesday 25 July 2017 (Public Excluded) <ul style="list-style-type: none"> • Approval of minutes • Matters arising • Action List 	[s9(2) (f), (i), (j)] [s9(2) (f), (i), (j)]	Attached
7) For Discussion	1.30	MONTHLY REPORTS		
		7.1 Acting Chief Executive – Public Excluded <ul style="list-style-type: none"> a Regional Response Plan Update b TANZ eCampus 	[s9(2) (i), (j)]	Attached
		7.2 Kaiārahi Report – Public Excluded	[s9(2) (i), (j)]	Attached
		MONTHLY UPDATES		
		7.3 Health Precinct	[s9(2) (i), (j)]	Verbal
8) For Information	2.30	MONTHLY REPORTS		
		8.1 Council Audit and Risk Committee - Public Excluded	[s9(2)(i), (j)]	Attached
		8.2 Council Campus Redevelopment Committee – Public Excluded <ul style="list-style-type: none"> a) Meeting Minutes b) Programme Dashboard c) Health and Safety Report 	[s9(2)(i), (j)]	Attached
9) General Business	3.00pm			
<p>This resolution will be made in reliance on s48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interests protected by s9 of the Official Information Act 1982 which would be prejudiced by the holding of the proceedings of the meeting in public. The section of the Official Information Act which applies is shown beside each item to be considered while the public is excluded:</p> <ul style="list-style-type: none"> • <i>Matters involving confidential information about an identifiable person</i> s9(2)(a) – Protect the privacy of natural persons, including that of deceased natural persons • <i>Submissions to Parliament and other formal advice</i> s9(2)(f) – Maintain confidential conventions which protect political neutrality, and the confidentiality of communications and advice tendered by officials • <i>Commercially sensitive financial data</i> s9(2)(i) – The Crown or any Department or organisation holding the information to carry out, without prejudice or disadvantage, commercial activities • <i>Negotiations in progress with other organisations</i> s9(2)(j) – Enable a Minister of the Crown or any Department or organisation holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) 				
10)	3.00pm	Poroporoaki		

Note: The meeting will be followed by a campus tour for new Council members.

Tracey McGill
Council Secretary

Ara Council 29 August 2017	Agenda Item	1.3
		Information Item
PUBLIC	Presented by	T McGill

ARA COUNCIL REPORT SUMMARY	
TITLE OF REPORT	2017 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. Since the last update, Stephen Collins advised the following amendment: addition of Central City Business Group (CCBG) – Trustee.
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

2017 Register of Disclosure of Conflicts of Interest

as at 25 July 2017

Council Members

Janie Annear Acting Council Chair/ Deputy Chair <i>[Term: 01/01/16 - 30/04/19]</i>	<ul style="list-style-type: none"> • Janie Annear Consulting (Director) • Local Government Commissioner • Canterbury Economic Development Company (Director) • 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)
Jeremy Boys <i>[Term: 01/01/16 - 30/04/19]</i>	<ul style="list-style-type: none"> • South Canterbury Chamber of Commerce (Director) • Opuha Water Ltd (Director) • JW&AM Boys Family Trust (Trustee) 	<ul style="list-style-type: none"> • Ōtautahi Education Development 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 (Board member) 	<ul style="list-style-type: none"> • Canterbury Clinical Network (Programme Director) • Cartwright-Newton Family Trust (Trustee) • JC Ltd (Director)
Stephen Collins <i>[Term: 01/05/13- 30/04/19]</i>	<ul style="list-style-type: none"> • Basileus Investments Ltd (Director and shareholder) • Canterbury Employers' Chamber of Commerce (Board member) • Christchurch Heritage Trust (Board member) • Christchurch Heritage Ltd (Director) • Collins Davies Trust (Trustee) • Collins Real Estate Ltd (Director and shareholder) 	<ul style="list-style-type: none"> • S J Collins Family Trust (Trustee) • Oxford 210 Ltd (Director and shareholder) • Rebekah Collins Trust (Trustee) • Ripponvale Investment Ltd (Director) • Samuel Collins Trust (Trustee) • Westwood Ltd (Director and shareholder) • Central City Business Group (CCBG) (Trustee)
Elizabeth Hopkins <i>[Term: 01/05/14- 30/04/18]</i>	<ul style="list-style-type: none"> • Ara Foundation (Trustee) • INNATE Immuno Therapeutics Ltd (Director) • Hi-Aspect (Chair) 	<ul style="list-style-type: none"> • Hopkins Partnership (Director and Shareholder)
John Hunter CAC Chair/CCRC Chair <i>[Term: 01/05/14- 30/04/18]</i>	<ul style="list-style-type: none"> • Hunter York Family Trust (Trustee) • Nelson Bays Primary Health (Chair) • PowerHouse Ventures (Director) • PHO Alliance (Executive member) 	
Melanie Taite-Pitama <i>[Term: 01/03/17- 28/02/21]</i>	<ul style="list-style-type: none"> • tbc 	

Council Officers

Darren Mitchell Acting Chief Executive	<ul style="list-style-type: none"> To be confirmed
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)
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

25 July 2017

Minutes from the Ara Institute of Canterbury Council meeting held on Tuesday 25 July 2017 at 11.00 am in Room V136, Woolston Campus.

1 Statutory Requirements

1.1 Karakia/Mihi

The meeting commenced with karakia led by Melanie Taite-Pitama.

1.2 Welcome

a The Acting Chair, Janie Annear welcomed all to the meeting.

1.3 Attendance

a **Present**

i **Voting Members**

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

ii **Non-Voting Officers**

Darren Mitchell (Acting Chief Executive), Tracey McGill (Council Secretary) and Christina Yeates (Minute Secretary).

iii **In Attendance**

Therese Arseneau (observing).

Management: Judith Brown (Director, Education and Applied Research), Dave Currie (Health and Safety Manager), Emma Henshall (Finance Manager), Ann Kilgour (Director, Strategic Innovations), Sheila McBreen-Kerr (Director, Academic Quality and Development Division), and John West (Director, Student Services).

Staff and Council Advisory Group: Deborah Young.

Trades Staff (Management): Dennis Taylor (Head of Department), Trades, Stephen Price (Electrical and Plumbing), Phil Burns (Construction), Evan Puentener (Manufacturing, Welding, Fabrication and Prison), Sean Flanagan (Building and Carpentry), Peter Sauer (Automotive and Auto Body), Kim Forster (Department Support and Health and Safety Co-ordinator).

b Apologies

i Voting Members

Nil.

ii Non-Voting Officers

Te Marino Lenihan (Kaiārahi).

iii Management

Phil Agnew (Director, Business Development).

1.4 Disclosure of Conflicts of Interest [Pages 17/Ara Council/07/511-512]

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

Post-meeting, Stephen Collins advised of the following addition: Central City Business Group (CCBG) – Trustee.

Declarations of interest for items on today's agenda

Nil.

1.5 Confirmation of Minutes [Pages 17/Ara Council/07/512-520]

a Minutes of Committee Meeting – 27 June 2017

*It was **resolved** that the minutes of the ordinary meeting of the Ara Council held on 27 June 2017 (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.*

b Action List of Committee Meeting – 27 June 2017

The action list of the 27 June 2017 meeting was received and noted. All were noted as in progress and specific updates are recorded below:

- Action 1795 – Quarterly summary by department. Completed. Remove.
- Action 1809 – Internationalisation Charter. Completed. Remove.
- Action 1810 – Council Availability. Completed. Remove.
- Action 1812 – Pasifika Implementation Update. Report to be carried over to August meeting.
- Action 1813 – Health and Safety Benchmarking. Carry forward item. Of note:
 - i. Darren advised that with the new Health and Safety Management system this will help get more incident information together. ACC provide some benchmarking information based on accident costs. (This includes costs of treatment over \$500 and compensation days counted.)

- ii. Dave Currie (Ara Health and Safety Manager) provided a further overview. ACC compare our data with the tertiary sector across New Zealand so we can benchmark our performance across this. Workplace safety management practises criteria for ACC across all industry in NZ. For the last 12 years this has been used as benchmarking at tertiary level which was quite a wide ranging systems based audit. Ara performed very highly across all industry in NZ.
- iii. It was also advised that there is an annual meeting where all tertiary institutions meet and have an opportunity to meet and share information, monitor trends and build informal connections.
- iv. It was agreed this is an ongoing process and that once a year may not be enough. Council suggested contacting other tertiary institutions to compare high level data to benchmark – carry forward item.
- Additional action item: It was agreed that the stakeholder engagement meetings for the Timaru Council meeting be added into the action items. Discussion in regard to objectives, format, venue and general planning. It was agreed the Council Secretary will host a planning teleconference with J Annear and J Boys.

Action: *Teleconference to be arranged for planning Timaru stakeholder engagement meetings around the October Council meeting.*

[AP1820] T McGill

c **Matters Arising**

Nil.

[Pages 17/Ara Council/07/521]

1.6 Correspondence

- a Correspondence from the retiring Chair, John Spencer, of the Tertiary Education Commission was received and its contents noted.

E Hopkins/J Cartwright

Carried

2 For Decision

[Pages 17/Ara Council/07/522-528]

2.1 Council Audit and Risk Committee Terms of Reference

- a Tracey provided an overview of the Council Audit and Risk Committee Terms of Reference presented to Council for approval of the revised edits. Largely unchanged and the Council Audit and Risk Committee have approved.

*It was **resolved** that the Ara Council approve the revised Council Audit and Risk Committee Terms of Reference.*

J Hunter/J Boys

Carried

3 For Discussion

Monthly Reports

3.1 Acting Chief Executive [Pages 17/Ara Council/07/529- 549]

The Acting Chief Executive report for this month was taken as read. Darren responded to questions and discussion recorded as follows.

- a The Financials and EFTS report is tracking as expected and in line with the reforecast as presented last month.
- b Immigration policy – discussion around proposed change for students pending policy setting. Ara is seeing some decline in International numbers due to the uncertainty of the political landscape – it was agreed that New Zealand in general has a generous approach to immigration policy supporting students who then go onto work. If this was to change then it was agreed we would see International numbers challenged by that.
- c TEC reporting mechanism – Qlik tool. Given the richness of the data provided by this new tool, it was agreed there is an opportunity to work this data into our regular Council reporting. Tracey advised that the data is not providing a current picture but is good for looking at trends. The data is also cleansed by the TEC.
- d Forecast to year end discussion around youth guarantee and noting a lesser level of enrolment than currently have in budget but offset by dual pathways programme. Shift in relationship with high school was noted. In discussions with TEC about moving funding from youth guarantee to dual pathways so less of an impact. With the forecast of \$2m surplus at end of year, it was confirmed that just over \$2m is attributable to the guarantee.
- e Darren introduced Emma Henshall, Ara Finance Manager to Council and formally welcomed her to the meeting.

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

E Hopkins/J Annear

Carried

3.2 Health and Safety

- a It was confirmed that every campus has the same level of audit and reporting for Health and Safety and that every campus uses the same system. Dave Currie has been working with Southern Campuses and runs the same hazard risk system. It was noted that some activities in Timaru are managed by Carpentry and Engineers in Christchurch and this is assimilated into Christchurch so no duplication.
- b Council advised it is about understanding the trends – what are we doing to improve our systems as well as our reporting. Understanding where the issues are and some oversight of the different campuses would be useful. This provides clarity around the board table. It was agreed to improve the dashboard reports to show the aggregated view by location and what are we doing to improve.

Action: *Dashboard reporting to show aggregated view by location and improvements.*

[AP1821] D Mitchell

- c Dave Currie outlined the induction 'business as usual' tools and activities. Council would like to see the broad understanding of the key things that will have an impact on reducing the risk. At a strategic level, it is important to know that what we are doing is the right thing to get the outcome we are looking for. With the current legislation, Council agreed the need for oversight of the overall strategy.
- d It was agreed an assurance paper would be provided to Council advising what the institutions management approach to Health and Safety is, with the reporting (overview piece). Lead indicators would provide greater assurance in terms of providing trends and what is being done to mitigate risks and it was agreed to include external validation reports.

Action: *Assurance paper to be provided to Council.*

[AP1822] D Mitchell

*It was **resolved** that the Health and Safety report and its contents be received and noted.*

M Taite-Pitama/J Cartwright

Carried

4 For Information

4.1 Chair Report

- a The Acting Chair provided a verbal report advising that the recent stakeholder meetings with South Canterbury contacts and the new Council Chair was appreciated by the local community in South Canterbury.
- b It was also noted that the Acting Chair and the Acting Chief Executive are having regular weekly catch up meetings.

4.2 Trustees

- a No reports received for this month.
- b Elizabeth and Jane advised that the Ara Foundation meets next week and that Carl Pascoe has resigned as the Chair. Fiona McKissock is his replacement.

4.3 Sub-Committee Reports

- a Academic Board [Pages 17/Ara Council/07/550-552]

Sheila provided an overview and responded to questions as follows:

- i. The high quality of our degrees continue with good reports and recommendations.
- ii. TANZ – early stages and a lot of work on infrastructure, systems and processes. Now looking at developments and programmes that offer value for students. For example, ICT programmes are being developed, investigating tertiary teaching and business qualifications.
- iii. Stephen was interested to know which of the courses are up and operating and what is out in the market now as full credentials. Sheila agreed to provide a brief and concise overview to Council.

Action: *Course overview to be provided to Council.*

[AP1823] S McBreen-Kerr

- iv. Council were also interested in elearning. Darren advised there is a strategy paper under consideration by the eCampus group which is the business plan for next 3 to 5 years for the online portal.
- v. Discussion on who is putting the courses together? In terms of the programme design and programmes of studies, the vast majority belong to Ara. It was noted that in the early stages of eCampus, Ara was more involved in development. Increasingly eCampus now employs its' own edevelopers and subject experts.
- vi. Discussion ensued around the NZ Certificate in Agriculture Milk Harvesting which was withdrawn by Whenua Kura (an education arm that sits under Te Tapuae o Rehua – Ngai Tahu). Due to the withdrawal of local Ngai Tahu Farms support in early 2017 there was no ability to deliver milk harvesting locally. Consequently, Ara withdrew its application to develop this program. It was confirmed that this was not related to the primary industries review.

*It was **resolved** that the Academic Board report and its contents be received and noted.*

S Collins/J Boys

Carried

[Pages 17/Ara Council/07/553-559]

b Council Audit and Risk Committee

- i John advised the formal minutes of 15 June 2017 relate to the open section of the meeting of which a verbal report had been provided at the June Council meeting. Nothing substantive to report from the meeting held on 17 July 2017 and note the terms of reference have now been approved. No questions.

c Council Campus Redevelopment Committee

- i The Council Campus Redevelopment Committee meeting minutes of 20 June 2017 were received and noted. Nothing of substance in the open section. No questions.
- ii John advised the July meeting is being held after Council today.

d Staff and Council Advisory Group

- i The Staff and Council Advisory Group did not meet as scheduled for July due to a number of apologies received.

*It was **resolved** that the Council Sub-Committee reports be received and contents noted.*

M Taite-Pitama/J Annear

Carried

4.4 2017 Council Work Programme

[Pages 17/Ara Council/07/560-561]

- a The 2017 Council Work Programme as of 5 July 2017 was received and noted.
- b It was requested that the Kaiārahi report be placed on the Council Agenda as a standing item going forwards.

Action: *Kaiārahi Report to be added as a standing item for each Council Agenda.*

[AP1824] T McGill

M Taite-Pitama/J Annear

Carried

4.5 Media Report

[Pages 17/Ara Council/07/562]

The June media report was received and it was agreed that the new format is working

very well.

M Taite-Pitama/J Annear

Carried

5 GENERAL BUSINESS

There were no items recorded for general business.

12pm Public Meeting Close.

12-2.00pm Lunch and Health and Safety Presentations and Campus Tour.

6 Public Excluded

2.00pm

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

J Annear

Carried

*It was further **resolved** that Judith Brown, Ann Kilgour and Sheila McBreen-Kerr remain for relevant sections of the Public Excluded meeting.*

J Annear

Carried

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

7) MEETING BUSINESS

- | | | |
|-----|---|-----------------------|
| 7.1 | Confirmation of Public Excluded Minutes | [s9(2) (f), (i), (j)] |
| a | Minutes of Meeting – Public Excluded – 27 June 2017 | |
| b | Business Arising out of the Public Excluded Council Minutes | |

8) FOR DECISION

- | | | |
|-----|------------------|-----------------------|
| 8.1 | 2018 Fee Setting | [s9(2) (f), (i), (j)] |
|-----|------------------|-----------------------|

9) FOR DISCUSSION

Monthly Reports

- | | | |
|-----|---|------------------|
| 9.1 | Acting Chief Executive Report – Public Excluded | [s9(2) (i), (j)] |
| a | Regional Response Plan | [s9(2) (i), (j)] |
| 9.2 | Kaiārahi Report | [s9(2) (i), (j)] |

Monthly Updates

- | | | |
|-----|--|------------------|
| 9.3 | Health Precinct | [s9(2) (i), (j)] |
| 9.4 | Strategic Plan 2017-2019 – July Report | [s9(2) (i), (j)] |

10) FOR INFORMATION

Monthly Reports

- | | | |
|------|--|------------------|
| 10.1 | Council Audit and Risk Committee – Public Excluded | [s9(2) (i), (j)] |
| 10.2 | Council Campus Redevelopment Committee – Public Excluded | [s9(2) (i), (j)] |
| (a) | Meeting Minutes | |

- (b) Programme Dashboard
- (c) Health and Safety Report

11) GENERAL BUSINESS

[s9(2) (i), (j)]

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

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

The Council moved back into open meeting.

The meeting concluded at 2.40pm.

READ AND CONFIRMED

Chair:
29 August 2017

Ara Council Minutes

Action List as of 25 July 2017

# (yr/#)	Date when Action Arose	Agenda Item	Topic	Action	Council Responsibility	Status	Due Meeting date
1652	25.10.16	2.1c	CE Report - Financials	Preparation of a 10 Year Financial model for Council endorsement. Model includes 3-5 year Efts profile.	D Mitchell	In progress	29 Aug 17
1784	28.02.17	3.2	Drug and Alcohol Policy	A Staff Drug & Alcohol policy has been drafted. Legal advice is currently being sought, and Union consultation is required before the policy is presented to Council.	D Mitchell	In progress	31 Oct 17
1812	30.05.17	4.6d	Pasifika Strategy Implementation Update – Kaiārahi report.	It was requested that Te Marino provide an update on progress with community relationships.	T M Lenihan	Carried forward to August	29 Aug 17
1813	27.06.17	3.2c	CE Report – Health and Safety	Darren will follow up with the Ara Health and Safety Manager to advise on health and safety benchmarking across other institutions.	D Mitchell	Carry forward to August	29 Aug 17
1820	25.07.17	1.5b	Stakeholder Engagement – Timaru Council Meeting	Teleconference to be organised – Council Secretary and J Annear/J Boys	T McGill	In progress	29 Aug 17
1821	25.07.17	3.2b	Health and Safety	Dashboard Reporting – aggregated view by location and to show what we are doing to improve.	D Mitchell	In progress	29 Aug 17
1822	25.07.17	3.2d	Health and Safety	Overview assurance paper required	D Mitchell	In progress	29 Aug 17
1823	25.07.17	4.3(iii)	Academic Board - TANZ	Overview of courses / full credentials	S McBreen-Kerr	In progress	29 Aug 17

1824	25.07.17	4.4b	Work Programme	Kaiārahi Report to be standing item on every Council Agenda	T M Lenihan	In progress	29 Aug 17
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DRAFT

Ara Council 29 August 2017	Agenda Item 2.1		
	Decision Item	Discussion Item	Information Item
PUBLIC	Presented by		Darren Mitchell

ARA COUNCIL REPORT SUMMARY	
TITLE OF REPORT	Acting Chief Executive's Report
BACKGROUND AND PURPOSE	1 Acting CE activities 2 Performance Report
RECOMMENDATION(S)	1 That the schedule of Acting CE activities be noted. 2 That the performance report be noted.
LINK TO ARA STRATEGY	-
KEY ISSUES IDENTIFIED	-
FINANCIAL IMPLICATIONS FOR ARA	-
RISK IMPLICATIONS FOR ARA	-
RATIONALE FOR EXCLUDING PUBLIC	NA

Acting Chief Executive's Report

1 Meetings/Events Attended

The following meetings/events were attended by the Acting Chief Executive or a Te Kāhui Manukura representative on behalf of the Acting Chief Executive:

28 July	Attended, along with People and Development Manager, AASC liaison/ engagement meeting
31 July	Met with Ara Acting Council Chair
31 July	Attended, along with People and Development Manager, TEU liaison/ engagement meeting
1 August	Sheila McBreen-Kerr attended the Ara Foundation Board of Trustees meeting
2 August	Phil Agnew attended the Rewi Alley book launch
2 August	John West presented at the Entré Qualifiers Ceremony hosted at Ara
3 August	Attended the Canterbury International Education Leadership Accord meeting
4 August	Met with Ara Council Chair
4 August	Phil Agnew attended the ITP CEs meeting in Wellington
10 August	Attended, along with People and Development Manager, TIASA liaison/ engagement meeting
10 August	Judith Brown and Phil Agnew attended Christchurch Educated International Education Strategy Update and Networking event
11 August	Met, along with Director Education and Applied Research, TEC Investment Manager and Investment Advisor
14 August	Attended Ōtautahi Educational Development Trust board of trustees meeting
17 August	Attended, along with People and Development Manager, TEU liaison/ engagement meeting
18 August	Attended WorkSkills Board meeting in Auckland
18 August	Phil Agnew attended and presented award at the South Canterbury Chamber of Commerce Business Awards Dinner in Timaru
21 August	Attended Health Precinct Advisory Council meeting
22 August	Ann Kilgour attended the Ministerial opening of SIGNAL (ICT Graduate School)
22-23 August	Attended TANZ Accord and eCampus Governance Group meetings in Wellington
24 August	Attended, along with Te Marino Lenihan, Te Tapuae o Rēhua Board of Directors meeting
24 August	Phil Agnew attended the Champion Canterbury Business Awards Finalists function
24 August	Attended, along with People and Development Manager, AASC liaison/ engagement meeting

2 Performance Report – Overview

2.1 Finance

- a As at July the budget expectation was for a year to date surplus before abnormal items of \$2.3m. Currently there is a deficit of \$0.4m.
- b Total Revenue for the month is \$2.7m under budget, bringing the year to date income variance to \$4.4m under budget.
- c This movement is due to the end dates of first semester courses. Normally there is a spike in EFTS (120-150 in the last few years) in July due to both first semester courses finishing in July and second semester courses beginning. This year the majority of first semester enrolments finished on 30 June. This has made the July income variance look unusually high. The year to date variance is therefore a better reflection of current performance and which tracks correctly given the reforecast. This affects both Government Funding and Student Tuition Fees.
- d Trends in Government Funding income are as per previous months with the main shortfalls being in SAC levels 1-2 and Youth Guarantee delivery. Trades Academy and Non-EFTS grants are ahead of budget. Actual income does not include any element of the funding guarantee so despite the current position is still on track to achieve reforecast.
- e Domestic Student Tuition Fees are below budget though to a lesser degree than expected in the reforecast. This is currently due to underspending on scholarships. If this continues the fee income could outperform reforecast.
- f International Tuition Fees are \$0.5m under budget. Based on current enrolments, and last year's enrolment pattern, International EFTS would be under the reforecast by approximately 20 EFTS and \$300k of income. However, commission payments as a proportion of revenue are tracking lower this year also so could offset much of this.
- g Outside the main income areas, Other Teaching Income remains below budget though ahead of the same point last year. Interest Income is still ahead of budget and Other Revenue close to budget. These areas are on track to achieve reforecast.
- h Expenses for July were below budget by \$0.8m, bringing the year to date under-spend in expenses to \$1.8m.
- i Staffing costs for the month are under budget by \$177k. Savings were evenly split between Teaching and Non-Teaching Staffing. Year to date staffing costs are under budget by \$662k. This places staffing on track to achieve the under spend in the reforecast.

- j Occupancy costs were under budget for the month and are currently 3% under budget, close to the 4% level needed to reach the reforecast. Achievement of the reforecast will be largely dependent on the final energy costs for the winter period.
- k General Operating Expenditure were under budget for the month, particularly in consultancy and travel. General operating expenditure year to date is 13% below budget. Reforecast is based on a 12% saving so is currently on track.
- l Depreciation remains over budget as noted in previous reports. The reforecast figure is still reasonable.
- m Overall, given both revenue and costs are tracking in line with reforecast, the forecast surplus of \$2.2m before abnormal items is still achievable.
- n In abnormal items, July contained a \$1.6m payment. This is the portion of the insurance settlement relating to Paxus House. The OEDT has elected to undertake the repair programme for Paxus House themselves. Both surplus after abnormal items and the cash position for 2017 are affected. Cash position long term is not affected as the future cost of repairs is reduced also. The reforecast has been updated to reflect the changes.
- o Other than the Paxus House payment noted above there were no unusual movements in the Financial Position or Cash Flows during the month.

2.2 **2017 Student Enrolments**

- a As at 16 August 2017, 6,881 EFTS have been confirmed. This compares to 7,353 EFTS at the same time last year. An additional 662 EFTS have been confirmed since the last report, largely due to Semester 2 enrolments being finalised.
- b From this time on in 2016, a further 283 EFTS were enrolled, and currently in 2017 an additional 107 EFTS are in processing stages, plus a further 257 new applications for 2017 intakes have also been started. A large portion of these additional enrolments relate to English language courses for international students.
- c Compared to 2016, there have been more Semester 2 domestic applications converted to enrolments in the Departments of Creative Industries, Hospitality and Service Industries, Nursing, Midwifery and Allied Health. There have been fewer converted domestic applications in the Departments of Business, Engineering and Architectural Studies, Humanities, and Science and Primary Industries. Semester 2 international enrolments are up in Humanities, reflecting increased interest in English Language, but are down on 2016 in Business and Hospitality and Service Industries.

- d As evident in the attached graphs, the dip in enrolments between 2016 and 2017 continues to be due to three areas, being International, Youth Guarantee and SAC Level 1-2. At an institutional level, the remaining funding types are at very similar levels to 2016, with SAC 3+ currently within 1 EFTS of the same time last year. The 2017 dip in enrolments by International students relates to Christchurch enrolments, and is spread across a number of Departments. SAC Level 1-2 and Youth Guarantee enrolments are down in both Christchurch and Timaru.
- e It is notable that of all departments, Nursing, Midwifery and Allied Health is the only department to have both more domestic and international EFTS enrolled than at the same point in 2016.

2.3 **Educational Achievement**

- a At the time of this report, it is estimated that around 40% of all 2017 assessable enrolments have finished with finalised results, including most of the Semester 1 enrolments. The successful course completion rate for these is 84.7%, compared with a 2016 final of 84.8%, indicating overall achievement rates to date are similar to those achieved in 2016.
- b Results to date are showing an increased achievement by students enrolled in CTC, Dual Pathway, and Youth Guarantee provision, as well as by International students. The achievement of students enrolled at southern campuses has also increased, from a successful course completion rate of 80.0% at the end of 2016 to 84.4% in 2017 to date.
- c The achievement of Māori (75.0%) and Pasifika (74.1%) students in 2017 to date is at a similar level to last year, with the disparity remaining around the 10% mark.
- d Detailed departmental and programme level analysis of Semester 1 achievement is underway as part of the Board of Studies and Academic Board processes.

2.4 **Health and Safety**

- a During the month of July there were 14 health and safety incidents reported. These related to Ara staff (7) and students (5), plus two on the Capital Works Programme. There were no notifiable events during July. All of the incidents were minor, including one faint, one verbal abuse, several unrelated twisted ankles, several cuts, and several trips. A student tried to lift a soil compactor and dropped it on his foot, a tutor was accidentally struck in the face by a student waving their arms around.
- b Suspect material was discovered in a wall cavity during refurbishment in D Block. This was analysed and proven to contain asbestos. Work was modified to prevent disturbance of this material, which could not be removed. It will be re-encapsulated. Its presence has been recorded.

- c Although out of the period covered by this report, there was another incident of note in early August. A high school student who attends a course at Ara in Timaru was observed on CCTV having brought a pistol onto Ara property. The Police were advised and quietly handled the situation. The pistol turned out to be a plastic realistic replica toy pistol and no harm was intended. The Police have spoken with the student and his parents clearly indicating this was an unacceptable item to bring to Ara. The other students involved have also been reminded of our expectations. The High School has indicated they are happy with our response and management of the situation. The student has been and will be provided with ongoing support.

Darren Mitchell
Acting Chief Executive

Financial Statements

Statement of Financial Performance for the year to 31 July

Revenue	Month		2017 Year to date		2017 Budget	Full Year	
	Actual	Budget	Actual	Budget		2017 Forecast	2016 Actual
Government Funding							
Variable Funding	4,958,168	6,366,149	30,252,570	33,218,909	57,052,742	54,960,400	57,190,983
Youth Guarantee Funding	185,517	287,038	1,164,199	1,919,736	3,050,000	3,052,890	3,375,808
CTC funding	253,962	266,034	1,486,806	1,422,278	2,299,450	2,171,600	2,437,100
Other Non-EFTS grants	340,831	399,818	1,872,254	1,856,184	2,962,519	3,056,803	3,224,225
Total	5,738,477	7,319,039	34,775,830	38,417,107	65,364,711	63,241,693	66,228,116
as % of Total Revenue	56.3%	56.9%	56.6%	58.3%	56.9%	56.9%	56.4%
Student Tuition Fees							
Domestic	2,324,136	2,647,619	13,721,707	14,066,529	25,453,000	24,504,849	25,103,132
International	1,248,466	1,956,666	7,490,563	7,964,473	14,395,000	13,036,584	14,413,812
Total	3,572,601	4,604,285	21,212,270	22,031,002	39,848,000	37,541,433	39,516,944
as % of Total Revenue	35.1%	35.8%	34.5%	33.4%	34.7%	33.8%	33.8%
Other Teaching Income	217,036	317,393	1,255,108	1,481,465	2,830,000	2,730,000	2,731,101
as % of Total Revenue	2.1%	2.5%	2.0%	2.2%	2.5%	2.5%	2.8%
Other Income							
Interest	203,105	128,167	1,231,512	897,169	1,538,000	2,187,000	2,668,032
Other Revenue	454,485	498,124	2,978,039	3,060,051	5,356,000	5,356,000	4,529,205
Total	657,591	626,291	4,209,551	3,957,220	6,894,000	7,543,000	7,197,237
as % of Total Revenue	6.5%	4.9%	6.9%	6.0%	6.0%	6.8%	7.0%
Total Revenue	10,185,706	12,867,008	61,452,759	65,886,794	114,936,711	111,056,125	115,673,398

Statement of Financial Performance (cont)
for the year to 31 July

	Month		2017 Year to date		2017 Budget	Full Year	
	Actual	Budget	Actual	Budget		2017 Forecast	2016 Actual
Expenses							
Personnel							
Teaching	2,741,672	2,832,830	20,418,882	20,772,049	36,573,000	35,829,970	35,826,971
Non-Teaching	2,779,493	2,865,398	20,507,366	20,815,992	36,083,000	35,657,410	33,772,126
Total	5,521,165	5,698,228	40,926,247	41,588,041	72,656,000	71,487,381	69,599,097
as % of Revenue	54.2%	44.3%	66.6%	63.1%	63.2%	64.4%	60.9%
Other Costs (except Depreciation)							
Occupancy/Property costs	786,471	816,137	5,254,780	5,395,917	9,623,000	9,266,454	9,105,082
General Operating Expenditure	1,118,590	1,696,263	10,335,993	11,858,346	21,182,000	18,640,160	21,895,387
Total other costs	1,905,060	2,512,400	15,590,773	17,254,263	30,805,000	27,906,614	31,000,469
as % of Revenue	18.7%	19.5%	25.4%	26.2%	26.8%	25.1%	27.3%
Depreciation							
All Depreciation	756,629	679,917	5,325,955	4,759,419	8,159,000	9,423,426	8,398,780
as % of Revenue	7.4%	5.3%	8.7%	7.2%	7.1%	8.5%	7.3%
Total Expenses	8,182,855	8,890,545	61,842,976	63,601,723	111,620,000	108,817,421	108,998,346
Surplus/(Deficit) excl Abnormal	2,002,852	3,976,463	(390,217)	2,285,071	3,316,711	2,238,704	6,675,052
as % of Revenue	19.7%	30.9%	-0.6%	3.5%	2.9%	2.0%	5.8%
Abnormal Items							
Insurance Settlement/Payments	(1,601,710)	-	(1,601,710)	-	-	-	27,182,394
Transformation Costs	-	-	-	-	-	(115,000)	(3,202,265)
Demolition Costs	-	-	-	-	-	-	-
Total Abnormal Items	(1,601,710)	-	(1,601,710)	-	-	(115,000)	23,980,129
Total Surplus/(Deficit)	401,142	3,976,463	(1,991,927)	2,285,071	3,316,711	2,123,704	30,655,181
as % of Revenue			-3.2%	3.5%	2.9%	1.9%	26.5%

Statement of Financial Position as at 31 July

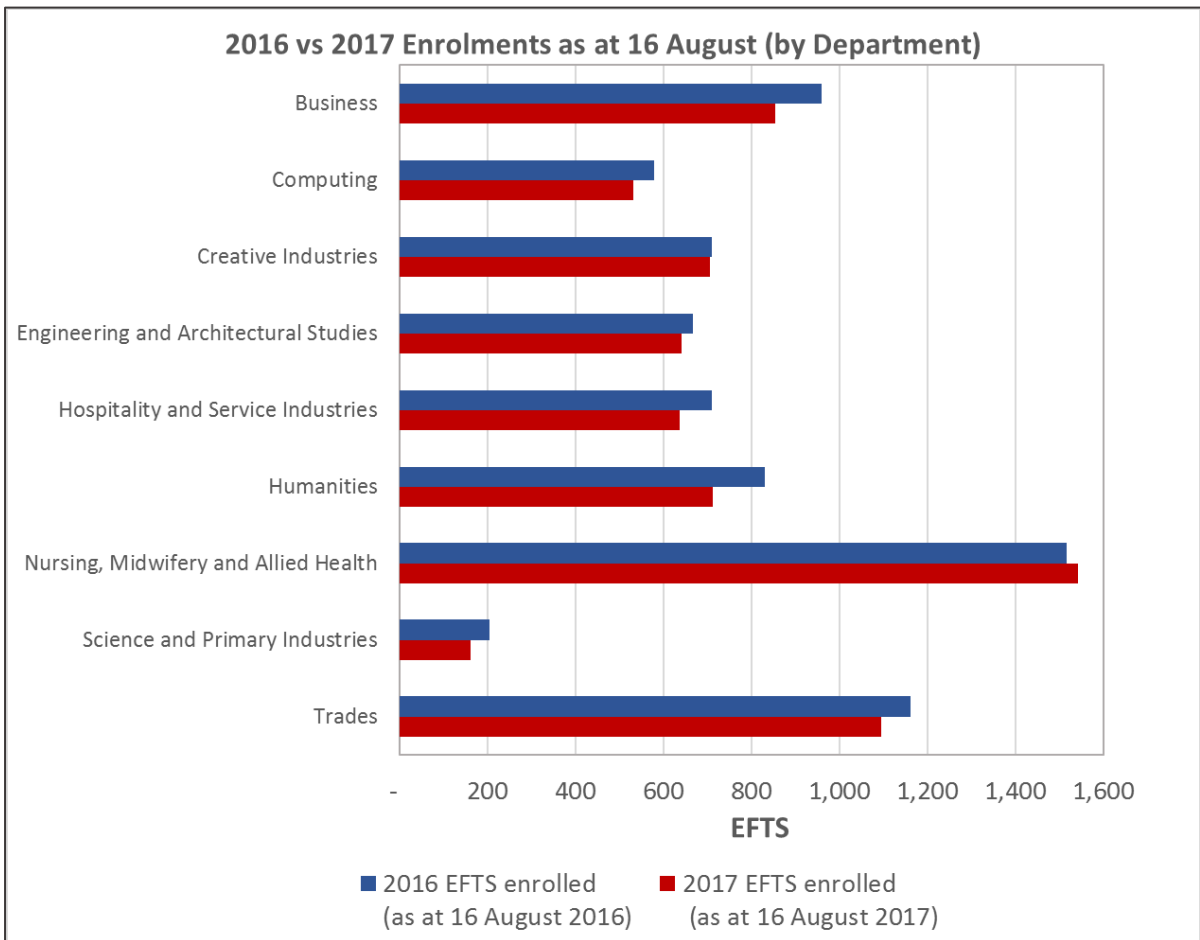
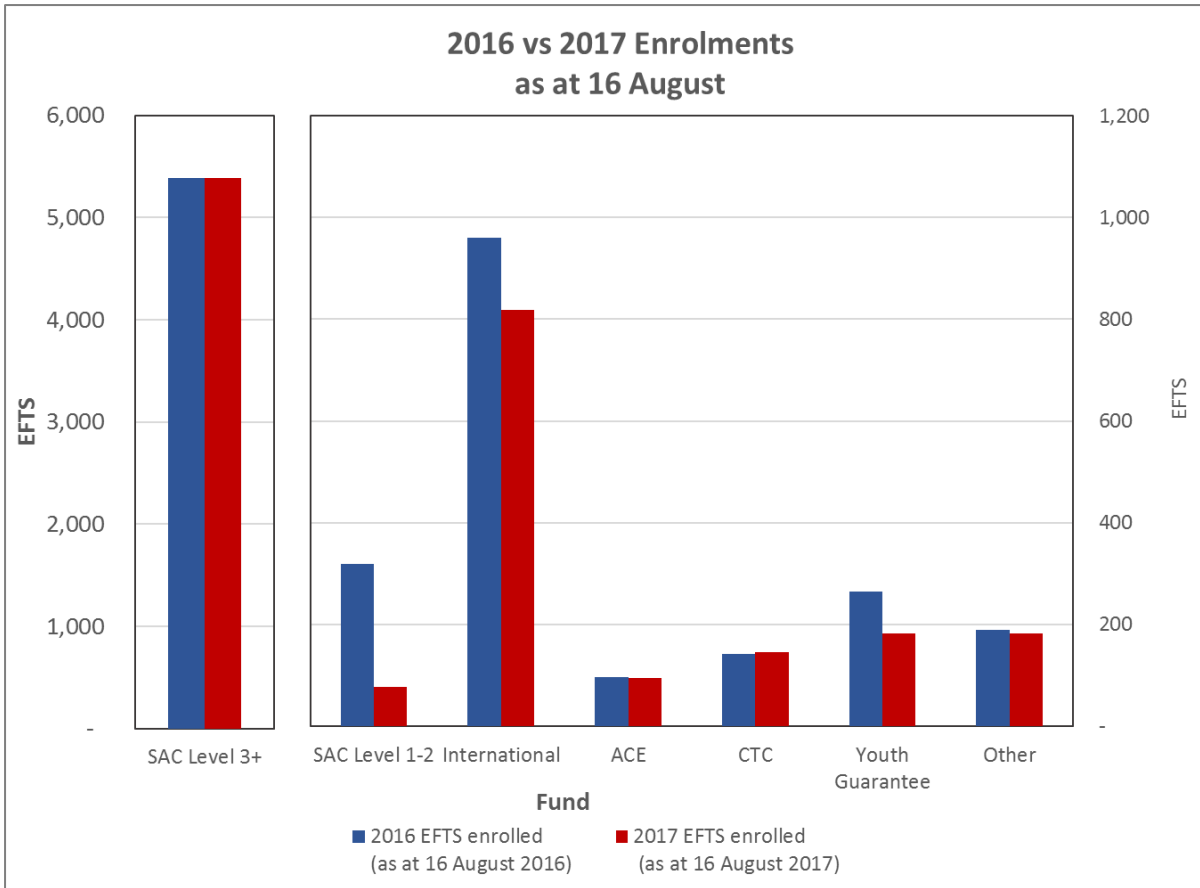
	Actual 31-Jul-17 \$000	Actual 30-Jun-17 \$000	Change from Last Month \$000	Budget 31-Dec-17 \$000	Actual 31-Dec-16 \$000
ASSETS					
Current Assets					
Cash and Cash Equivalents	18,964	18,900	64	4,215	20,574
Loans and Receivables	3,548	3,332	216	2,046	30,143
Inventories	1,396	1,342	53	1,109	1,178
Prepayments	1,013	940	73	834	1,066
Short Term Investments	64,881	63,981	900	60,000	40,700
Total Current Assets	89,801	88,496	1,305	68,204	93,661
Non-Current Assets					
Property Plant and Equipment	280,204	279,709	495	276,128	266,676
Intangible Assets	2,098	1,775	322	1,914	1,630
Total Non-Current Assets	282,302	281,485	817	278,042	268,306
TOTAL ASSETS	372,103	369,981	2,122	346,246	361,967
LIABILITIES					
Current Liabilities					
Trade and other payables	4,957	3,755	1,202	5,931	8,627
Finance leases	717	717	-	612	717
Employee Benefit Liabilities	5,573	5,708	(135)	4,872	3,831
Revenue Received in Advance	24,891	24,236	654	6,499	10,822
Total Current Liabilities	36,137	34,416	1,721	17,914	23,997
Non-Current Liabilities					
Finance leases	666	666	-	396	666
Employee Benefit Liabilities	829	829	-	829	829
Total Non-Current Liabilities	1,495	1,495	-	1,225	1,495
TOTAL LIABILITIES	37,632	35,911	1,721	19,139	25,492
NET ASSETS	334,471	334,070	401	327,107	336,475
EQUITY					
Retained Earnings	232,510	232,109	401	243,874	234,514
Asset Revaluation Reserve	101,961	101,961	-	83,233	101,961
TOTAL EQUITY	334,471	334,070	401	327,107	336,475

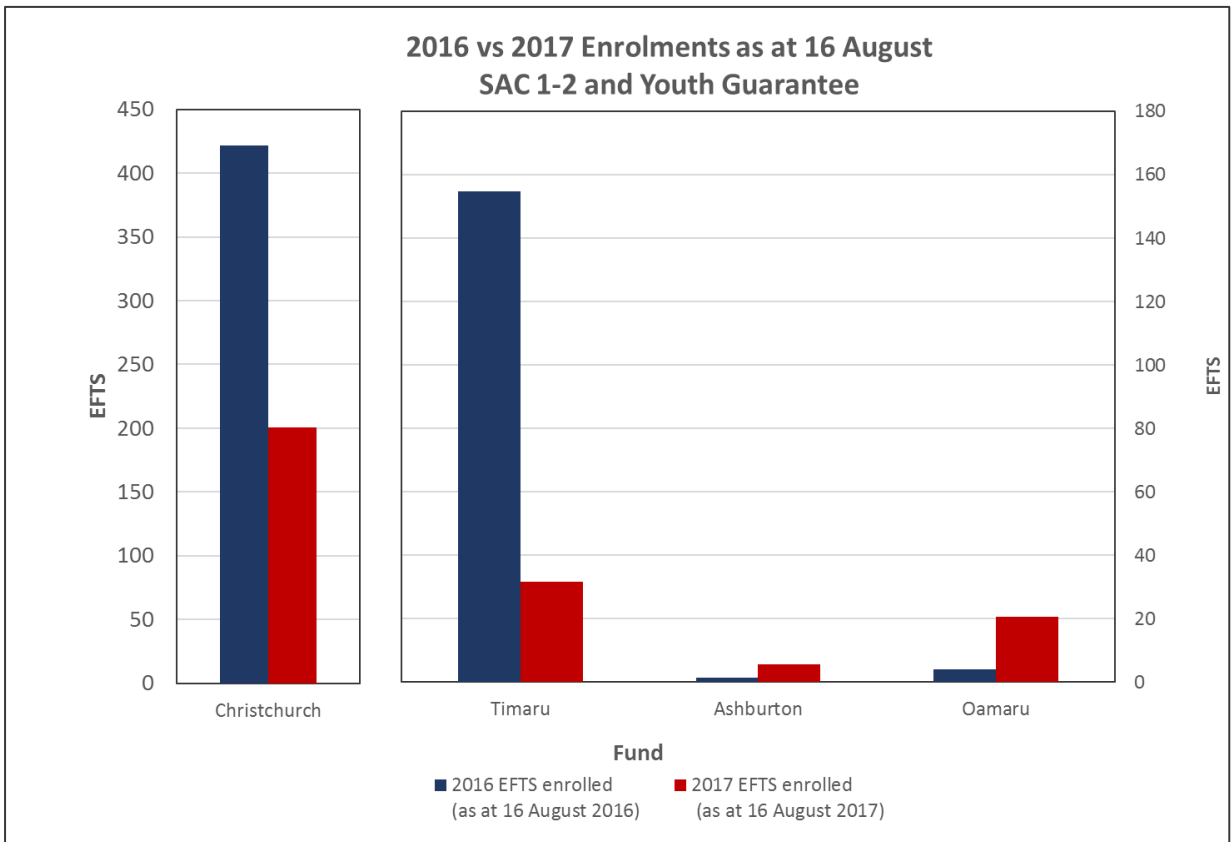
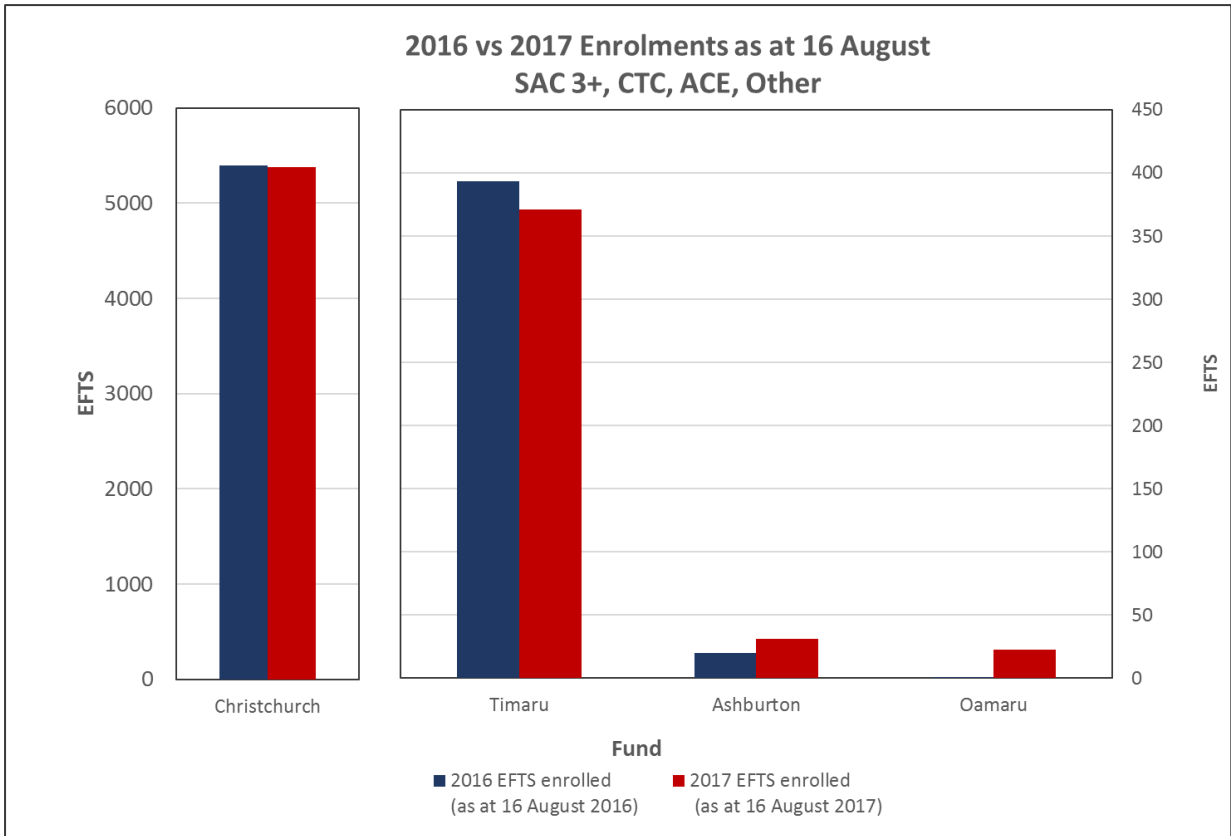
Statement of Cash Flows
for the year to 31 July

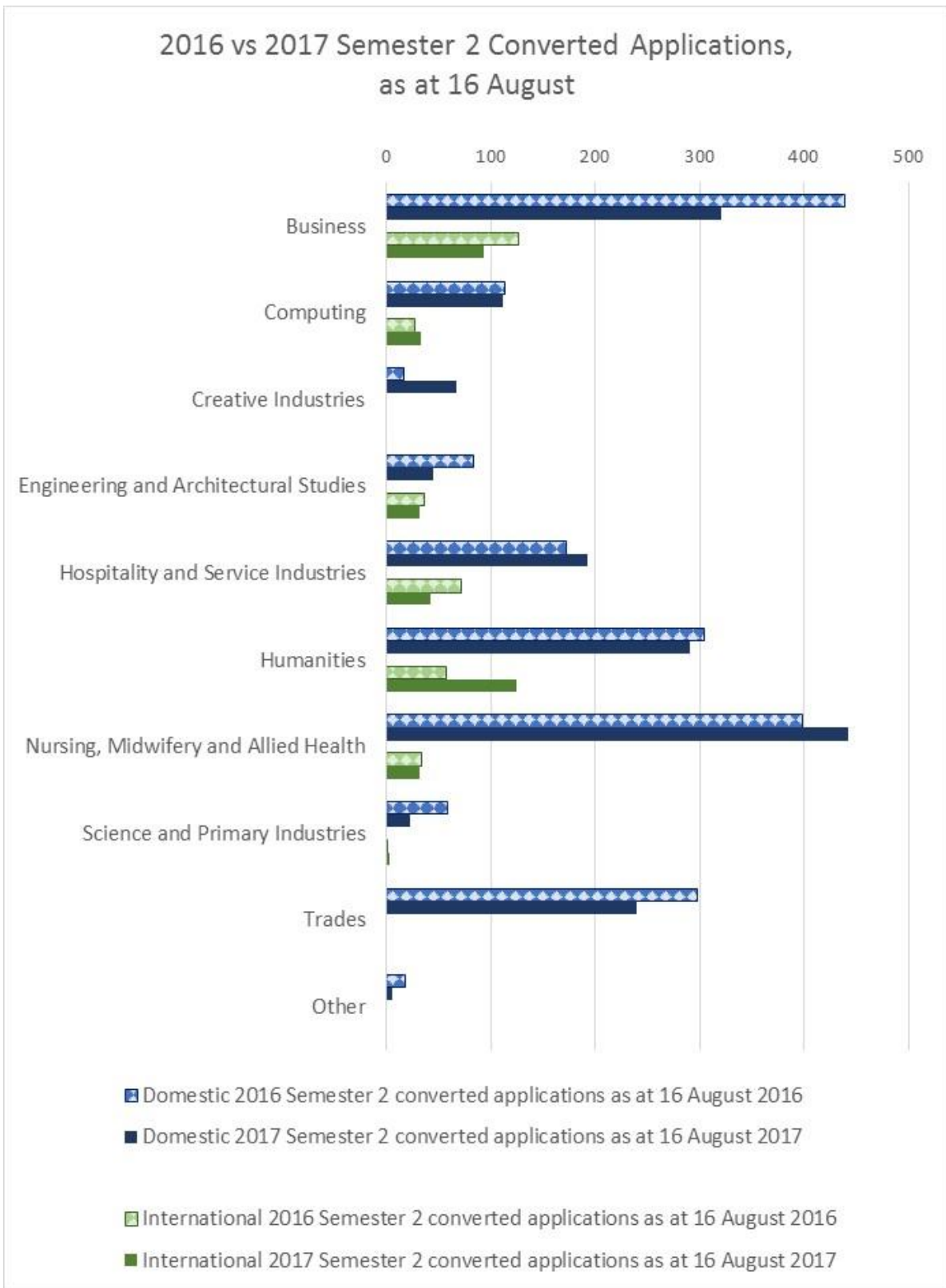
	Year to Jul 2017 \$000	Year to Jun 2017 \$000	Movement \$000	2017 Budget \$000	2017 Forecast \$000	2016 Year End \$000
Cash Flows from Operating Activities						
Cash was Provided from:						
Government Grants	37,716	32,265	5,451	65,365	63,242	66,051
Student Tuition Fees	31,720	27,051	4,669	39,848	37,541	36,477
Other Teaching Revenue	1,255	1,038	217	2,830	2,730	2,731
Other Revenue	3,336	3,161	175	5,356	6,458	7,148
Interest	1,085	973	112	1,538	2,187	3,148
Total	<u>75,112</u>	<u>64,488</u>	<u>10,624</u>	<u>114,937</u>	<u>112,158</u>	<u>115,555</u>
Cash was Applied to:						
Employees and Suppliers	58,411	51,926	6,485	103,181	100,748	102,785
Total	<u>58,411</u>	<u>51,926</u>	<u>6,485</u>	<u>103,181</u>	<u>100,748</u>	<u>102,785</u>
Net Cash Flows from Operating Activities	16,701	12,563	4,139	11,756	11,410	12,770
Cash Flows from Investing Activities						
Cash was Provided from:						
Sale of Fixed Assets	10	10	0	-	-	47
Insurance Payments	25,393	26,995	(1,602)	-	25,393	2,931
Total	<u>25,403</u>	<u>27,005</u>	<u>(1,602)</u>	<u>-</u>	<u>25,393</u>	<u>2,978</u>
Cash was Applied to:						
Purchase of Fixed Assets	2,375	1,640	735	5,472	5,472	5,297
Campus Capital Plan Spending	16,674	15,909	765	33,600	28,600	29,004
Total	<u>19,049</u>	<u>17,549</u>	<u>1,500</u>	<u>39,072</u>	<u>34,072</u>	<u>34,301</u>
Net Cash Flows from Investing Activities	6,353	9,456	(3,102)	(39,072)	(8,679)	(31,323)
Cash Flows from Financing Activities						
Cash was Provided from:						
Equity	-	-	-	-	-	30
Total	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>30</u>
Cash was Applied to:						
Finance Lease Payments	484	411	73	780	780	771
Total	<u>484</u>	<u>411</u>	<u>73</u>	<u>780</u>	<u>780</u>	<u>771</u>
Net Cash Flows from Financing Activities	(484)	(411)	(73)	(780)	(780)	(741)
Total Net Cash Flows	22,570	21,607	963	(28,096)	1,951	(19,294)
Opening Cash, Bank & Short Term Investments	61,274	61,274		92,311	61,274	80,568
Closing Cash, Bank & Short Term Investments	<u>83,844</u>	<u>82,881</u>		<u>64,215</u>	<u>63,225</u>	<u>61,274</u>

Enrolments Summary

	2017 EFTS enrolled (as at 16 August 2017)	2016 EFTS enrolled (as at 16 August 2016)	2017 Full Year EFTS Budget	2016 Full Year EFTS Actual
By Funding Source				
SAC Level 1-2	77	318	286	333
SAC Level 3+	5,384	5,385	5,946	5,521
International	818	960	1,009	1,020
ACE	94	96	144	128
CTC	145	142	144	140
Youth Guarantee (including Dual Pathway)	182	264	241	265
Other	182	190	229	229
Total	6,881	7,353	8,000	7,636
By Department				
Business	854	961	1,007	979
Computing	531	578	717	621
Creative Industries	706	710	743	715
Engineering and Architectural Studies	641	667	638	665
Hospitality and Service Industries	637	709	757	719
Humanities	713	830	892	899
Nursing, Midwifery and Allied Health	1,542	1,518	1,610	1,552
Science and Primary Industries	161	204	214	236
Trades	1,096	1,162	1,353	1,235
Other	0	14	68	15
Total	6,881	7,353	8,000	7,636
By Location				
Christchurch (including online delivery)	6,382	6,764	7,278	7,029
Timaru (including Washdyke)	419	563	665	574
Ashburton	37	22	35	24
Oamaru	43	5	22	10
Total	6,881	7,353	8,000	7,636



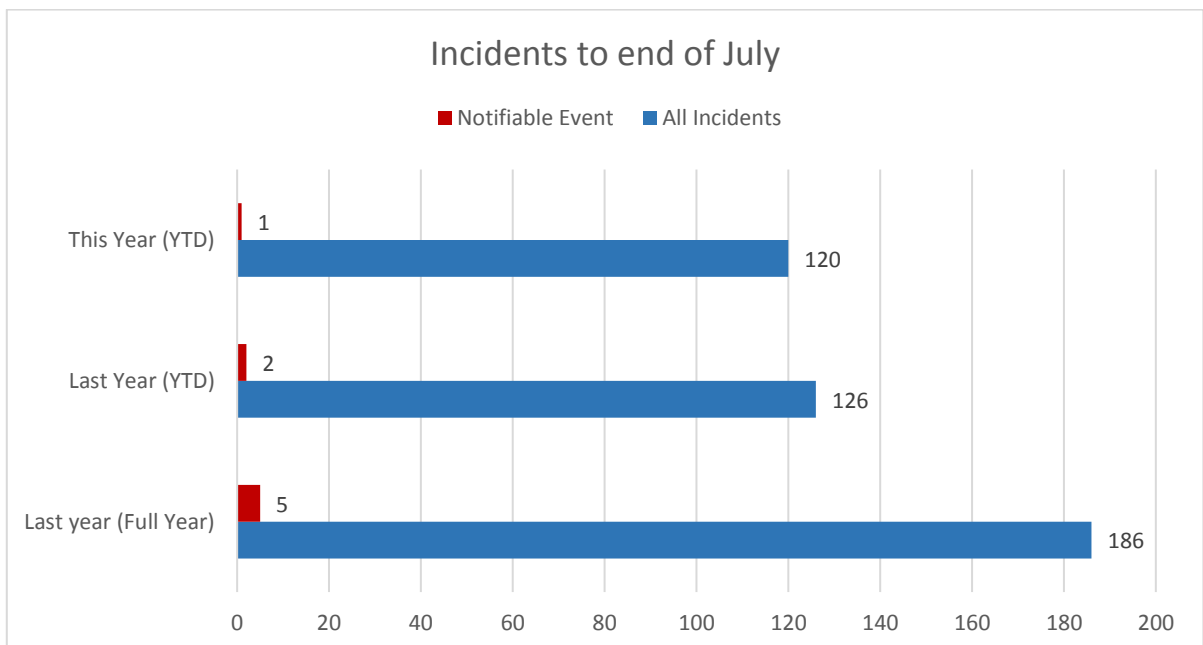


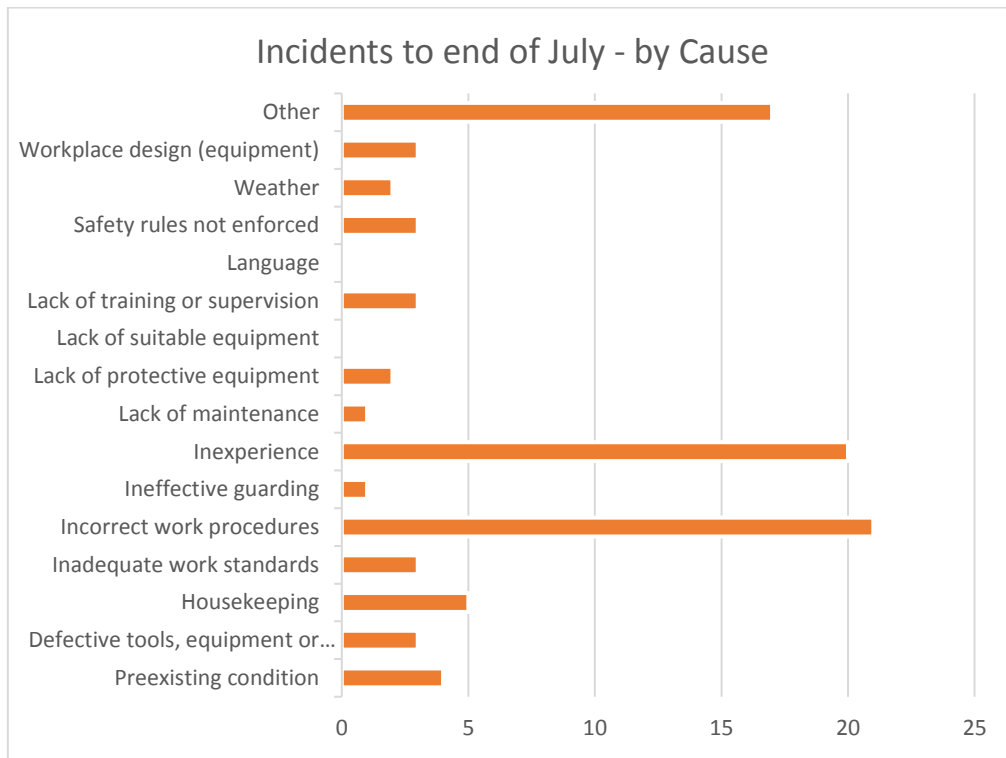
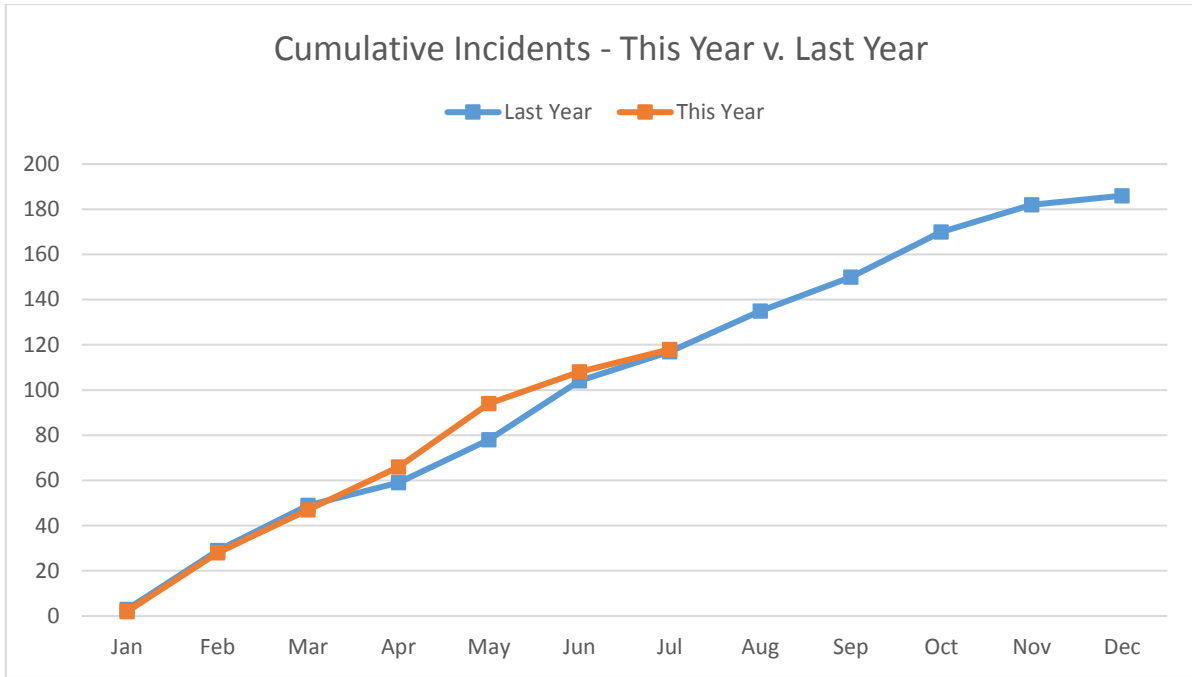


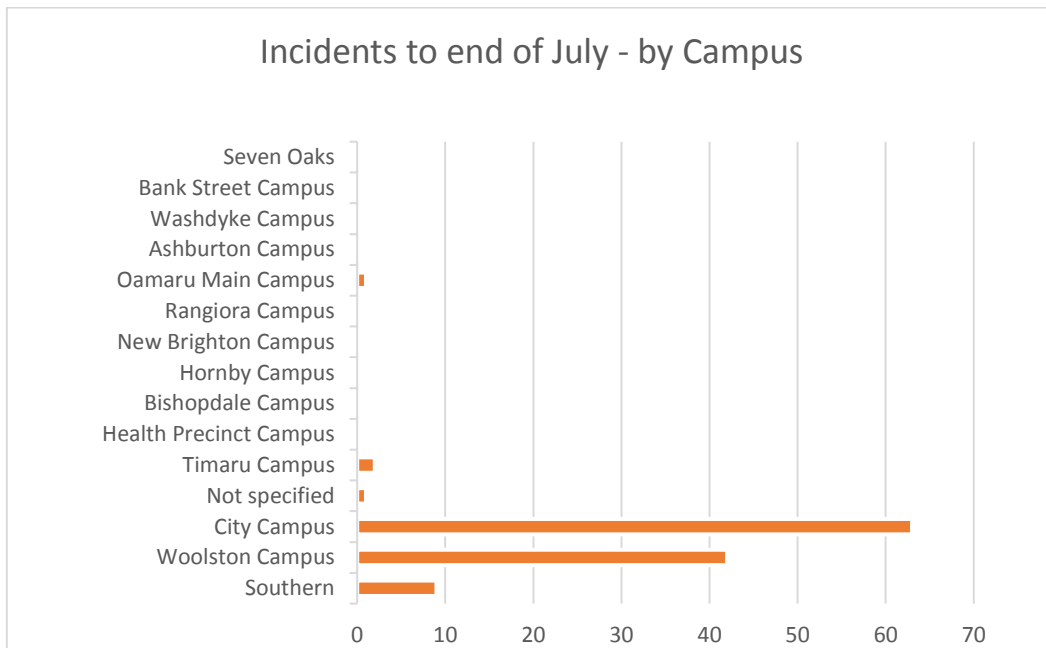
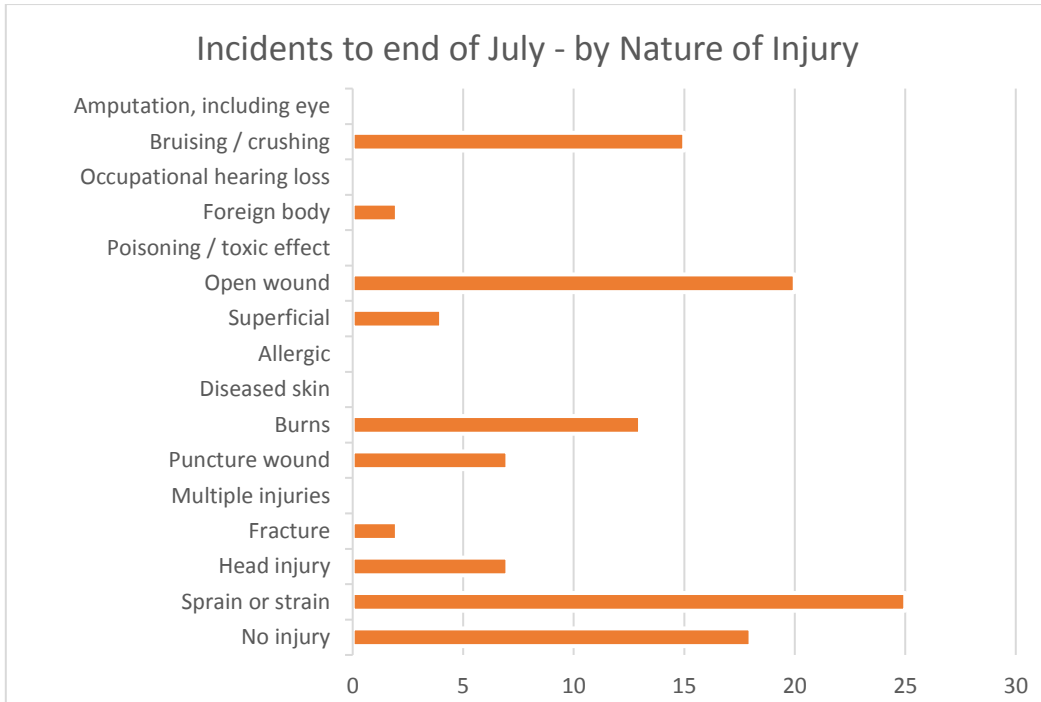
Health and Safety

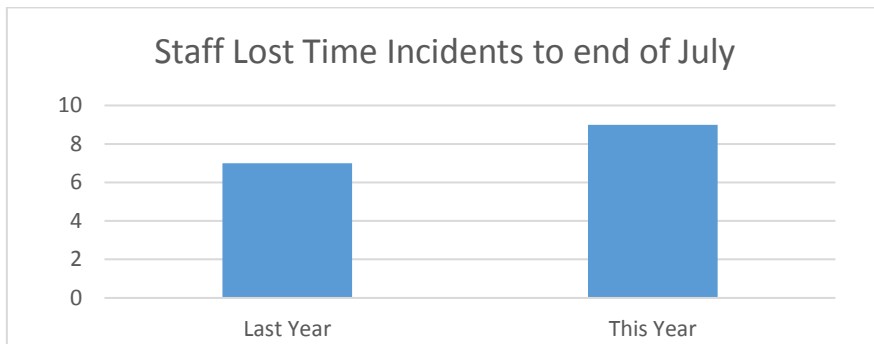
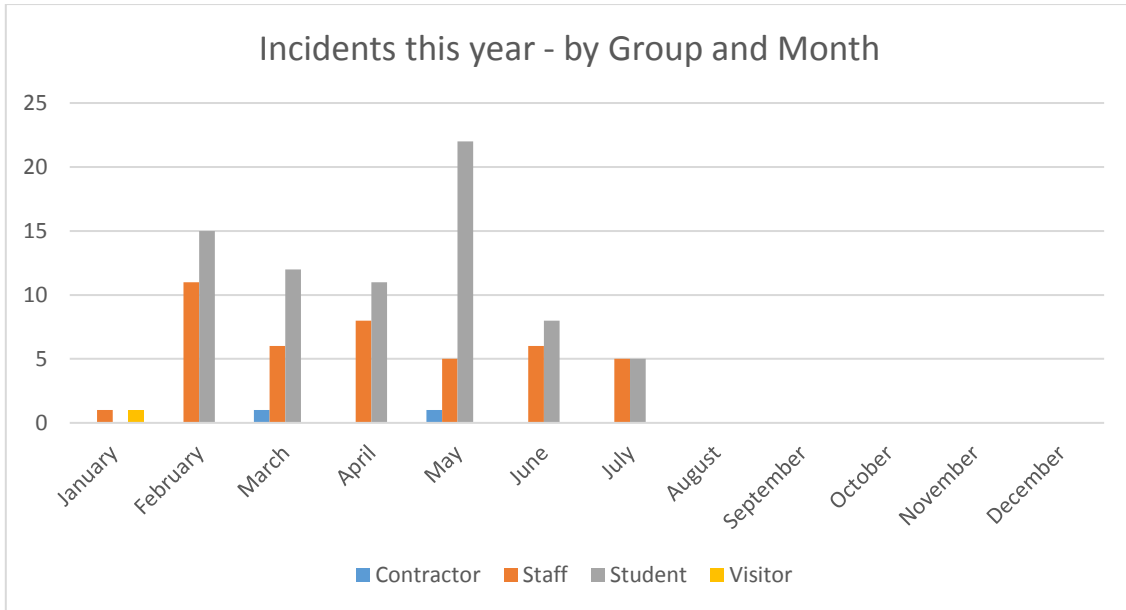
INCIDENT SUMMARY						
Person Type	Notifiable Injury or Illness		Notifiable Incident		All Incidents	
	This month	YTD	This Month	YTD	This Month	YTD
Staff	0	0	0	0	7	46
Students	1	1	0	0	4	72
Contractors	0	0	0	0	0	3
Visitors	0	0	0	0	0	1
Capital Works	0	0	0	0	2	12
Total	1	1	0	0	13	134

INCIDENT DETAIL (SINCE LAST REPORT)
<p><i>Refer to commentary for detail on incidents.</i></p> <p>Capital Works Incidents. 1 minor injury and 1 minor near miss related to the Capital Works Programme. The near miss involved a recently installed roller door which failed to stop its descent when a person walked under it. A cut out system has now been installed to prevent a reoccurrence.</p>









Time Lost Incidents	Total Time Lost	Average Time Lost
9	15	1.9

IMPROVING SYSTEMS AND PROCESSES		
Number of audits and inspections (excluding capital works programme)	2	Division visits completed by H&S Manager and H&S Sub-committee
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	1	35 have been completed. The review of the outstanding register is imminent.

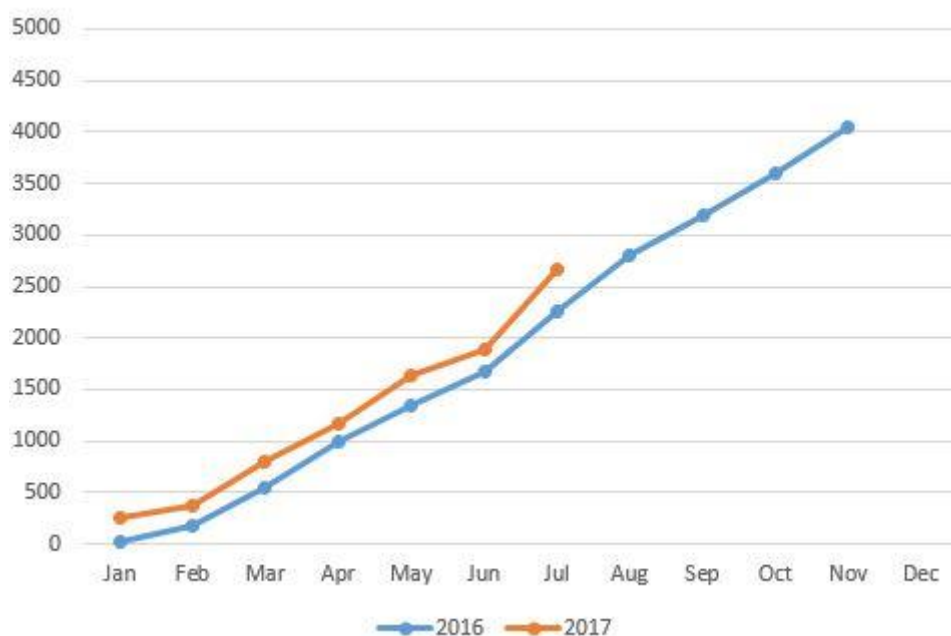
STUDENT WELFARE

Number of student workplace locations reviewed	Unknown	A process is being developed to collect data for this measure.
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STAFF WELFARE

Lost days due to on-site accidents	July: 0 days	Nil
Lost days due to off-site accidents	July: 0 days	Nil
Lost days due to sickness	July: 448 YTD: 2,659	Full day equivalents
Sick days taken per FTE		

Cumulative Sick Leave Taken (days)



Number of new staff (excluding casual) that completed their health and safety induction process.	10 of 11 full time staff who started in July	90% A cleaner in Timaru does not have computer access. Alternative arrangements are being made.
Number of staff on a return to work plan	3	Non-work injuries.
Employee Assistance Programme July		
New clients	3	YTD: 44
Sessions	18	YTD: 122

CAPITAL WORKS PROGRAMME

Audits Completed	Most capital works projects are now only involved in remedial work. No audits were completed during the period.	
Audit Action Items	N/A	

OTHER

- One fire alarm event occurred in July involving the NZ Fire Service. Caused by a fire alarm contractor maintenance error.
- Fire evacuation training was provided to K block staff.
- Two new managers were given specific H&S induction related to their roles.
- Six contractors were inducted during July. 34 YTD.
- Three staff attended first aid training.
- Three workstation assessments were completed in July. 22 YTD. Work space modifications were completed where necessary.
- Staff were given several reminders and encouraged to take advantage of the flu vaccinations provided by Ara to staff. 21 more staff have taken up the offer since late June.
- The H&S Manager met with the NZ Police to review our bomb threat responses.
- A formal system encouraging staff to recognise and nominate colleagues demonstrating H&S excellence has been added into the H&S section of the Infoweb. Nominations will be tabled at H&S Committee meetings. All staff have been advised of this process.
- New staff moving into K Block have been advised of the buildings fire safety systems and provided with evacuation training. Emergency instruction signage has been erected throughout.
- Members of the Christchurch H&S Committee visited two sections within the Student Services Division, to provide support and encouragement to the H&S Coordinators and to review H&S management practices within those sections.
- 24 H&S Coordinators have been provided with introductory training on the new H&S Management system introduced on 1 August 2017. These Coordinators can now add accident and incident information and report injury data and trends within their own departments and divisions.

HEALTH AND SAFETY ACTIONS UNDERWAY

Action Description	Owner	Due Date	% Complete
Develop a new H&S Management system	PMO Manager H&S Manager	April 2017	80
Develop a H&S work plan for 2017	H&S Committee	April 2017	100
Engagement, Participation, and Representation – Complete staff nomination process and training	H&S Manager	March 2017	100
Consideration of new supporting policies – Impairment, Drug and Alcohol	TKM	June 2017	30
Placements - Develop processes that address placements and placement location	Director CS Director EAR	September 2017	15
Training and Skills Development Plan prepared	P&D Manager H&S Manager	September 2017	50
Revision of the Procurement Policy	PMO & Finance project	July 2017	75
Review staff and student safety and security	FM Manager H&S Manager	July 2017	75
Develop an asbestos management plan	H&S Manager	August 2017	75

HEALTH AND SAFETY ACTIONS UNDERWAY			
Action Description	Owner	Due Date	% Complete
Review incident management procedures, arrange training, test process	H&S Manager	October 2017	30
Review rehabilitation guidelines as it relates to experience rating	H&S Manager P&D Manager	November 2017	25
Formalise a means of recognizing H&S excellence	H&S Committee	June 2017	30

Ara Council 29 August 2017	Agenda Item	2.3
		For Discussion
PUBLIC	Presented by	T M Lenihan

ARA COUNCIL REPORT SUMMARY	
TITLE OF REPORT	Kaiārahi Report
BACKGROUND AND PURPOSE	To provide Council with an update of strategic activities, in particular: <ol style="list-style-type: none"> 1. The development of relationships with the Māori communities of the Canterbury region. 2. The development of a Framework for Maori Achievement (FMA)
RECOMMENDATION(S)	That Council receives the report and provides feedback on the content and structure.
LINK TO ARA STRATEGY	Innovations 1, 2, 3, 4, 5 & 6
KEY ISSUES IDENTIFIED	n.a.
FINANCIAL IMPLICATIONS FOR ARA	Inevitable financial implications associated with the development and implementation of the proposed Framework for Māori Achievement.
RISK IMPLICATIONS FOR ARA	n.a.
RATIONALE FOR EXCLUDING PUBLIC	n.a.

Kaiārahi Report

Introduction

This is the first Kaiārahi report for the Ara Council during my tenure in this role (December 2016 – present). Over these last 9 months, I have been working with the Executive leadership team, management and staff, across the institution, paying attention to how we recruit, engage, retain and celebrate Māori staff and students. I am aware that 2016 was significant for a number of reasons including the disestablishment of the Centre of Māori and Pasifika Achievement (CMPA) and the decentralisation of those services into the mainstream in order to drive wider ownership and responsibility for Māori achievement by all staff. The Kaiārahi position was vacated early in the year, and lay vacant til the end. Over that time, the role was reviewed and redefined, and it is now intended that the Office of the Kaiārahi work strategically and not operationally. Of course, the merger of CPIT and Aoraki Polytech was another significant factor for all staff and students last year.

Framework for Māori Achievement

In terms of influencing how Ara lifts achievement for Māori learners, I have developed a draft Framework for Māori Achievement (Appendix 1) for your review and feedback. The framework proposes the development of an overarching Charter supported by a matrix of area specific strategies developed collaboratively with organisational leads. Table 1 tracks how each proposed 'nested strategy' might be monitored (indicators) and implemented (actions and next steps).

I have presented the draft FMA to Te Kahui Manukura for their initial feedback, and I am currently developing an engagement process to seek feedback from key internal and external parties over the next three months (September-November 2017).

Building Relationships

Before engaging substantively with external parties (particularly Mana Whenua), I wanted to understand Ara well first (who does what, how and why?) and focus on building relationships and trust with Ara staff, management and executive in the first instance. Self-assessment and adjusting what and how we do things will not necessarily be easy. It will be required, however, if we are to lift achievement for Māori learners so that it is on par with general statistics. Good relationships are essential, and trust is often hard won.

For an overview of efforts and actions taken to date to build and/or maintain relationships with internal and external parties, please refer to section 1 of the table below. The following section outlines some of the highlights from over the last 9 months

Highlights

- Review of kaupapa māori initiatives (e.g. E Amo E Rere¹, Treaty Workshops, etc) – **in progress.**

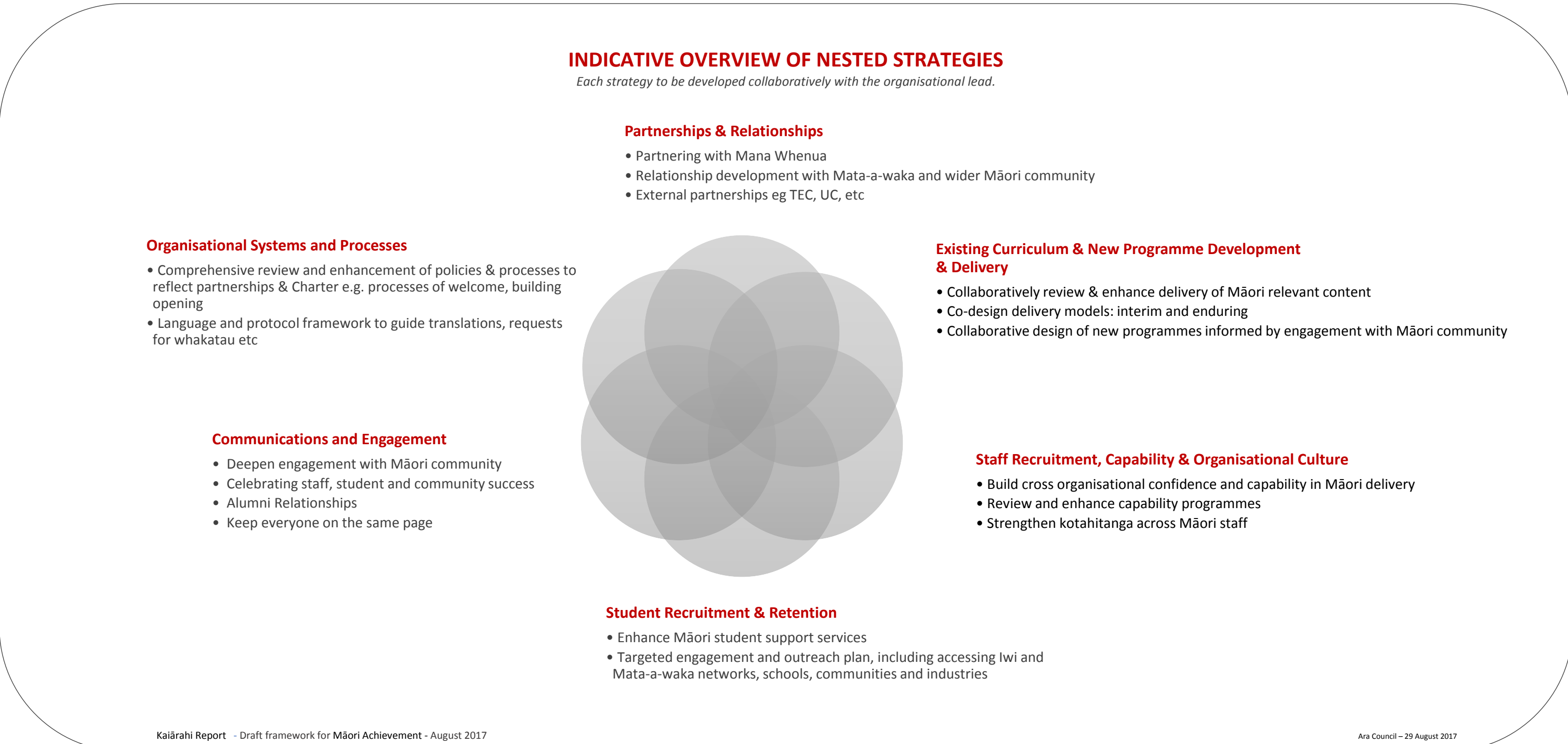
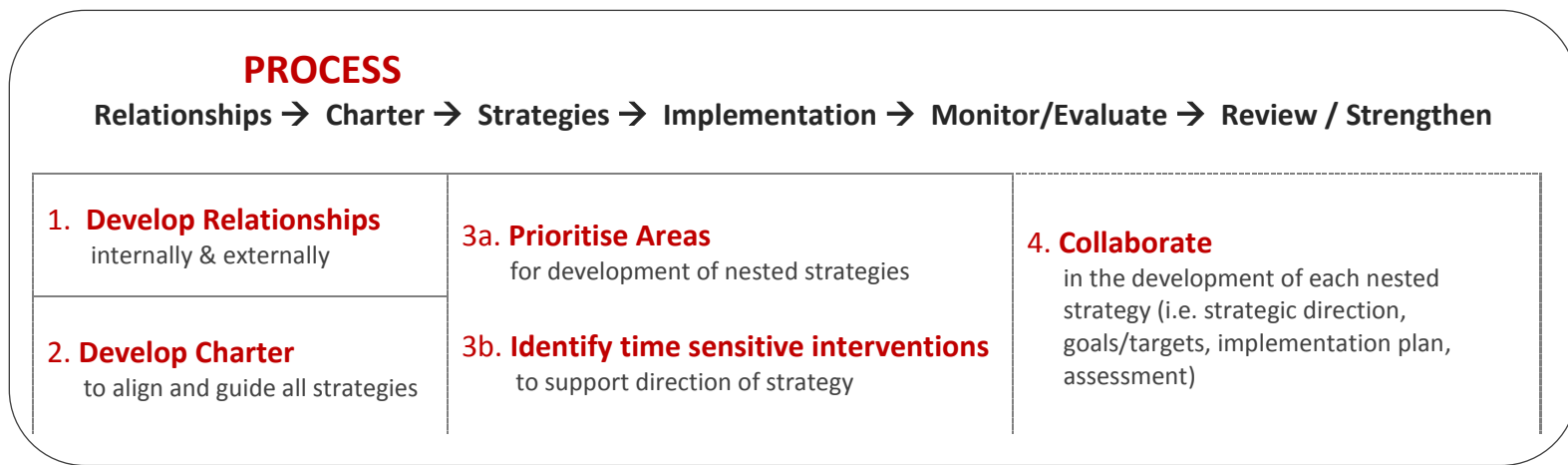
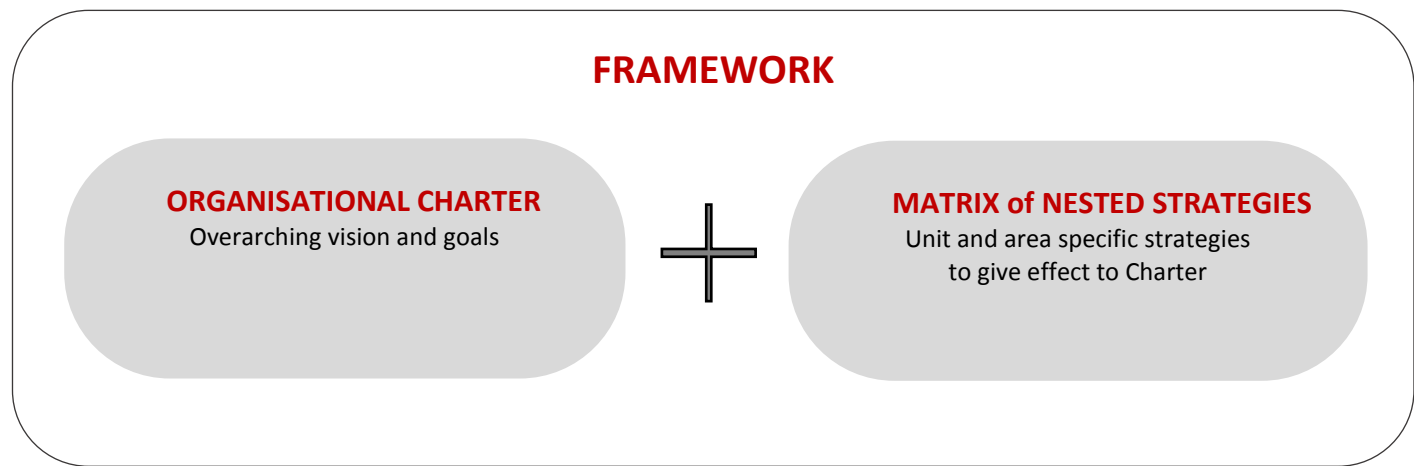
¹ E Amo E Rere (a.k.a. Māori Exemplar Tool) was developed to support and empower staff to create teaching and learning environs that are (i) responsive to Māori students' needs; (ii) inclusive of Māori culture, and; (iii) conducive to Māori

- Document kawa / Māori protocols at Ara (e.g. how we welcome visitors, greet mana-whenua, bless buildings, etc) – **in progress**.
- Input into the review and/or development of seven Ara programmes of study – **periodic**
 - Strategic Outcome: recognition and integration of cultural perspective within the graduate profile and curriculum; moving mindsets from thinking about culture as a matter of political correctness or compliance, to a place where culture is valued for its contribution to broader understanding.
 - Engagement with Māori; an engagement process is being developed to help ensure that Ara engages constructively with local iwi and Māori from within the industry to help integrate mātauranga Māori and better align Ara programmes with iwi education strategies and aspirations.
- Engagements with Mana whenua (e.g. whakatau and graduation ceremonies) – **Sem 1 and 2**
- Development of a *draft* Framework for Māori Achievement – **ongoing**
- Partnership with Ngāi Tahu via Te Tapuae o Rehua – **ongoing**
- Participation in the He Toki ki te Rika Consortia via Te Tapuae o Rehua – **ongoing**
- Hosting this year's national Te Toi Taura mō te Matariki² Conference in late September.
- Relationship Development with Te Pā o Rākaihautū, Haeata Community College and Mairehau Highschool – **ongoing**.

student achievement. The project scope included the physical and personal environment, curriculum development, and programme delivery across the whole of the institution.

² Te Toi Taura mō te Matariki is an annual conference for Māori staff at tertiary institutions. It has traditionally been attended by staff in student services type roles.

draft FRAMEWORK FOR MĀORI ACHIEVEMENT



The table below takes each of the indicative 5 ‘nested strategies’ identified in the draft FMA, proposes a set of potential ‘indicators’ to help monitor its implementation, and lists aligned ‘actions’ taken already as well as projected ‘next steps’.

Nested Strategies / Priorities	Indicators	Actions	Next Steps
<p>Partnerships & Relationships</p> <p>MANA WHENUA</p>	<p><u>Hui held with:</u></p> <ul style="list-style-type: none"> ▪ Te Tapuae o Rehua ▪ Te Rūnanga o Ngāi Tahu (Education Team) ▪ Papatupu Runanga (Education Committees & Kaitoko Matauranga) <p><u>Collaborations with:</u></p> <ul style="list-style-type: none"> ▪ Te Tapuae o Rehua ▪ Te Rūnanga o Ngāi Tahu (Education Team) ▪ Papatupu Runanga (Education Committees & Kaitoko Matauranga) 	<ul style="list-style-type: none"> ▪ Regular formal and informal meetings with Te Tapuae o Rehua governors, executive and operations. ▪ Hui with TRoNT Education Team leader, manager and staff. ▪ Initial contact made with some Kaitoko Matauranga. ▪ Contact made with some Papatupu Runanga Education Committees. ▪ Advice taken from Ūpoko of Arowhenua regarding kawa at Ara campuses within their takiwā; and subsequent collaboration for South Canterbury 2017 Sem 1 & 2 whakatau and graduation ceremony. ▪ Formal and informal meetings with Ūpoko of Te Rūnanga o Ngāi Tūāhuriri regarding kawa at Ara in Christchurch. 	<ul style="list-style-type: none"> ▪ Formalise relationship with Te Runanga o Ngai Tahu following proposed restructure of Te Tapuae o Rehua. ▪ Contact with all Kaitoko Matauranga and investigate / initiate formal relationship (via TRoNT Education Team leadership). ▪ Contact with all Papatupu Runanga Education Committees and investigate / initiate formal relationship (via respective Rūnanga office). ▪ Re-design Ara’s “Māori Advisory Group” model to allow regular conversations with aligned external party cohorts, including Mana Whenua.

Nested Strategies / Priorities	Indicators	Actions	Next Steps
<p>Partnerships & Relationships</p> <p>MATA-A-WAKA / WIDER MĀORI COMMUNITY.</p>	<p><u>Hui held with:</u></p> <ul style="list-style-type: none"> ▪ Other Tertiary Institutions ▪ Kura Kaupapa Māori ▪ Secondary Schools with significant Māori student numbers ▪ Sports Clubs / Associations with significant Māori numbers <p><u>Collaborations with:</u></p> <ul style="list-style-type: none"> ▪ Other Tertiary Institutions ▪ Kura Kaupapa Māori ▪ Secondary Schools with significant Māori student numbers ▪ Sports Clubs / Associations with significant Māori numbers 	<ul style="list-style-type: none"> ▪ I have looked at how our recruitment & engagement teams work with secondary schools, interested to know if there is a specific strategy for Māori secondary school student. ▪ Visit to the Haeta Community College by Te Kahui Manukura to help catalyse thought around how Ara might engage with secondary schools with high Maori student number. ▪ Facilitated conversations between senior staff at Te Pā o Rāikaihautū Ara recruitment & engagement staff and Ara's engagement team, and continue to support initiatives from Ara staff that bring us closer to secondary schools in our region with significant Māori student numbers. ▪ Liaison with Mata-a-waka leaders in Christchurch with long-standing connections to Ara. 	<ul style="list-style-type: none"> ▪ Collaborate with Ara's Recruitment & Engagement team to develop a strategy that identifies and responds to secondary schools with high Māori student numbers. ▪ Re-design Ara's "Māori Advisory Group" model to allow regular conversations with aligned external party cohorts, including Mata-a-waka and the wider Māori Community.

Nested Strategies / Priorities	Indicators	Actions	Next Steps
<p>Partnerships & Relationships</p> <p>OTHER KEY STAKEHOLDERS</p>	<p><u>Hui held with:</u></p> <ul style="list-style-type: none"> ▪ TEC ▪ Other MPTT consortia ▪ Te Tira Manukura³ <p><u>Collaborations with:</u></p> <ul style="list-style-type: none"> ▪ TEC ▪ Other MPTT consortia ▪ Te Tira Manukura 	<ul style="list-style-type: none"> ▪ Attendance at TEC hui for MPTT consortia ▪ Attendance at a Ministry for Women facilitated hui for MPTT consortia. ▪ Communications with Te Tira Manukura ▪ Uphold commitment from previous Kaiārahi to host this year's Te Toi Tauira mō te Matariki national conference for Māori staff at tertiary institutions. 	<ul style="list-style-type: none"> ▪ Host this year's Te Toi Tauira mō te Matariki national conference for Māori staff at tertiary institutions (27-29 September, 2017). ▪ Re-design Ara's "Māori Advisory Group" model to allow regular conversations with aligned external party cohorts, including other key stakeholders
<p>Programme Review & Curriculum Development</p> <ul style="list-style-type: none"> – Collaborative design of new programmes informed by engagement with Māori community – Collaboratively review & enhance delivery of Māori relevant content – Co-design delivery models: interim and enduring 	<ul style="list-style-type: none"> ▪ Ara Graduate Profiles recognise the relevance and value of understanding cultural perspective. ▪ Course curriculum integrates relevant kaupapa Māori content and delivery (e.g. utilisation of local marae for teaching and learning purposes). ▪ Māori Engagement Process is finalised and adopted to ensure programme development aligns to iwi aspirations and is informed by kaupapa māori subject matter experts. 	<ul style="list-style-type: none"> ▪ Input into 7 Ara programme reviews (including the development on a new degree programme). ▪ Investigation into a more sustainable solution for ongoing input into programme development and review, including the management of Māori engagement thereof. It is not sustainable to rely on the Office of the Kaiārahi to manage this process. 	<ul style="list-style-type: none"> ▪ Prepare a business case to employ kaupapa Māori expertise within the learning Design Team. ▪ Help develop the Job Description and associated pānui / advertisement to help ensure it attracts quality candidates.

³ The collective of Kaiārahi Māori at NZ polytechnical institutions.

Nested Strategies / Priorities	Indicators	Actions	Next Steps
<p>Staff Recruitment, Capability & Organisational Culture</p> <ul style="list-style-type: none"> – Build cross organisational confidence and capability in Māori delivery – Review and enhance capability programmes – Strengthen solidarity across Māori staff 	<ul style="list-style-type: none"> ▪ Percentage of Māori staff at Ara. ▪ Number of kaupapa Māori training opportunities made available annually for Ara staff (e.g. Treaty of Waitangi workshops). ▪ Number of staff who have attended kaupapa Māori training. 	<ul style="list-style-type: none"> ▪ Review of Treaty Workshops. ▪ Review of Māori Exemplar Tool (E Amo E Rere) ▪ Attendance (alongside Ara Staff Capability manager) at a workshop on Unconscious Bias to investigate whether it offers a valuable new line of training for Ara staff. ▪ Attendance at a Cultural Competencies training session by an external provider to investigate whether it offers a valuable new line of training for Ara staff. 	<ul style="list-style-type: none"> ▪ Complete review of E Amo E Rere. ▪ Complete review of Treaty Workshops. ▪ Provide feedback to provider of Unconscious Bias workshops and explore opportunities for development of a bespoke workshop for Ara staff. ▪ Continue initiatives to bring Māori staff together (e.g. Māori staff hui) and begin an investigation into the establishment / formal recognition of a Māori Leadership Team that can be help inform and guide the implementation of the FMA across the institution.
<p>Student Recruitment & Retention</p> <ul style="list-style-type: none"> – Enhance Māori student support services – Targeted engagement and outreach plan, including accessing Iwi and Mata-a-waka networks, schools, communities and industries 	<ul style="list-style-type: none"> ▪ Number of Māori Students at Ara ▪ Number of Māori student at Ara events ▪ Number of engagements by Ara recruitment and engagement staff at kaupapa Māori events. ▪ Development of a bespoke engagement strategy for Māori 	<ul style="list-style-type: none"> ▪ Ongoing work with Ara data gurus to develop dash-board reports that capture and highlight key data sets for Māori. 	tbc
<p>Communications & Engagement</p> <ul style="list-style-type: none"> – Deepen engagement with Māori community – Celebrating staff, student and community success – Alumni Relationships 	<ul style="list-style-type: none"> ▪ Use of Te Reo and Māori imagery (including people) within Ara marketing materials ▪ Integration of key Māori celebrations within the Ara annual calendar (e.g. Matariki, Te Wiki o Te Reo Māori, Waitangi Day, 	<ul style="list-style-type: none"> ▪ Incorrect pronunciation of Ara's name in radio and TV marketing was identified and steps taken with to ensure it was corrected. ▪ Review of the use of Te reo on campus (e.g. building names) to ensure accurate spelling and 	tbc

Nested Strategies / Priorities	Indicators	Actions	Next Steps
	Declaration of Independence Day, etc) <ul style="list-style-type: none"> ▪ Māori Achievement Awards held. ▪ Relationships with community kaumātua (mana whenua and mata-a-waka) are actively maintained. 	greater understanding of what the names mean. <ul style="list-style-type: none"> ▪ Planning with marketing staff to lift the profile of te reo on the Ara website and around campus. 	
Organisational Systems & Processes <ul style="list-style-type: none"> – Comprehensive review and enhancement of policies & processes to reflect partnerships & Charter (e.g. processes of welcome, building opening). – Language and protocol framework to guide translations, requests for whakatau, etc. 	<ul style="list-style-type: none"> ▪ Kawa at Ara is understood by senior leadership. ▪ Clear processes exist for reo translations (e.g. course names, position names). ▪ Interpretation is developed and displayed for all Ara buildings that have a Māori name. 	<ul style="list-style-type: none"> ▪ Reo translations process is under review. ▪ Catalogue of Ara building names and their meanings is being produced. ▪ Working Party of senior Māori staff has been established to review the expression of Kawa at Ara, and a commitment made to Te Kahui Manukura to produce a report and accompanying presentation to inform and educate Ara staff and students. 	<ul style="list-style-type: none"> ▪ The draft “Kawa at Ara” document is developed and reviewed by Mana Whenua in the first instance for their endorsement.

Ara Council 29 August 2017	Agenda Item	3.3a
		Information Item
PUBLIC	Presented by	S McBreen-Kerr

ARA COUNCIL REPORT SUMMARY	
TITLE OF REPORT	Academic Board
BACKGROUND AND PURPOSE	<p><i>A summary report to Council from Academic Services Division of: The Academic Board meeting that was held on 3 August 2017.</i></p> <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)	<ol style="list-style-type: none"> 1. That the Academic Board report be received. 2. That Council approve the development of the Postgraduate Certificate in Professional Supervision.
LINK TO ARA STRATEGY	High Performing Organisation
KEY ISSUES IDENTIFIED	<p>Note:</p> <p>New programmes approved to be submitted to NZQA</p> <ul style="list-style-type: none"> - Bachelor of Musculoskeletal Health - Post Graduate Diploma in Osteopathy - Bachelor of Construction (Construction Management/Quantity Surveying) • Positive Education Review Office report for the Ara Early Childhood Centre
FINANCIAL IMPLICATIONS FOR ARA	-
RISK IMPLICATIONS FOR ARA	-

Academic Board Report

Academic Board 3 August 2017

1 NZQA Consultation on the Reviewed Tertiary Education Indicators

NZQA reviewed the self-assessment key evaluation questions (KEQs) in 2016. The Tertiary Education Indicators (TEI's) have now been reviewed to better align to the KEQs. Ara has provided feedback to the consultation document. The indicators form the basis of questioning during External Evaluation and Review so once confirmed and approved the revised indicators will be socialised within the organisation.

2 Ara Early learning Centre – Education Review Office report

The Education Review Office (ERO) reviews early childhood centres throughout New Zealand. ERO's reports provide information for parents and communities about the strengths and next steps for development of a centre. Just like an EER visit, Ara are partners in the review process and are expected to make use of the review findings to enhance children's wellbeing and learning. The report highlighted the progress that had been made since the last visit and the increased involvement of parents in decision making, particularly developing the strategic plans and commenting on their children's learning was praised. Academic Board noted that the centre's self-assessment practices needed further development. Academic support will be provided to the team through discussions with the Student Services Division.

3 Programme Approvals

The following programmes were presented to Academic Board for final approval:

- Bachelor of Musculoskeletal Health
- Post Graduate Diploma in Osteopathy
- Bachelor of Construction (Construction Management/Quantity Surveying)

These have been submitted to NZQA. We await feedback and the confirmation of panel visit dates.

4 Academic Harmonisation

The Board were presented with a document from TANZ which proposes a set of policies and procedures for all providers to use. TANZ have highlighted differences in a number of academic regulations across the TANZ ITP's. Some of these are at Programme of Study level, others at Institute level. This is causing re work of programme documentation when programmes are shared and also causes confusion for learners who may enrol in more than one TANZ ITP to complete a qualification. The Board acknowledged that some of the Ara procedures reflect the size of Ara and that this needs to be taken into consideration. The Board agreed to some of the proposed changes and have put forward recommendations for consideration for some.

5 External Degree Monitor Reports

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

- Bachelor of Midwifery
- Bachelor of Engineering Technology
- Bachelor of Sustainability and Outdoor Education
- Bachelor of Nursing

The reports were positive and all recommendations have been addressed in the action plans.

6 Post Graduate Certificate in Professional Supervision

This programme was presented to Academic Board for approval to develop which was agreed. Professional Supervision is required by a number of professional groups in the health, disability and education sectors. Professional groups who may engage in professional supervision include social workers, counsellors, psychologists, educators, nurses working in mental health and others. Currently there is no formal qualification offered in Canterbury. The programme will consist of 60 credits (2 papers) at Level 8. It was acknowledged by the Board that there is a growing need for qualifications in this area and it will also compliment and broaden the health portfolio at Ara. Please see the attached for the accompanying financial data.

Note: The Council has previously approved the development and delivery of post graduate programmes. Given post graduate is new for Ara the Council requested Academic Board approve the programmes academically, provide advice and the financials to Council for final decision.

COURSE DEVELOPMENT EVALUATION						
COURSE NAME:		Post-Graduate Certificate in Supervision				
Spreadsheet Date:		15/08/2017				
Prepared by:		Dave Kerby				
		Year 1	Year 2	Year 3	Year 4	Year 5
		2018	2019	2020	2021	2022
Assumptions		(All Figures are exclusive of G.S.T.)				
Class Size						
E.F.T.S.		6	10	10	10	10
Ministry Classification	A3	7,820	7,976	8,136	8,299	8,465
Student Fees - Fee per other	PG cert	5,774	5,889	6,007	6,127	6,250
Teaching FTEs		0.50	0.50	0.50	0.50	0.50
EFTS/FTE Ratio		12	20	20	20	20
Average Tutorial Salary		\$ 90,000	92,700	95,481	98,345	101,296
Analysis of Cashflows						
Revenue						
MOE Funding - \$		46,920	79,764	81,359	82,986	84,646
Student Fees		34,644	58,895	60,073	61,274	62,500
International Fees		0	0	0	0	0
Total Revenues		81,564	138,659	141,432	144,261	147,146
Development Costs						
Library resources		1,000				
Total Development Costs		1,000	0	0	0	0
Direct Operating Costs						
Tutorial Salaries		45,000	46,350	47,741	49,173	50,648
General Expenses		600	1,000	1,000	1,000	1,000
Total Direct Operating Costs		45,600	47,350	48,741	50,173	51,648
School Overhead	3.42% of income	2,789	4,742	4,837	4,934	5,032
Net Contribution		32,175	86,567	87,855	89,154	90,466
Contribution as a % of Income		39.4%	62.4%	62.1%	61.8%	61.5%
Notes:						
Prog Dvpt covered by existing staffing budget in 2017						
Cost of external approval/monitoring needs to be added, where needed						
This is currently based on worst case scenario of A3 funding, if other funding type, income and contribution will increase						

Ara Council 29 August 2017	Agenda Item	3.3b and c
		Information Item
PUBLIC	Presented by	M Rondel/ J Hunter

ARA COUNCIL REPORT SUMMARY	
TITLE OF REPORT	Council Sub-Committee Reports
BACKGROUND AND PURPOSE	<ul style="list-style-type: none"> Public record of the formal Ara Sub-Committee Council meetings, held for the Council Campus Redevelopment Committee in July and August 2017.
RECOMMENDATION(S)	<p>That Council:</p> <ol style="list-style-type: none"> Receive the minutes of the meeting of the Council Audit and Risk Committee on 17 July 2017 and note the resolutions contained. Receive the minutes of the meeting of the Council Campus Redevelopment Committee on 25 July 2017 and note the resolutions contained. Receive the verbal update of the meeting of the Council Campus Redevelopment Committee on 15 August 2017.
LINK TO ARA STRATEGY	N/A
KEY ISSUES IDENTIFIED	N/A
FINANCIAL IMPLICATIONS FOR ARA	N/A
RISK IMPLICATIONS FOR ARA	N/A

Council Audit and Risk Committee

Minutes of a meeting of the Council Audit and Risk Committee held on Thursday 17 July 2017 at 9.00am in Room A227.

Welcome

Michael Rondel (Chair) extended a welcome to everyone.

1 Attendance

1.1 Present

a Elected Members

Michael Rondel (MR) (Chair), John Hunter (JH), Jeremy Boys (JB) (via teleconference).

b Non-Voting Officers

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

1.2 Apology

Elizabeth Hopkins (EH), Tracey McGill (TMG), Murray Harrington (PwC).

1.3 In Attendance

Sonja Healey (PWC).

2 Confirmation of Minutes

*It was **resolved** that the Minutes of the Council Audit and Risk Committee meetings held on 15 June 2017 be approved as a true and accurate record of the proceedings of that meeting, and be signed by the Chair accordingly.*

J Hunter / M Rondel

Carried

3 Action List / Matters Arising

All actions completed and to be removed from the list.

4 General Business

4.1 Policy Register

The addition of policy renewal dates into the schedule was requested.

AP3: TMG

5 Public Excluded

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

Carried

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

5.1	Minutes of the meeting held on 15 June 2017	[s9(2) (i)]
5.2	Matters Arising	[s9(2) (i)]
5.3	Treasury Reporting	[s9(2) (i)]
5.4	TEC Audit update	[s9(2) (i)]
5.5	IRD Audit update	[s9(2) (i)]
5.6	Cyber Security Report	[s9(2) (i)]
5.7	FMIS Project	[s9(2) (i)]
5.8	Capital Works Register	[s9(2) (i)]
5.9	PwC Health & Safety Report	[s9(2) (i)]

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

- *Commercially sensitive financial data*
[s9(2)(i)] – The Crown or any Department or organisation holding the information to carry out, without prejudice or disadvantage, commercial activities

The Council moved back into open meeting.

6 Next Meeting

- 6.1 The next meeting will be held on 10 October 2017.

The meeting concluded at 10.45am.

Action	Date	Commentary	By Whom	Status	Due Date
AP3	12/6/15	Policies – Benchmark scan	TMG	Completed	
	29/9/16	Schedule of Ara Policies to be provided	TMG	Completed	
	31/10/16	Amended Schedule with groupings to be provided	TMG	Completed	
	9/5/17	Individual Sub-Committee and Council schedules to be provided	TMG	Completed	
	15/6/17	Further amendments/filtering	TMG/ DM	Completed	July 2017
	17/7/17	Policy Review dates to be included	TMG		Oct 2017

Ara Council Campus Redevelopment Committee Minutes

25 July 2017

Minutes of a meeting of the Ara Council Campus Redevelopment Committee held on Tuesday 25 July 2017 at 3.30pm in Room V136, Woolston Campus.

1 Welcome

John Hunter opened the meeting welcoming the Committee.

2 Meeting Business

2.1 Attendance

a Voting Members

John Hunter (Chair) (JH), Stephen Collins (SC), Janie Annear (JA) and Darren Mitchell (DM).

b Non-Voting Members

Tracey McGill (Council Secretary) (TM).

c In Attendance

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

2.2 Apologies

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 20 June 2017

*It was **resolved** that the Minutes of the Council Campus Redevelopment Committee meeting held on 20 June 2017 be approved as a correct record of proceedings at that meeting and be signed by the Chair accordingly.*

S Collins/J Annear

Carried

4.2 Business Arising out of the meeting

Nil.

5 General Business

Nil.

6 Public Excluded

[3.35pm]

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

Chair

Carried

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

- | | | |
|-----|--|--------------------|
| 6.1 | Minutes of Meeting of 20 June 2017 – 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 Woolston- Innovo Project Director’s Report | |
| | d Te Kei (G Block) Variations Summary | |
| | e HREF Programme Review | |
| | f Rakaia (ALX Blocks) Refurbishment | |
| | g Regional Master Plan Update – Opus Report/DEE’s | |
| | h Coventry and Williams Street Procurement Process | |
| 6.4 | Seven Oaks Disposal Process | [s9(2)(i)(j)] |
| 6.5 | K Block | [s9(2)(i)(j)] |
| | a Budget Status Update | |

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 3.55pm.

READ AND CONFIRMED

Chair:

15 August 2017

2017 Council Work Programme

as at 3 August 2017

Month	Topics	Notified Non-availability
January	31 Council Meeting (Timaru)	
	31 Chief Executive Remuneration and Performance Review Committee	
February	16 Graduation (Timaru)	
	21 Council Campus Redevelopment Committee Meeting	
	23 Council Teaching and Learning Workshop	
	28 Council Meeting (ChCh) <ul style="list-style-type: none"> • Conflicts of Interest – signed updated register from each member • Reconfirm Committee and Trust Memberships • 2016 End of Year Provisional Financial Report • Strategic Development Fund – 2016 Close-out Reports 	
March		
	Council Audit and Risk Committee Meeting	
	21 Council Campus Redevelopment Committee Meeting	
	28 Council Meeting (ChCh) <ul style="list-style-type: none"> • Health and Safety Manager – Update • Health and Safety Walkabout • Draft Annual Report 2016 	
	31 Autumn Graduation Ceremonies (9.00am and 2.30pm sessions)	
April	19 Council Campus Redevelopment Committee Meeting	
May	2 Council Meeting (ChCh)* Meeting Cancelled <ul style="list-style-type: none"> • Final approval of 2016 Annual Report • Risk Management Framework – quarterly report 	
	9 Council Audit and Risk Committee Meeting	
	16 Council Campus Redevelopment Committee Meeting	
	4/8 Full Academic Board	
	30 Council Meeting <ul style="list-style-type: none"> • Report on Affixing of Common Seal • Pasifika Strategy Update • Internationalisation Charter 	
June	15 Council Audit and Risk Committee Meeting	
	16 Chief Executive Remuneration and Performance Review Committee	
	20 Council Campus Redevelopment Committee Meeting	
	27 Council Meeting	
July	17 Council Audit and Risk Committee Meeting	
	18 Council Campus Redevelopment Committee Meeting	<i>J Annear (18 July)</i>
	25 Council Meeting (ChCh)* Woolston Campus <ul style="list-style-type: none"> • Strategic Development Fund Projects Update • Risk Management Update • Campus Tour • Health and Safety Walkabout – Woolston Campus • Fee Setting for 2018 (pending Govt advice) • Kaiārahi Update Report 	<i>J Cartwright (14-24 July)</i>
August	15 Council Campus Redevelopment Committee Meeting	<i>J Annear (15 August)</i>
	29 Council Meeting (ChCh) <ul style="list-style-type: none"> • Strategic Direction and Priorities for 2018 • Board Self-Assessment • City Campus Tour for new Council members 	
September	15 Spring Graduation Ceremony (10am)	<i>J Hunter (15-27 Sept)</i>
	19 Council Campus Redevelopment Committee Meeting	
	Academic Board	<i>J Cartwright (28 Sept- 3 Oct)</i>
	26 Council Meeting <ul style="list-style-type: none"> • Marketing • Pasifika Strategy Update 	

		• Council Competencies Framework	
October	10	Council Audit and Risk Committee Meeting	<i>J Cartwright (1-3 Oct)</i>
	17	Council Campus Redevelopment Committee Meeting	
	26	Full Academic Board	
	31	Chief Executive Remuneration and Performance Review Committee	
	31	Council Meeting (Timaru)* <ul style="list-style-type: none"> • Report on Affixing of Common Seal • Risk Management Framework – Quarterly Report • Health and Safety Manager Update • Health and Safety Walkabout and Campus Tour • Stakeholder engagement meetings and dinner (overnight accommodation to be arranged) 	
November	21	Council Campus Redevelopment Committee Meeting	
	28	Council Meeting (ChCh) <ul style="list-style-type: none"> • Annual Report 2017 – content/format • 2018 Budget – Sign off • Health and Safety Manager Update • Workshop tbc • TEC Investment Manager and TEC Principal Advisor – to attend - tbc • Campus Tour 	
December	12	Council Meeting (if required) (Teleconference)	
	13	Council Campus Redevelopment Committee Meeting (if required)	

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

* LUNCH invitations to be issued – Trustee Chairs?

6 February – Waitangi Day
 14 April – Good Friday
 17 April – Easter Monday
 18 April – Easter Tuesday
 25 April – ANZAC Day
 5 June – Queens Birthday
 25 September – South Canterbury Anniversary Day (Timaru Campus)
 23 October – Labour Day
 17 November – Canterbury Anniversary Day
 22 December – Ara Closes

Ara Council Media Report - July 2017

7 July

Fashion Ara has a [fashion exhibition](#) running now.

11 July

- Lectures Waikato University has a [new public lecture series in Tauranga](#). Ara and SIGNAL are [hosting a lecture on the Internet of Things](#).
- Holiday Programme Ara has a [NASA pilot speaking at their school holiday programme](#)

12 July

Tourism Ara's [new international tourism and hospitality management degree](#) was profiled in a hospitality magazine.

19 July

Construction Stuff looked at [Ara's carpentry provision in Timaru](#).

24 July

Trades Minister Nicky Wagner talked about the [number of women in the trades \(including training\) in Christchurch](#), while the Rotorua Daily Post [looked at women in trades training too](#).

26 July

Kahukura...is the name of [Ara's new \\$34m, 6500m² engineering and architecture building](#).

27 July

Cooking Students have been preparing for the Nestle Toque D'Or competition at [Ara](#), [Otago Poly](#) and [EIT](#). [Apprentice chefs](#) have a competition coming up too.

30 July

Quantity Surveying WelTec, Ara and an industry body are [promoting quantity surveying careers](#).