



Notice of Meeting

A meeting of the Ara Council will be held:

on **Tuesday 25 July 2017**

at **11.00am**

in **Room V136, Woolston Campus.**

Tracey McGill
Council Secretary



COUNCIL MEETING AGENDA

Tuesday 25 July 2017
11.00am
Room V136, Woolston 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 27 June 2017 <ul style="list-style-type: none"> • Approval of minutes • Matters arising • Action List 	Attached
		1.5 Correspondence	Attached
2) For Decision	11.15	2.1 Audit and Risk Terms of Reference	Attached
3) For Discussion	11.30	MONTHLY REPORTS	
		3.1 Acting Chief Executive	Attached
		3.2 Health and Safety	
4) For Information	11.45	MONTHLY REPORTS	
		4.1 Chair Report	
		4.2 Trustees	
		4.3 Sub-Committee Reports	
		a Academic Board	Attached
		b Council Audit and Risk Committee	Verbal
c Council Campus Redevelopment Committee	Attached		
d Staff and Council Advisory Group	Verbal		
		OTHER	
		4.4 2017 Council Work Programme	Attached
		4.5 June Media Report	Attached
5) General Business	12.00	Key Messages	Verbal
6) Health and Safety	12.15 Working lunch	Health and Safety Presentation – Trades Management and Health and Safety Manager	
	12.45 to 1.45	Health and Safety Tour and Full Campus Tour	

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:				
7) Meeting Business	2.00	7.1 Meeting held Tuesday 27 June 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
8) For Decision	2.10	8.1 2018 Fee Setting	[s9(2) (f), (i), (j)]	Attached
9) For Discussion	2.20	MONTHLY REPORTS 9.1 Acting Chief Executive – Public Excluded a Regional Response Plan 9.2 Kaiārahi Report – Public Excluded MONTHLY UPDATES 9.3 Health Precinct OTHER 9.4 Strategic Plan 2017-2019 - July Report	[s9(2) (i), (j)] [s9(2) (i), (j)] [s9(2) (i), (j)] [s9(2) (i), (j)]	Attached Verbal Verbal Attached
10) For Information	2.50	MONTHLY REPORTS 10.1 Council Audit and Risk Committee – Public Excluded 10.2 Council Campus Redevelopment Committee – Public Excluded a) Meeting Minutes b) Programme Dashboard c) Health and Safety Report	[s9(2)(i), (j)] [s9(2)(i), (j)]	Attached Attached
11) 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) 				
11)	3.00pm	Poroporoaki		

Tracey McGill
Council Secretary

Ara Council 25 July 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, Elizabeth Hopkins advised the following amendment: removal of Testing Laboratory Registration Council and the addition of Hi-Aspect (Chair).
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 27 June 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)
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

27 June 2017

Minutes from the Ara Institute of Canterbury Council meeting held on Tuesday 27 June 2017 at 11.00 am in Room L233, City Campus.

1 Statutory Requirements

1.1 Karakia/Mihi

The meeting commenced with karakia led by Te Marino Lenihan.

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 and John Hunter.

ii Non-Voting Officers

Kay Giles (Chief Executive), Te Marino Lenihan (Kaiārahi), Tracey McGill (Council Secretary) and Christina Yeates (Minute Secretary).

iii In Attendance

Therese Arseneau (observing).

Management: Phil Agnew (Director, Business Development), Judith Brown (Director, Education and Applied Research), Ann Kilgour (Director, Strategic Innovations), Sheila McBreen-Kerr (Director, Academic Quality and Development Division), Darren Mitchell (Director, Corporate Services) and John West (Director, Student Services).

b Apologies

i Voting Members

Melanie Taite-Pitama.

ii Non-Voting Officers

Nil.

iii Management

Nil.

c Acknowledgements

The Acting Chair formally acknowledged that this was the last Council meeting for the retiring Ara Chief Executive, Kay Giles. A note of thanks and appreciation was recorded and a gift presented on behalf of the Ara Council for Kay's hard work and dedication in the role.

1.4 Disclosure of Conflicts of Interest [Pages 17/Ara Council/06/388-390]

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

Post-meeting, Elizabeth Hopkins advised of the following amendments: remove Testing Laboratory Registration Council and add Hi-Aspect (Chair).

Declarations of interest for items on today's agenda

Nil.

1.5 Confirmation of Minutes [Pages 17/Ara Council/06/391-403]

a Minutes of Committee Meeting – 30 May 2017

One addition was requested. It was agreed that the recommendation for Jane Cartwright to be appointed as Acting Chair for the duration of the May meeting be recorded at the commencement of the public meeting.

*Subject to the inclusion of the above recommendation, it was **resolved** that the minutes of the ordinary meeting of the Ara Council held on 30 May 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 – 30 May 2017

The action list of the 30 May 2017 meeting was received and noted. Updates were provided as detailed below:

- Action 1652 – The reforecast has been completed. Remove.
- Action 1794 – CE Report – Youth has been completed. Remove.
- Action 1796 – CE Report – Financials – Regional view – Completed. Remove.
- Action 1808 – Internationalisation Charter - wordsmithing- Completed. Remove.
- Action 1810 – Council Availability June to December 2017 – Council members still to advise the Council Secretary of non-availability to end of the year.
- Action 1811 – CERPRC meeting – Completed. Remove.

c **Minutes of Committee Meeting – 31 May 2017**

The minutes of the special meeting held by the Ara Council via email on 31 May 2017 were received and noted.

d **Matters Arising**

Arrangements for the September Council meeting scheduled to take place in Timaru were discussed. It was agreed a dinner and overnight stay is to be arranged on Tuesday 26 September after the Council meeting. Janie and Jeremy agreed to liaise with stakeholders and John Hunter advised he is an apology for the September Council meeting.

2 For Decision

[Pages 17/Ara Council/06/404-406]

2.1 Media Report for Council

- a Tracey provided an overview of the current and proposed media reports for Council, in relation to cost and copyright infringement.
- b It was confirmed with the Acting Chair that relevant media articles are forwarded to Council by the Council Secretary at the appropriate time.

*It was **resolved** that the media monitoring example as provided by EdInsider is to be used as the media reporting tool going forwards at zero cost.*

J Annear/J Cartwright

Carried

3 For Discussion

Monthly Reports

3.1 Chief Executive

[Pages 17/Ara Council/06/407- 423]

The Chief Executive report for this month was taken as read.

- a The Chief Executive provided an update to the report as detailed:
 - i Of note, the CE advised of the visit by Minister Goldsmith to the ICT Grad School, with all 5 institutions present.
 - ii Jane Cartwright advised of a number of challenges for Ara going forwards as a result of discussions at the recent TEI Council meeting.
 - iii Micro-credentialing was discussed.

- iv In regard to the Financial statements, it was agreed to note there are some historical gaps and to discuss the detail of prior years in the public excluded section of 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 Council requested an update on the notifiable incident that took place at Trades on Friday 16 June 2017. It was confirmed that there is no additional information further to the email advice of 22 June 2017 and that Worksafe have confirmed they will not investigate the matter further.
- b Council queried the increased trend of incidents. Darren confirmed that this is due to the reporting mechanisms now in place and that everything is captured. The new Health and Safety system will assist in checking this information. Management will have an opportunity to review the information prior to reporting to provide an integrity check.
- c It was agreed to investigate the level of benchmarking with Health and Safety Managers across other institutions. It was noted we are in transition to a different system now that it is no longer ACC.

Action: *Darren will follow up with the Ara Health and Safety Manager to advise on health and safety benchmarking across other institutions.*

[AP1813] D Mitchell

- d Council noted the trend for sick leave continues to be greater than previous. The underlying reason for this was confirmed as high incidents of long-term sick leave.
- e It was confirmed that the reporting process within the new health and safety management system is implemented by Ara management. Council were reminded that the Health and Safety Management Workplan will be presented at the July Council meeting.
- f It was also confirmed that all vocational placements of Ara students only take place with industry who have active and robust health and safety plans in place.
- g Darren confirmed that the Placement action on the Health and Safety Action List is marked as 15% complete due to the timing of the yearly education cycle.

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

J Annear/J Cartwright

Carried

4 For Information

4.1 Chair Report

- a The Acting Chair provided a verbal report, summarising the recruitment activity for the new Ara Chief Executive and regional engagement with stakeholders in the Timaru business community.

4.2 Trustees

- a No reports received for this month.

4.3 Sub-Committee Reports

- a **Academic Board** [Pages 17/Ara Council/06/424]

It was noted that there was no Academic Board report for this month and that a full report would be provided at the July Council meeting.

- b **Council Audit and Risk Committee** [Pages 17/Ara Council/06/425-428]

- i John provided a verbal update from the Council Audit and Risk Committee meeting held on 15 June 2017 and advised the Terms of Reference have now been approved, along with a review of the policy register. These will be coming to Council in due course.

- c **Council Campus Redevelopment Committee**

- i The Council Campus Redevelopment Committee meeting minutes of 16 May 2017 were received and noted.
- ii John provided a verbal update of the meeting held on 20 June 2017, of which the main point of interest for Council is the legal opinion of the Memorandum of Understanding for the disposal of SevenOaks. This is currently with Management and will be presented to the Committee in July.

- d **Staff and Council Advisory Group**

- i The Staff and Council Advisory Group have not met since 30 May. The next meeting is scheduled for 25 July 2017.

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

E Hopkins/J Boys

Carried

4.4 2017 Council Work Programme

[Pages 17/Ara Council/06/429-430]

- a The 2017 Council Work Programme as of 14 June 2017 was received and Council were reminded to advise the Council Secretary of non-availability from June to December 2017.

5 GENERAL BUSINESS

There were no items recorded for general business.

11.30am Public Meeting Close.

6 Public Excluded

11.30am

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

J Annear

Carried

*It was further **resolved** that Darren Mitchell and Judith Brown 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:

6) MEETING BUSINESS

- | | | |
|-----|---|-----------------------|
| 6.1 | Confirmation of Public Excluded Minutes | [s9(2) (f), (i), (j)] |
| | a Minutes of Meeting – Public Excluded – 30 May 2017 | |
| | b Business Arising out of the Public Excluded Council Minutes | |
| 6.2 | Special Meeting Minute of 31 May 2017 | [s9(2) (f), (i), (j)] |

7) FOR DECISION

- | | | |
|-----|-----------------|-----------------------|
| 7.1 | Risk Management | [s9(2) (f), (i), (j)] |
|-----|-----------------|-----------------------|

8) FOR DISCUSSION

Monthly Reports

- | | | |
|-----|---|------------------|
| 8.1 | Chief Executive Report – Public Excluded | [s9(2) (i), (j)] |
| 8.2 | Performance by Region (as at 31 May 2017) | [s9(2) (i), (j)] |
| 8.3 | 2017 Reforecast (as at 31 May 2017) | [s9(2) (i), (j)] |

Monthly Updates

- | | | |
|-----|-----------------|------------------|
| 8.4 | Health Precinct | [s9(2) (i), (j)] |
|-----|-----------------|------------------|

9) FOR INFORMATION

Monthly Reports

- | | | |
|-----|--|------------------|
| 9.1 | Council Audit and Risk Committee – Public Excluded | [s9(2) (i), (j)] |
| 9.2 | Council Campus Redevelopment Committee – Public Excluded | [s9(2) (i), (j)] |

- (a) Meeting Minutes
 (b) Programme Dashboard
 (c) Health and Safety Report
 (d) Kahukura Budget Recommendation
- 9.3 Chief Executive Remuneration and Performance Review Committee (Public Excluded) – Council Only
 a) Meeting Minutes and Action List [s9(2) (i), (j)]
- 9.4 Strategic Plan 2017-2019
 a) June Report [s9(2) (k)]
 b) Ara and School Leavers Report [s9(2) (i)]
- 10) 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:

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- *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:

25 July 2017

Ara Council Minutes

Action List as of 27 June 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 for 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
1795	28.03.17	3.1a (xiv)	CE Report – Financials	Prepare a quarterly summary showing financial results by Department.	D Mitchell	In progress for 25 July	27 June 17
1809	30.05.17	2.1(c)	Internationalisation Charter	Umbrella aspects of the Charter to think about going forwards, e.g. for tutors. It was agreed to refresh the online induction programme for all staff to access.	D Mitchell	In progress	26 Sept 17
1810	30.05.17	4.5a	Council Work Programme 2017	Council were asked to advise the Council Secretary of their availability from June to December 2017.	All Council	Completed	27 June 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	In progress	25 July 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	In progress	25 July 17



4 July 2017

RECEIVED
- 6 JUL 2017

Dr Therese Arseneau
Chair
Ara Institute of Canterbury
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Christchurch 8140

Level 9, 44 The Terrace
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Wellington, New Zealand 6141
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Dear Therese

As you may know, 31 July will be my last day as Chair of the Tertiary Education Commission (TEC).

I have been pleased to lead the TEC Board's move over the past five years from a "funding allocation" mindset toward an outcomes-focused investment approach, supported by robust skills-based governance. During this time, due to the quality of TEC Commissioners and management, TEC has:

- › transformed its capability to generate and use high-quality relevant performance information (increasingly including direct measurement of outcomes) and share that information with the sector through user-friendly tools
- › simplified our business processes to reduce transaction costs on both sides
- › introduced funding flexibility to enable capable providers to respond more nimbly to student demand, and
- › significantly improved its monitoring and risk-management capability.

The headline result measured by the Government's Better Public Services Result 6 is encouraging: the proportion of New Zealanders aged 25-34 holding a qualification at level 4+ is steadily increasing, and in 2016 sat at 57%, in excess of the government's original target of 55% (revised to 60% in light of strong early progress). However, the system is still not doing enough to meet the needs of Māori and Pasifika: only 32% of Māori and 33% of Pasifika aged 25-34 held a level 4+ qualification in 2016. TEC and the tertiary sector still have a lot of work to do to improve system performance for these learners.

Looking ahead, TEC is well-positioned to act as steward to a high-quality, resilient and responsive tertiary education sector. Implementation of the recent Productivity Commission recommendations will be essential to achieving this. As you will know, Government has decided to transition Careers New Zealand staff and functions into the TEC from 1 July 2017. This change represents a significant expansion of TEC's information and guidance products and services alongside its existing investment activity.

Thank you for your constructive engagement with TEC over the past five years. I am sure that the new chair of the TEC, Commissioner Nigel Gould, can count on your continued support.

Yours sincerely

John Spencer
Chair



Ara Council 25 July 2017	Agenda Item	2.1
	Decision Item	
PUBLIC	Presented by	T McGill

ARA COUNCIL REPORT SUMMARY	
TITLE OF REPORT	Audit and Risk Terms of Reference
BACKGROUND AND PURPOSE	<ul style="list-style-type: none"> • The Council Audit and Risk Committee have endorsed the attached Audit and Risk Committee Terms of Reference. • Track changes have been left on for visual representation of the changes made.
RECOMMENDATION(S)	That Council approve the revised Council Audit and Risk Committee Terms of Reference.
LINK TO ARA STRATEGY	-
KEY ISSUES IDENTIFIED	None.
FINANCIAL IMPLICATIONS FOR ARA	Nil.
RISK IMPLICATIONS FOR ARA	-



Council Audit and Risk Committee

Terms of Reference

July 2017

The Council Audit and Risk Committee is a committee of the Council, which is appointed under s193(3) Powers of Councils of the Education Act 1989 and exercises its powers in terms of s222 Delegation by Council of the same Act.

1 Objectives

The primary purpose of the Audit and Risk Committee is to assist the Council in fulfilling its audit, risk, compliance and governance responsibilities relating to the Ara Institute of Canterbury (Ara). The Audit and Risk Committee will carry out this objective by monitoring and providing timely advice to the Council.

2 Membership

The membership of the Council Audit and Risk Committee shall be:

2.1 Members

- a The Chair of the Council Audit and Risk Committee will be elected at the first meeting of the Council, as required (see clause 3).
- b No more than ~~three~~ Council members are to be elected by the Council, as required (see clause 2.2).
- c The Council may appoint an additional independent member to the Council Audit and Risk Committee if this would assist the Committee in fulfilling its responsibilities.
- d Committee appointments shall be approved by the full Council upon recommendation of the nominating committee.
- e The term of office for Council Audit and Risk Committee members, including the Chair, is four years. Members, including the Chair, are eligible for re-election but may not serve for more than eight years.
- f Vacancies occurring in membership or the position of Chair may be filled at any time as the need arises.

2.2 Restrictions on Membership

- a The Chair of Council shall not be eligible to be appointed Chair of the Council Audit and Risk Committee.
- b The Chief Executive may attend Council Audit and Risk Committee meetings as a non-voting member.

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- c Any member of Council may attend Council Audit and Risk Committee meetings as of right but will not have a vote.
- d The Committee may request the attendance of Ara staff if necessary.

2.3 Skills and attributes of members

- a Committee members, taken collectively, will have a broad range of skills and experience relevant to Ara operations. At least one Committee member will have accounting or financial management experience with an understanding of accounting and auditing standards in an environment of public funding.

2.4 Non-voting Officers

- a The Chief Financial Officer shall attend Council Audit and Risk Committee meetings with speaking rights.
- b Secretarial services will be provided through the Executive.

3 Chair

The Chair of the Council Audit and Risk Committee is elected by the Council and could be independent to the Council. The Chair of the Council Audit and Risk Committee should be a qualified accountant but in any case must have significant financial management experience.

4 Quorum

The quorum for the Council Audit and Risk Committee shall be not fewer than two of the **four** voting members and shall include the Chair of the Committee.

5 Meetings

- 5.1 The Council Audit and Risk Committee shall meet at least three times per year with additional meetings as required.
- 5.2 Business proper to the functions of the Council Audit and Risk Committee may be conducted by means other than physical meetings; for example, by email or by telephone conference.
- 5.3 Any member of the Council Audit and Risk Committee, the Chief Executive, the Chief Financial Officer or the external auditors may request a meeting at any time if they consider it necessary.
- 5.4 The Council Audit and Risk Committee shall meet with external auditors at least once a year without management present.
- 5.5 The Council Audit and Risk Committee shall meet with the internal auditor at least once a year, without management present.

6 Functions – Refer Appendix A

Deleted: The Council or the committee, subcommittee or working party may appoint a Deputy Chair to act in the absence of the Chair.¶
If the chairperson of a Council or the chairperson of a committee, subcommittee, or working party is absent from a meeting, the deputy chairperson (if any) of the Council, committee, subcommittee, or working party must preside. However, if a deputy chairperson has not been appointed, or if the deputy chairperson is also absent, the members of the Council or of the committee, subcommittee or working party that are present must elect one of their number to preside at that meeting, and that person may exercise at that meeting the responsibilities, duties, and powers of the deputy chairperson.¶

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6.1 Functions of the Audit & Risk Committee are contained within Appendix A.

a

- 6.2 The Council Audit and Risk Committee shall exercise such functions and powers as the Council may delegate to it from time to time.

7 Authority

- 7.1 The Council Audit and Risk Committee may make recommendations to the Council on all matters requiring a decision.
- 7.2 The Council Audit and Risk Committee does not have the power or authority to make a decision on behalf of the Council.
- 7.3 The Council Audit and Risk Committee is authorised by the Council, at the expense of Ara, to consult with outside services and seek external information and advice as it considers necessary for carrying out its functions. Where such commitment is not budgeted and exceeds \$20,000, prior approval of the Chair of Council will be required unless, due to the nature of the advice being sought, such prior approval would result in a fundamental conflict of interest.

8 Procedures

- 8.1 The Council Audit and Risk Committee shall conduct its business in accordance with the Standing Orders of the Council.
- 8.2 All members of the Council shall be advised of the scheduled dates of Council Audit and Risk Committee meetings and the agenda of those meetings.
- 8.3 Minutes of every meeting of the Council Audit and Risk Committee shall be kept and shall be presented to the Council at the next meeting of the Council.
- 8.4 The Council Audit and Risk Committee may from time to time establish task groups to undertake specific tasks either on the Committee's initiative or in response to a request from the Council or the Chief Executive.
- 8.5 The Council Audit and Risk Committee shall arrange for periodic reviews of its own performance and, at least annually, review its terms of reference to ensure it is operating at maximum effectiveness and recommend any changes it considers necessary to the Council for approval.

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Deleted: <#>The Council Audit and Risk Committee shall:¶
 Meet and liaise with Ara external auditors, internal auditors and the Office of the Auditor-General as required.¶
 Negotiate and approve the details of the engagement of the external and internal auditors.¶
 Review and update the Council Audit and Risk Committee's terms of reference annually or when required.¶
 Review the annual audit plans with the external and internal auditors.¶
 Receive and respond to the reports from the external and internal auditors.¶
 Provide a forum for the effective communication between the Ara Council and external and internal audits, the respective auditors, and key relevant senior management staff.¶
 Review the annual external audit report, Management response and any additional internal audit reports requested by the Council including the internal management audit plan and priorities as submitted by Management.¶
 Review management's approach to internal controls, including ensuring policies and procedures are in place and reviewed.¶
 Review the effectiveness of the internal control framework, including management's embedding of a culture committed to probity and ethical behaviour.¶
 Review the risk management framework ensuring it meets the Ara risk appetite, and include policies and processes to effectively mitigate / manage risks.¶
 Review risk reporting to Council, including the annual review of the risk register.¶
 Provide a summary of the risks on the key risk register to Council, inform Council of any major to extreme risks they should be aware of and provide a summary of the Risk Mitigation Plans for information as required. ¶
 Receive quarterly Risk Management Reports from the Director of Governance & Strategy on status of Key Risks.¶
 Review business continuity arrangements, including DRP.¶
 Review treasury activity (financial investments and borrowings) and associated risk management activities.¶
 Monitor the Institute's meeting of the accounting standards relevant to Ara through review with management and the external auditor to consider financial statements for annual reporting and other public reporting, and the external auditor's formal audit opinion.¶
 Report and make recommendations to the Council on any issues identified by the audit that require further prompt and/or significant action.¶
 Monitor the adequacy and effectiveness of management information systems and systems of internal controls.¶
 Monitor the efficiency and effectiveness of the external and internal audit functions.¶
 Report to the Council on the Institute's financial policies and systems of internal control. ¶
 Review and make recommendations to Council regarding the annual financial statements prior to their adoption by Council.¶
 Review and make recommendations to Council regarding the annual budget prior to its adoption by Council.¶
 Review the annual insurance programme, including uninsured risks and insurance brokering arrangements, ensuring it is appropriate within the risk framework of Ara.¶
 Review the systems and processes of Ara for ensuring and monitoring compliance with relevant laws, regulations and with contracts that Ara is a party to. Review annual management assurance of regulatory compliance and any other statutory compliance reports from management, prior to it being tabled with Council. ¶
 Review and monitor the systems, processes and policies implemented to manage Health and Safety at Ara. Governance of Health and Safety matters remains the responsibility of the Ara Council.

Appendix A – Functions

The Council Audit and Risk Committee shall:

Note: the body which appears furthest to the right in the Functions table below is the approving body.

Category	Audit & Risk Committee	Management	Audit & Risk	Council
Auditors	Meet and liaise with Ara external auditors, internal auditors and the Office of the Auditor-General as required.	✓	✓	
	Negotiate and approve the details of the engagement of the external and internal auditors.	✓	✓	
	Review the annual audit plans with the external and internal auditors.	✓	✓	
	Receive and respond to the reports from the external and internal auditors.	✓	✓	
	Provide a forum for the effective communication between the Ara Council and external and internal audits, the respective auditors, and key relevant senior management staff.	✓	✓	✓
	Review the annual external audit report, Management response and any additional internal audit reports requested by the Council including the internal management audit plan and priorities as submitted by Management.	✓	✓	
	Report and make recommendations to the Council on any issues identified by the audit that require further prompt and/or significant action.			✓
Internal Controls	Monitor the efficiency and effectiveness of the external and internal audit functions.	✓	✓	
	Review management’s approach to internal controls, including ensuring policies and procedures are in place and reviewed.	✓	✓	
	Review the effectiveness of the internal control framework, including management’s embedding of a culture committed to probity and ethical behaviour	✓	✓	
	Monitor the adequacy and effectiveness of management information systems and systems of internal controls.	✓	✓	
	Report to the Council on the Institute’s financial policies and systems of internal control.			✓

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Risk Management	Review the risk management framework ensuring it meets the Ara risk appetite, and include policies and processes to effectively mitigate / manage risks.	✓	✓	✓
	Review risk reporting to Council, including the annual review of the risk register.	✓	✓	✓
	Provide a summary of the risks on the key risk register to Council, inform Council of any major to extreme risks they should be aware of and provide a summary of the Risk Mitigation Plans for information as required.	✓	✓	✓
	Receive quarterly Risk Management Reports from the Director of Governance & Strategy on status of Key Risks.	✓	✓	
Business Continuity	Review business continuity arrangements, including Disaster Recovery Plan.	✓	✓	
Treasury Activity	Review treasury activity (financial investments and borrowings) and associated risk management activities.	✓	✓	
Compliance with accounting standards	Monitor the Institute's meeting of the accounting standards relevant to Ara through review with management and the external auditor to consider financial statements for annual reporting and other public reporting, and the external auditor's formal audit opinion.	✓	✓	
Financial Statements	Review and make recommendations to Council regarding the annual financial statements prior to their adoption by Council.	✓	✓	✓
	Review and make recommendations to Council regarding the annual budget prior to its adoption by Council.	✓	✓	✓
Insurance	Review the annual insurance programme, including uninsured risks and insurance brokering arrangements, ensuring it is appropriate within the risk framework of Ara.	✓	✓	✓
Legislative Compliance	Review the systems and processes of Ara for ensuring and monitoring compliance with relevant laws, regulations and with contracts that Ara is a party to. Review annual management assurance of regulatory compliance and any other statutory compliance reports from management, prior to it being tabled with Council.	✓	✓	✓

Health & Safety	Review and monitor the systems, processes and policies implemented to manage Health and Safety at Ara. Governance of Health and Safety matters remains the responsibility of the Ara Council.	✓	✓	✓
Delegations from Council	The Council Audit and Risk Committee shall exercise such functions and powers as the Council may delegate to it from time to time.		✓	✓
A&R Committee TOR	Review and update the Council Audit and Risk Committee's terms of reference annually or when required.		✓	✓

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- Financial Audit and Risk Standing Committee disestablished and replaced by Council Audit Committee - 20 February 2008
- Terms of Reference including membership determined by the Council - 20 February 2008
- Reworded and reformatted without substantive change - 26 March 2008
- Clause 1.1.d inserted - 28 October 2009
- Membership and Quorum altered as a result of reconstitution of Councils and ratification of Statute 2010/1 on 25 May 2010 - approved by Council - 23 June 2010
- Substantive changes to Terms of Reference, including changes to form, functions and membership, renamed as Audit and Risk Committee - July 2017

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Ara Council 25 July 2017	Agenda Item	3.1
	Decision Item	
PUBLIC	Presented by	D 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

7 July	Met, along with Director Corporate Services and Director Education and Applied Research, TEC Investment Manager and Investment Advisor
10 July	Met with incoming Ara Council Chair
10 July	Met with Ara Acting Council Chair
12-13 July	Attended TANZ Accord and eCampus Governance Group meetings hosted by Toi Ohomai in Tauranga
14 July	Met with Ara Chief Executive designate
17 July	Met with Executive Chair and representatives of the New Urban Group
19 July	Attended, along with People and Development Manager, TEU liaison/engagement meeting
20 July	Attended, along with People and Development Manager, TIASA liaison/engagement meeting
21 July	Attended, by teleconference, Te Tapuae o Rēhua Board of Directors meeting

2 Performance Report – Overview

2.1 Finance

- a As at June the budget expectation was for a year to date deficit of \$1.7m, the current deficit is \$2.4m.
- b Total Revenue for the month is \$0.3m under budget, bringing the year to date income variance to \$1.8m under budget.
- c Government funding overall remains at 93% of budget. Trends in income are as per previous months. SAC Level 3-7 delivery is close to budget and Trades Academy delivery is ahead. Non-EFTS grants are also on budget. Areas of lower delivery are primarily in SAC level 1-2 and Youth Guarantee.
- d Actual income does not include any element of the funding guarantee.
- e Total Student Tuition Fees remain ahead of budget largely due to underspending on scholarships and agent commissions. Other Teaching Income remains below budget though ahead of the same point last year.
- f Expenses for June exceed budget by \$0.4m, bringing the year to date under-spend in expenses to \$1.1m.
- g Staffing costs for the month are under budget by \$100k with the savings being in Non-Teaching Staffing. Year to date staffing costs are underspent against budget by \$485k.

- h Occupancy costs were over spent against budget for the month due to significant invoicing for gas costs, however, year to date costs remain under budget.
- i General Operating Expenditure was over spent against budget for the month due to costs relating to marketing activity and sub-contracted delivery. The year to date over spend in sub-contracted delivery is largely due to the late invoicing of 2016 activity. General operating expenditure year to date is \$0.95m.
- j Depreciation remains over budget as noted in previous reports.
- k There were no unusual movements in the Financial Position or Cash Flows during June.
- l There were no changes to the reforecast presented in last month's report.

2.2 2017 Student Enrolments

- a As at 16 July 2017, 6,223 EFTS have been confirmed. This compares to 6,714 EFTS at the same time last year. An additional 441 EFTS have been confirmed since the last report, due to a large number of Semester 2 enrolments being finalised.
- b Total Semester 2 application numbers are around the same level as 2016. This is due to the previously reported trend of increased (+131) domestic applications and decreased (-151) international applications. However, the rate of conversion of applications into enrolments has slowed since last month, with both domestic (-84) and international (-22) Semester 2 converted applications now below the same time last year.
- c By department, compared with the same time last year, there have been more converted Semester 2 applications by domestic students in the Departments of Computing (+12), Creative Industries (+45), Hospitality and Service Industries (+21) and Nursing, Midwifery and Allied Health (+25). There has also been an increase (+37) in converted Semester 2 applications by international students into Humanities programmes, mainly English language.
- d With these converted Semester 2 applications included, overall enrolment levels are generally following trends seen in 2017 to date. SAC 3+, ACE and CTC domestic enrolments remain at a similar level to 2016. SAC 1-2, Youth Guarantee and International enrolments are below 2016 levels. Largely due to fewer enrolments in those three funding sources, all departments have less confirmed EFTS than at the same point last year. These patterns are in line with the reforecast EFTS position provided to Council last month.
- e A large number of enrolments are due to start in the week of 24 July. Following this, there remain some further intakes and courses starting over the remainder of the year providing opportunities to generate additional EFTS. From this time on in 2016, a further 923 EFTS were enrolled, and currently in 2017 an additional 566 EFTS are in processing stages.

2.3 Health and Safety

- a During the month of June there were 16 health and safety incidents reported. Three related to the Capital Works Programme, and the remaining related to Ara staff (seven) and students (six). There was one notifiable injury, which is described below, along with other incidents of note.
- b The notifiable injury related to a student suffering a serious injury while using a dimension table saw at the Woolston Campus. The student released the push stick they were holding and used their hand to remove a timber offcut. This was out of character, contrary to their training and normal practice, and an unexpected action. During this action their little finger came into contact with the blade resulting in an injury necessitating the amputation of the last joint of that finger. The Ara Health and Safety Manager has completed both an investigation, and the WorkSafe Duty Holder Review process. The investigation details and supporting documentation was provided to WorkSafe. At the time of this report, WorkSafe have not responded to that information. The machine and processes are considered to be fit for purpose. However, even though it did not contribute to the injury, the Perspex portion of the guard will be replaced with a new clearer version. Class teaching materials will be reviewed and any references to previous legislation will be updated. The student has completed their course and is keen to continue in similar training.
- c A student suffered a cut to his hand while using a portable electric planer. This was not a notifiable injury, but this incident had the potential to be a much more serious injury. Subsequent investigation identified the student did not follow expected processes relating to use of the planer or notification of injury. The class have discussed the incident and the absolute need to follow the processes and controls already in place.
- d A staff member exited an “emergency only” exit onto a construction site on the Woolston Campus. No harm occurred but they narrowly avoided being struck by earth moving equipment. This has been recorded as a near miss for internal reporting. Although clear signage was in place, this has been further improved and the safe path outside the building reinstated. A plan has been agreed to make safe any emergency exits accessible during the construction period.
- e A contract electrician on the Southbase North Green site, cut into the G Block electrical cable interrupting the electricity supply. The incident caused some damage to the power tool being used, but the chance of the operator suffering a shock was unlikely.
- f A tower crane operating on a neighbouring site to the HREF site, swung into the HREF airspace. No harm occurred, but this is considered a near miss. All parties have now agreed a management plan to prevent a reoccurrence. This site is not under Ara management or control.

Darren Mitchell
Acting Chief Executive

Financial Statements

Statement of Financial Performance
for the year to 30 June

Revenue	Month		2017 Year to date		2017 Budget	Full Year 2017 Forecast	2016 Actual
	Actual	Budget	Actual	Budget			
Government Funding							
Variable Funding	5,208,143	5,552,847	25,294,403	26,852,760	57,052,742	54,960,400	57,190,983
Youth Guarantee Funding	215,148	292,607	978,682	1,632,698	3,050,000	3,052,890	3,375,808
CTC funding	273,015	258,594	1,232,844	1,156,244	2,299,450	2,171,600	2,437,100
Other Non-EFTS grants	189,344	209,030	1,531,423	1,456,366	2,962,519	3,056,803	3,224,225
Total	5,885,649	6,313,078	29,037,352	31,098,068	65,364,711	63,241,693	66,228,116
as % of Total Revenue	55.1%	57.5%	56.6%	58.7%	56.9%	56.9%	56.4%
Student Tuition Fees							
Domestic	2,570,034	2,593,821	11,397,572	11,418,910	25,453,000	24,504,849	25,103,132
International	1,279,230	1,266,273	6,242,097	6,007,807	14,395,000	13,036,584	14,413,812
Total	3,849,264	3,860,094	17,639,669	17,426,717	39,848,000	37,541,433	39,516,944
as % of Total Revenue	36.0%	35.2%	34.4%	32.9%	34.7%	33.8%	33.8%
Other Teaching Income	269,527	260,657	1,038,071	1,164,072	2,830,000	2,730,000	2,731,101
as % of Total Revenue	2.5%	2.4%	2.0%	2.2%	2.5%	2.5%	2.8%
Other Income							
Interest	188,332	128,167	1,028,407	769,002	1,538,000	2,187,000	2,668,032
Other Revenue	489,593	419,119	2,523,554	2,561,927	5,356,000	5,356,000	4,529,205
Total	677,925	547,286	3,551,961	3,330,929	6,894,000	7,543,000	7,197,237
as % of Total Revenue	6.3%	5.0%	6.9%	6.3%	6.0%	6.8%	7.0%
Total Revenue	10,682,365	10,981,115	51,267,053	53,019,786	114,936,711	111,056,125	115,673,398

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

	Month		2017 Year to date		2017 Budget	Full Year 2017 Forecast	2016 Actual
	Actual	Budget	Actual	Budget			
Expenses							
Personnel							
Teaching	3,445,824	3,434,222	17,677,210	17,939,219	36,573,000	35,829,970	35,826,971
Non-Teaching	3,085,894	3,197,023	17,727,873	17,950,594	36,083,000	35,657,410	33,772,126
Total	6,531,718	6,631,245	35,405,082	35,889,813	72,656,000	71,487,381	69,599,097
as % of Revenue	61.1%	60.4%	69.1%	67.7%	63.2%	64.4%	60.9%
Other Costs (except Depreciation)							
Occupancy/Property costs	1,037,212	792,137	4,468,310	4,579,780	9,623,000	9,266,454	9,105,082
General Operating Expenditure	1,943,314	1,749,942	9,217,403	10,162,083	21,182,000	18,640,160	21,895,387
Total other costs	2,980,526	2,542,079	13,685,713	14,741,863	30,805,000	27,906,614	31,000,469
as % of Revenue	27.9%	23.1%	26.7%	27.8%	26.8%	25.1%	27.3%
Depreciation							
All Depreciation	758,755	679,917	4,569,326	4,079,502	8,159,000	9,423,426	8,398,780
as % of Revenue	7.1%	6.2%	8.9%	7.7%	7.1%	8.5%	7.3%
Total Expenses	10,270,999	9,853,241	53,660,121	54,711,178	111,620,000	108,817,421	108,998,346
Surplus/(Deficit) excl Abnormal	411,366	1,127,874	(2,393,068)	(1,691,392)	3,316,711	2,238,704	6,675,052
as % of Revenue	3.9%	10.3%	-4.7%	-3.2%	2.9%	2.0%	5.8%
Abnormal Items							
Insurance Settlement/Payments	-	-	-	-	-	-	27,182,394
Transformation Costs	-	-	-	-	-	(115,000)	(3,202,265)
Demolition Costs	-	-	-	-	-	-	-
Total Abnormal Items	-	-	-	-	-	(115,000)	23,980,129
Total Surplus/(Deficit)	411,366	1,127,874	(2,393,068)	(1,691,392)	3,316,711	2,123,704	30,655,181
as % of Revenue			-4.7%	-3.2%	2.9%	1.9%	26.5%

Statement of Financial Position as at 30 June

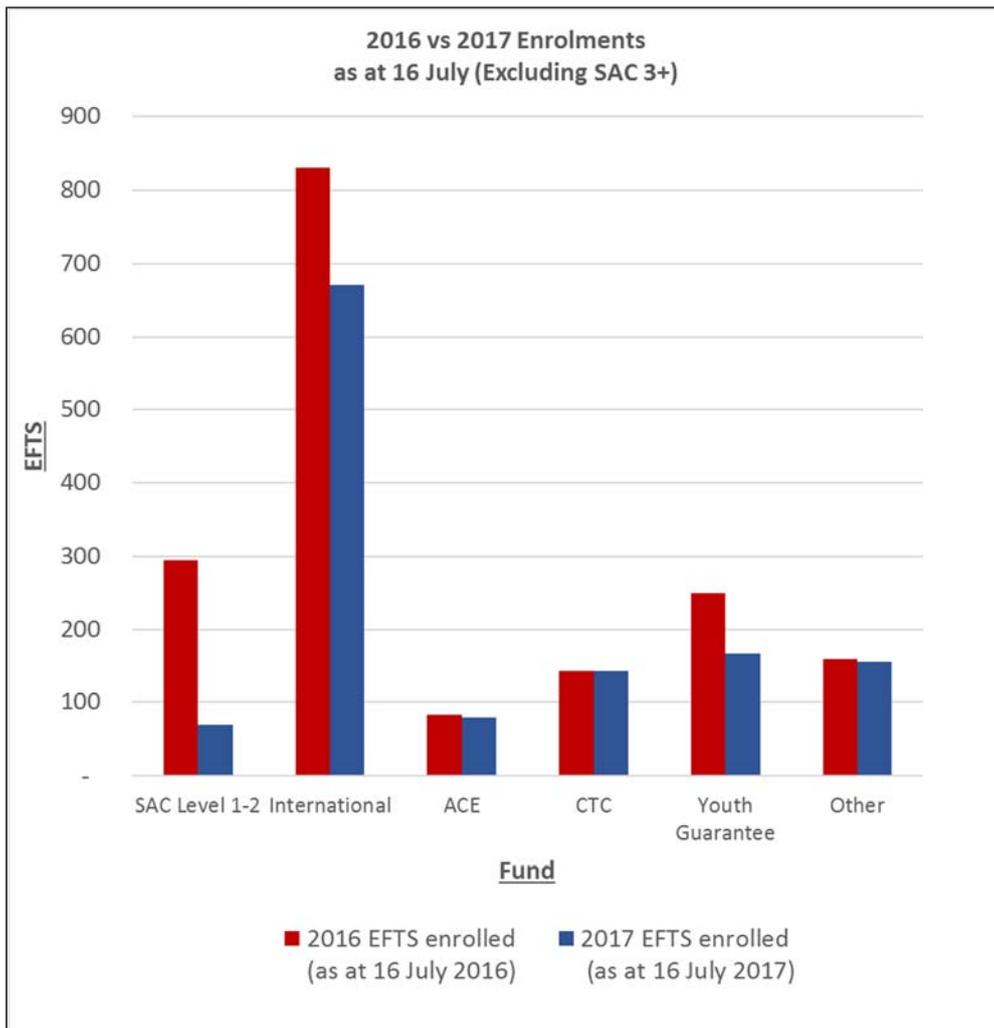
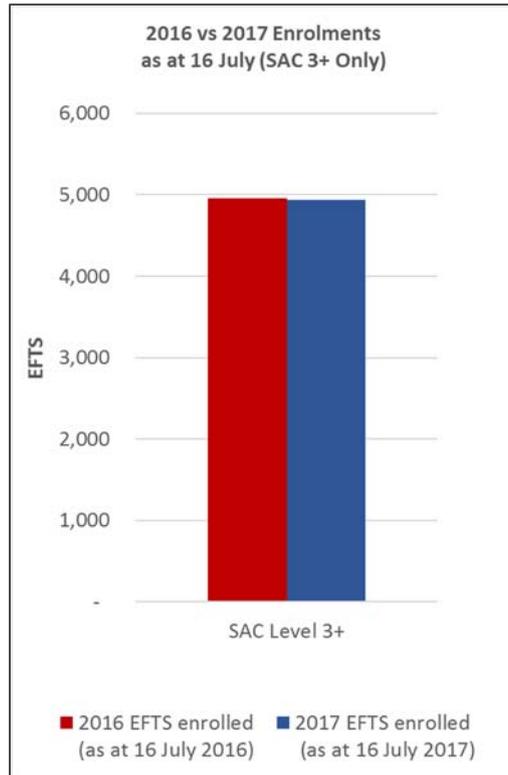
	Actual 30-Jun-17 \$000	Actual 31-May-17 \$000	Change from Last Month \$000	Budget 31-Dec-17 \$000	Actual 31-Dec-16 \$000
ASSETS					
Current Assets					
Cash and Cash Equivalents	18,900	21,459	(2,559)	4,215	20,574
Loans and Receivables	3,332	3,764	(431)	2,046	30,143
Inventories	1,342	1,311	31	1,109	1,178
Prepayments	940	1,111	(171)	834	1,066
Short Term Investments	63,981	64,881	(900)	60,000	40,700
Total Current Assets	88,496	92,526	(4,029)	68,204	93,661
Non-Current Assets					
Property Plant and Equipment	279,709	277,976	1,733	276,128	266,676
Intangible Assets	1,775	1,768	7	1,914	1,630
Total Non-Current Assets	281,485	279,744	1,741	278,042	268,306
TOTAL ASSETS	369,981	372,270	(2,289)	346,246	361,967
LIABILITIES					
Current Liabilities					
Trade and other payables	3,755	4,949	(1,194)	5,931	8,627
Finance leases	717	717	-	612	717
Employee Benefit Liabilities	5,708	4,847	861	4,872	3,831
Revenue Received in Advance	24,236	26,601	(2,365)	6,499	10,822
Total Current Liabilities	34,416	37,115	(2,698)	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	35,911	38,610	(2,698)	19,139	25,492
NET ASSETS	334,070	333,660	409	327,107	336,475
EQUITY					
Retained Earnings	232,109	231,699	410	243,874	234,514
Asset Revaluation Reserve	101,961	101,961	-	83,233	101,961
TOTAL EQUITY	334,070	333,660	410	327,107	336,475

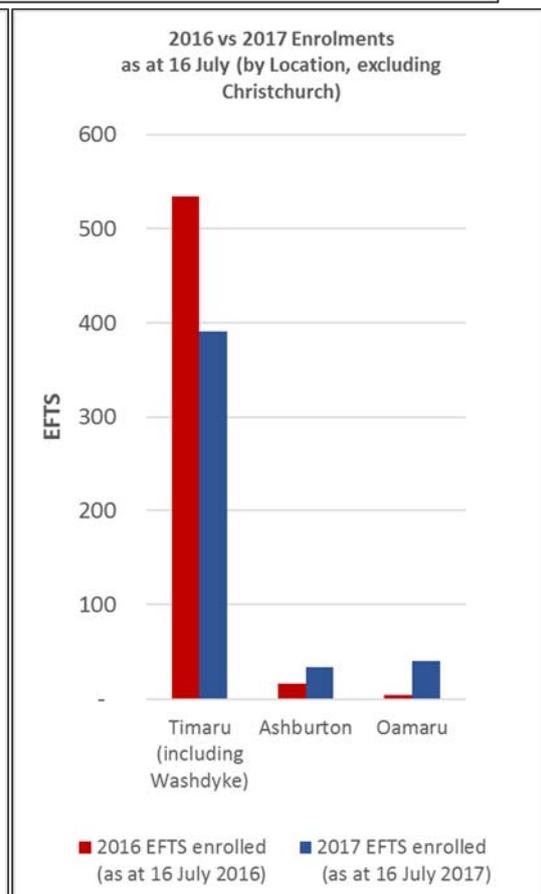
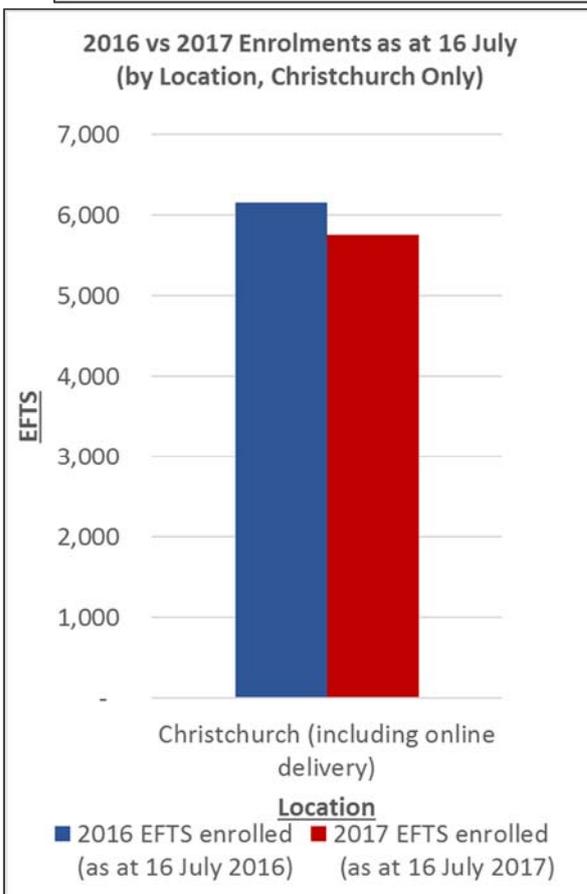
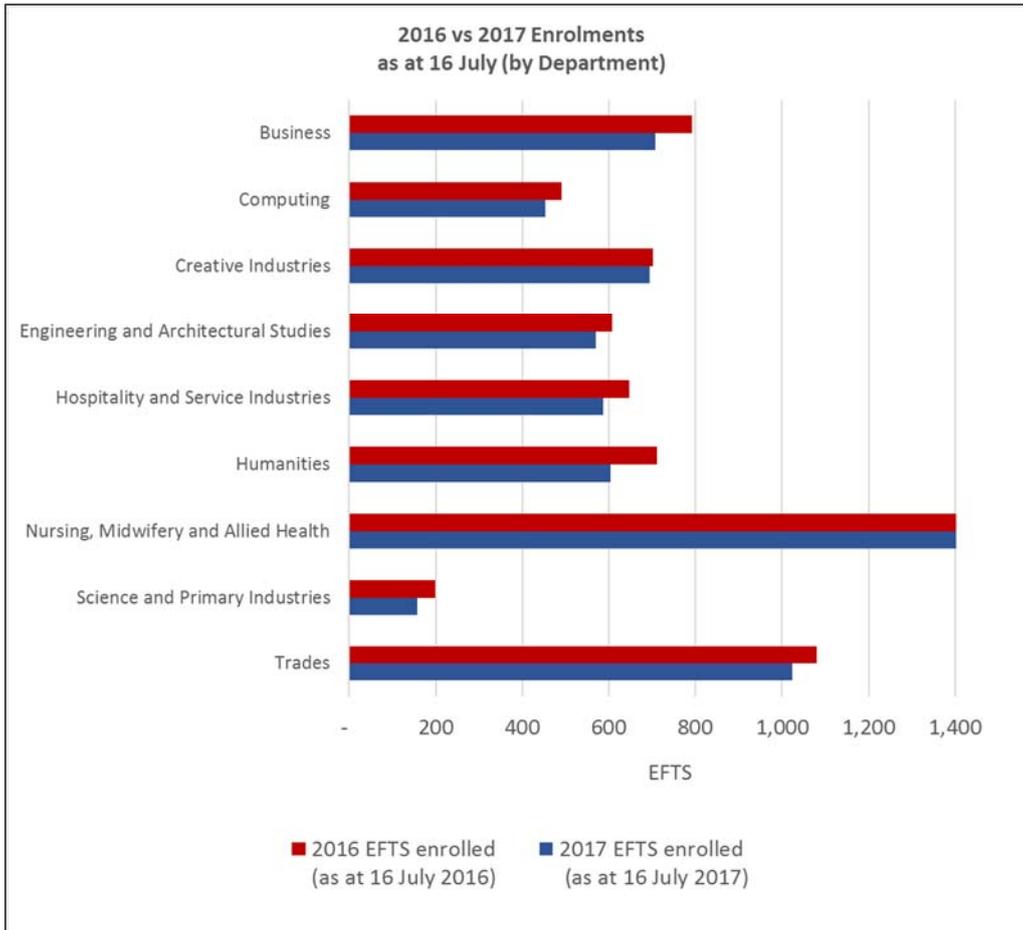
Statement of Cash Flows
for the year to 30 June

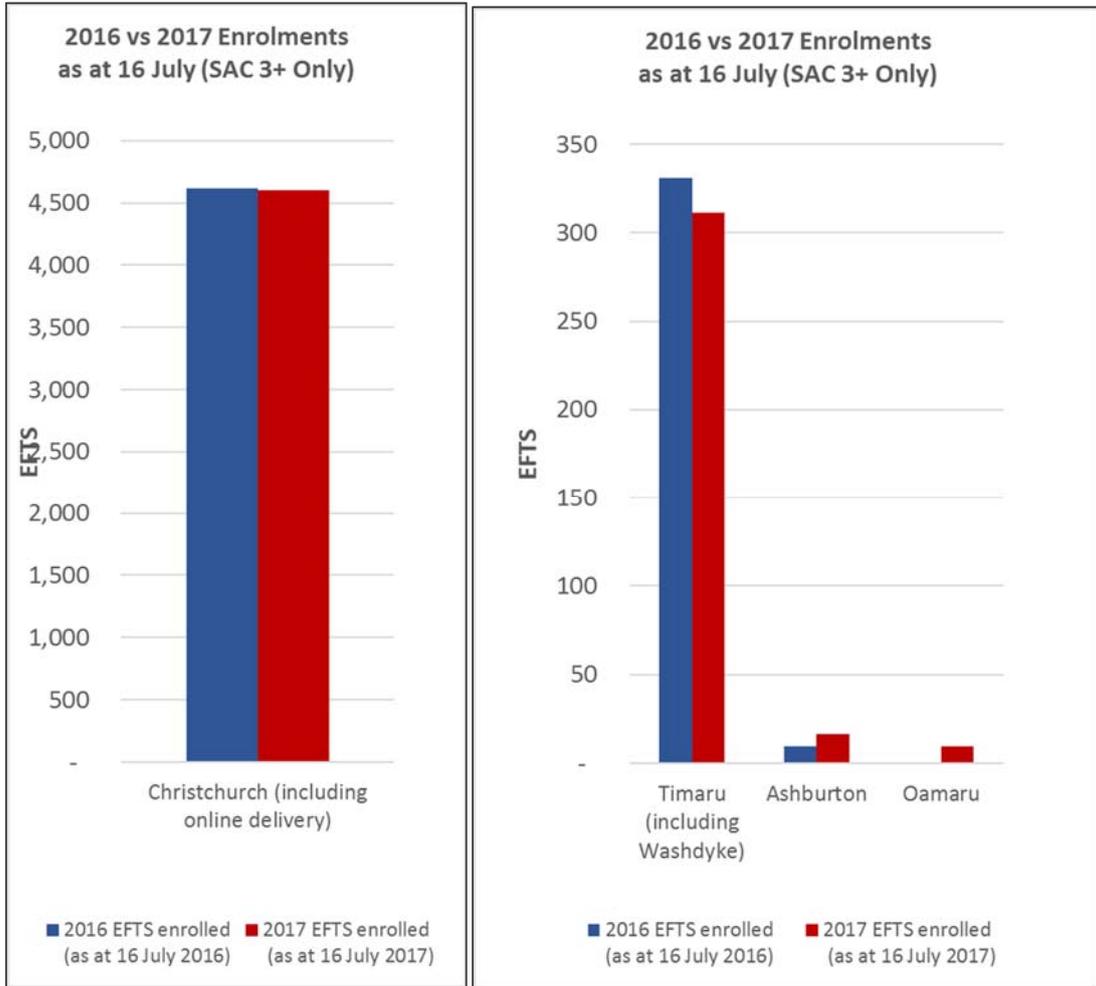
	Year to Jun 2017 \$000	Year to May 2017 \$000	Movement \$000	2017 Budget \$000	2017 Forecast \$000	2016 Year End \$000
Cash Flows from Operating Activities						
Cash was Provided from:						
Government Grants	32,265	26,978	5,287	65,365	63,242	66,051
Student Tuition Fees	27,051	24,563	2,488	39,848	37,541	36,477
Other Teaching Revenue	1,038	769	269	2,830	2,730	2,731
Other Revenue	3,161	2,610	551	5,356	6,458	7,148
Interest	973	824	149	1,538	2,187	3,148
Total	<u>64,488</u>	<u>55,744</u>	<u>8,744</u>	<u>114,937</u>	<u>112,158</u>	<u>115,555</u>
Cash was Applied to:						
Employees and Suppliers	51,926	43,139	8,786	103,181	100,748	102,785
Total	<u>51,926</u>	<u>43,139</u>	<u>8,786</u>	<u>103,181</u>	<u>100,748</u>	<u>102,785</u>
Net Cash Flows from Operating Activities	12,563	12,605	(43)	11,756	11,410	12,770
Cash Flows from Investing Activities						
Cash was Provided from:						
Sale of Fixed Assets	10	5	5	-	-	47
Insurance Payments	26,995	26,995	-	-	26,995	2,931
Total	<u>27,005</u>	<u>27,000</u>	<u>5</u>	<u>-</u>	<u>26,995</u>	<u>2,978</u>
Cash was Applied to:						
Purchase of Fixed Assets	1,640	1,354	286	5,472	5,472	5,297
Campus Capital Plan Spending	15,909	12,848	3,061	33,600	28,600	29,004
Total	<u>17,549</u>	<u>14,202</u>	<u>3,347</u>	<u>39,072</u>	<u>34,072</u>	<u>34,301</u>
Net Cash Flows from Investing Activities	9,456	12,798	(3,342)	(39,072)	(7,077)	(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	411	337	73	780	780	771
Total	<u>411</u>	<u>337</u>	<u>73</u>	<u>780</u>	<u>780</u>	<u>771</u>
Net Cash Flows from Financing Activities	(411)	(337)	(73)	(780)	(780)	(741)
Total Net Cash Flows	21,607	25,066	(3,458)	(28,096)	3,553	(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>82,881</u>	<u>86,340</u>		<u>64,215</u>	<u>64,827</u>	<u>61,274</u>

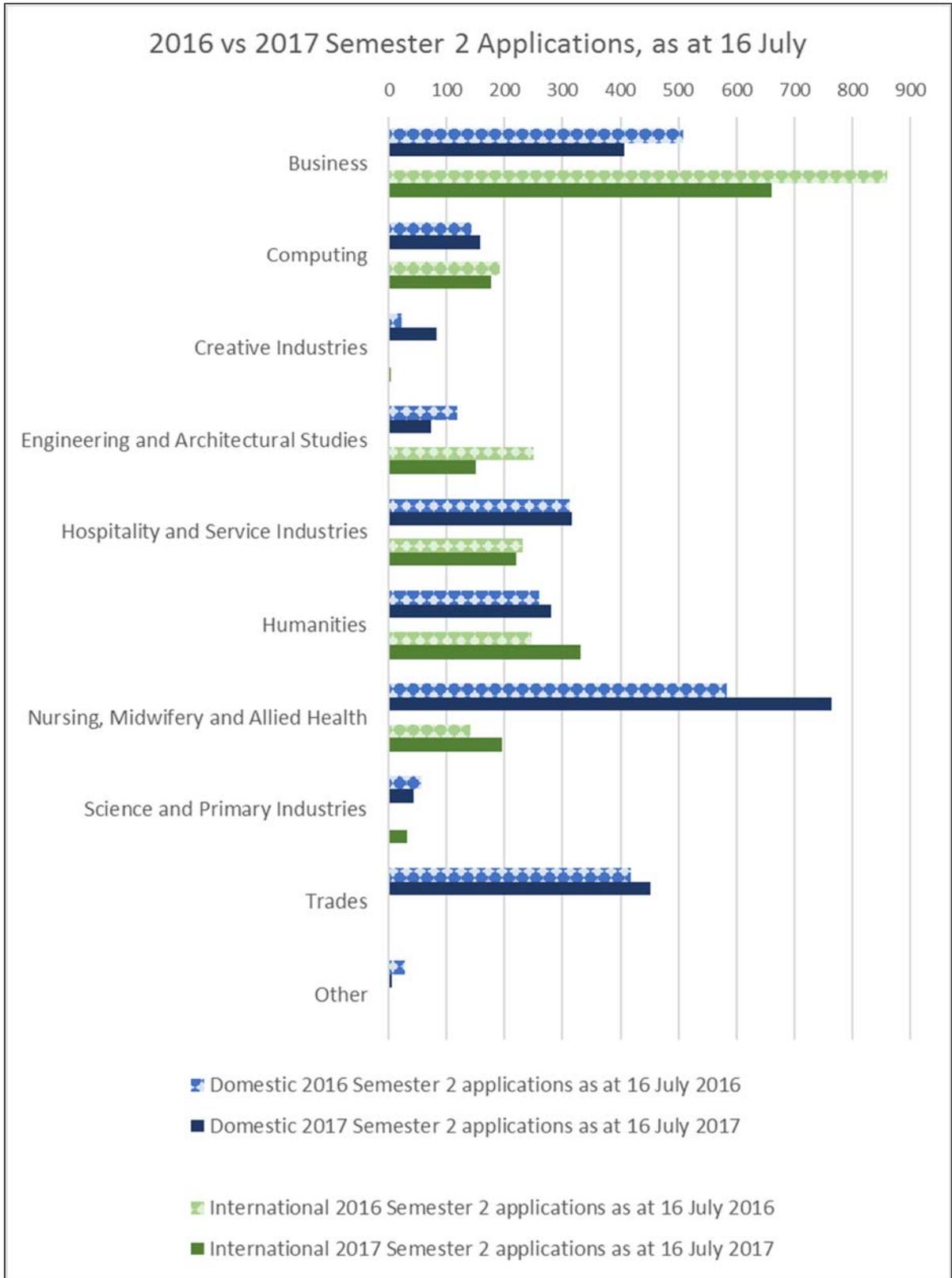
Enrolments Summary

	2017 EFTS enrolled (as at 16 July 2017)	2016 EFTS enrolled (as at 16 July 2016)	2017 Full Year EFTS Budget	2016 Full Year EFTS Actual
By Funding Source				
SAC Level 1-2	69	295	286	333
SAC Level 3+	4,938	4,953	5,946	5,521
International	670	830	1,009	1,020
ACE	79	82	144	128
CTC	143	144	144	140
Youth Guarantee (including Dual Pathway)	167	250	241	265
Other	156	160	229	229
Total	6,223	6,714	8,000	7,636
By Department				
Business	708	793	1,007	979
Computing	454	491	717	621
Creative Industries	693	701	743	715
Engineering and Architectural Studies	569	608	638	665
Hospitality and Service Industries	588	647	757	719
Humanities	604	711	892	899
Nursing, Midwifery and Allied Health	1,425	1,468	1,610	1,552
Science and Primary Industries	158	199	214	236
Trades	1,024	1,081	1,353	1,235
Other	0	16	68	15
Total	6,223	6,714	8,000	7,636
By Location				
Christchurch (including online delivery)	5,758	6,158	7,278	7,029
Timaru (including Washdyke)	391	534	665	574
Ashburton	34	17	35	24
Oamaru	40	5	22	10
Total	6,223	6,714	8,000	7,636

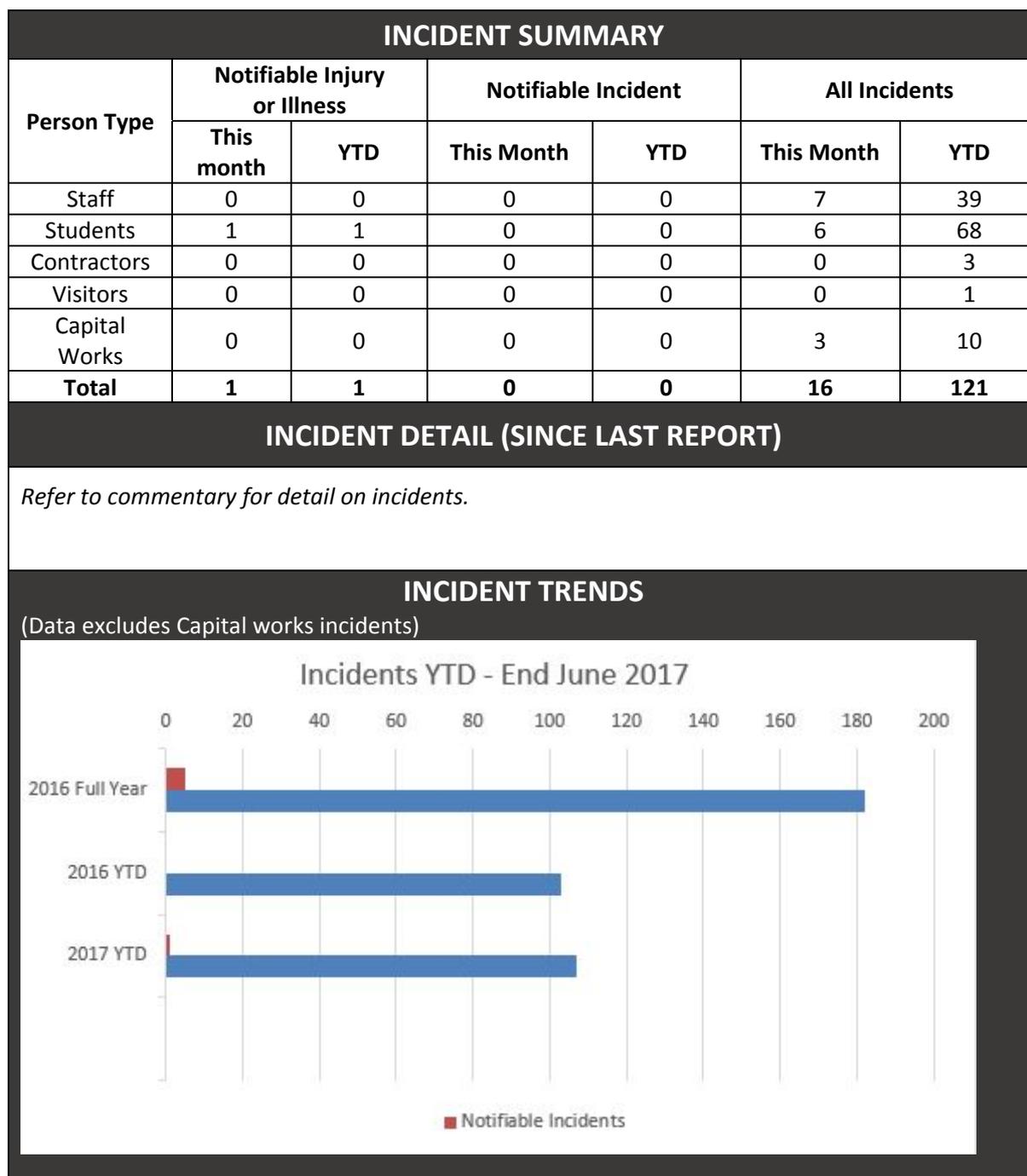




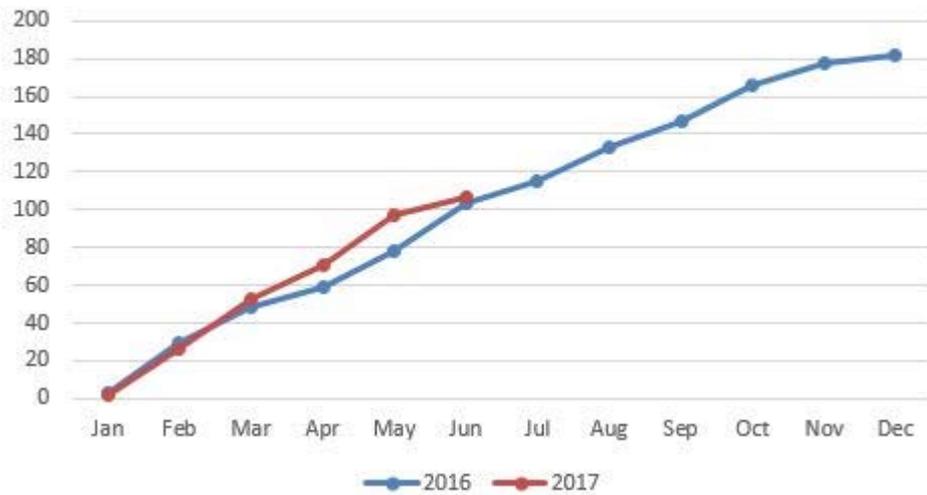




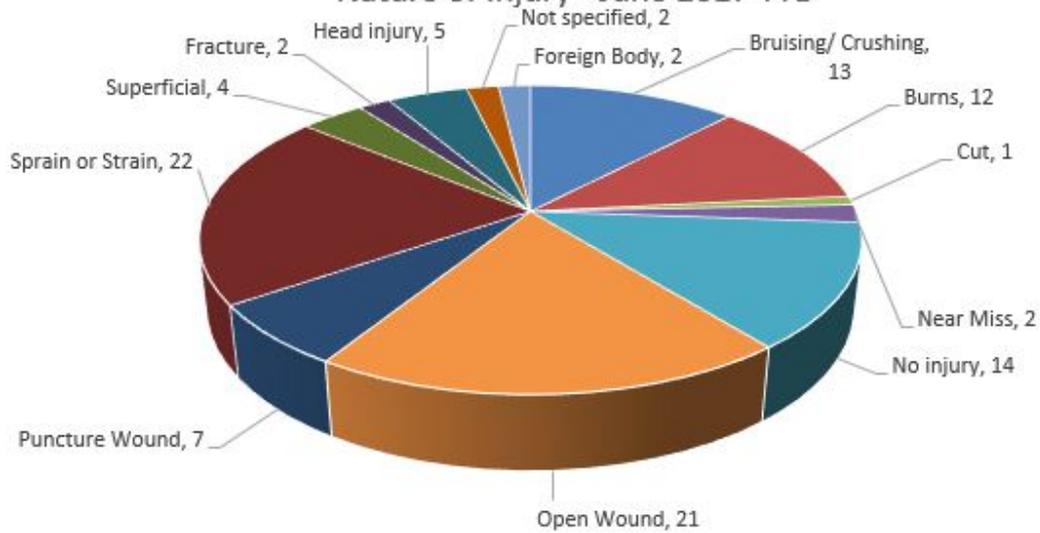
Health and Safety



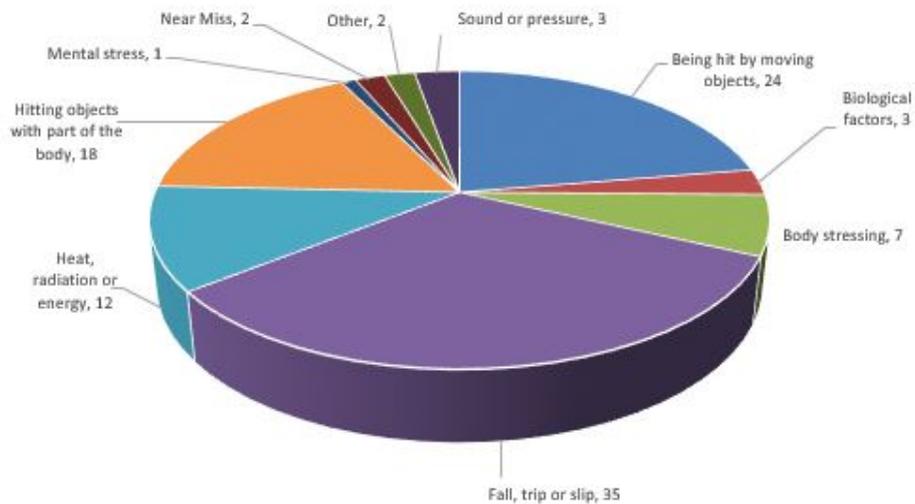
Cumulative Incidents Reported - YTD June 2017



Nature of Injury - June 2017 YTD



Incident Causes - June 2017 YTD



IMPROVING SYSTEMS AND PROCESSES		
Number of audits and inspections (excluding capital works programme)	3	Investigations completed by H&S Manager
Staff participating in Health and Safety Oversight	36	H&S coordinators
Number of provisional improvement notices issued	0	
Number of hazard/risk registers past review date 1 July 2017.	9	H&S Manager has contacted and reminded those responsible.
STUDENT WELFARE		
Number of student workplace locations reviewed	A process is being developed to collect data for this measure.	
STAFF WELFARE		
Lost days due to on-site accidents	June: 0 days	
Lost days due to off-site accidents	June: 0 days	
Lost days due to sickness	June: 262 YTD: 1,897	
Number of new staff (excluding casual) that completed their health and safety induction process.	11 of 14 full time staff who started in June	79 %
Number of staff on a return to work plan	2	Non work injuries
Employee Assistance Programme		
New clients	June: 8	YTD: 41
Sessions	June: 20	YTD: 104
CAPITAL WORKS PROGRAMME		
Audits Completed	One external procedural review of the implementation of investigation recommendations.	
Audit Action Items	Nil outstanding. Crane procedures agreed and adopted.	
OTHER		
<ul style="list-style-type: none"> • Three fire alarm events occurred in June, all involving the NZ Fire Service. One caused by a fire alarm contractor maintenance error, the two others by an intermittent fault in a buildings fire panel. This panel was reaching the end of its useful life and has been replaced. • A bag was left unattended for a lengthy period in a public space on the Madras Street campus. This caused some concern with local staff. The bag was carefully inspected by the H&S Manager and found not to present a danger. As a result, messages have been sent to all staff and students reminding them not to leave packages or bags unattended in public spaces. Advice has been sought from the NZ Police regarding the management of similar future events. We are awaiting that advice. • The H&S Manager included general H&S information to staff in the Facilities Management quarterly newsletter. • Four contractors were inducted during June. 28 YTD. • Three staff attended first aid training. • Two workstation assessments were completed in June. 19 YTD. • A routine quarterly meeting of the Ara H&S Committee, and a six monthly H&S coordinator meeting took place during June. The coordinators were introduced to the new H&S Management system which is under development. 		

HEALTH AND SAFETY ACTIONS UNDERWAY			
Action Description	Owner	Due Date	% Complete
Engagement, Participation, and Representation – Complete staff nomination process and training	H&S Manager	April 2017	100
Develop a H&S work plan for 2017/18	H&S Committee	May 2017	100
Develop an asbestos management plan	H&S Manager	May 2017	100
Develop Fatigue guidelines	H&S Manager	May 2017	100
Consideration of new supporting policies – Drug and Alcohol	TKM H&S Manager P&D Manager	June 2017	50
Formalise a means of recognising H&S excellence	H&S Committee	June 2017	100
Revision of the Procurement Policy	PMO & Finance project	July 2017	80
Review staff and student safety and security	FM Manager H&S Manager	July 2017	75
Develop a new H&S Management system	Manager PMO H&S Manager	July 2017	90
Develop an asbestos management plan	H&S Manager	August 2017	100
Training and Skills Development Plan prepared	HR Manager H&S Manager	August 2017	60
Placements - Develop processes that address placements and placement location	Director CS Director EAR	October 2017	15
Review incident management procedures, arrange training, test process	H&S Manager	February 2018	30
Review rehabilitation guidelines as it relates to experience rating	H&S Manager P&D Manager	March 2018	25

Ara Council 25 July 2017	Agenda Item	3.2
		Information Item
PUBLIC	Presented by	D Mitchell

ARA COUNCIL REPORT SUMMARY	
TITLE OF REPORT	Annual Health and Safety Management Plan
BACKGROUND AND PURPOSE	<p>The Health and Safety Committee is required to develop and implement an annual Health & Safety Management Plan to achieve the objectives set for the Health & Safety Committee, and the Health & Safety Manager.</p> <p>The attached plan was endorsed by Te Kahui Manukura at their May meeting and is attached as a formal means of notifying Council.</p> <p>Please note: the period has been extended to include 2018 as we are now partway through 2017.</p>
RECOMMENDATION(S)	Review for information
LINK TO ARA STRATEGY	Successful students, Value for Employers, Effective staff.
KEY ISSUES IDENTIFIED	N/A
FINANCIAL IMPLICATIONS FOR ARA	N/A
RISK IMPLICATIONS FOR ARA	-



Health and Safety Management Plan

2017 - 2018

Note: The Health and Safety Management Plan should be read in conjunction with the Ara Organisational Resources, Roles and Responsibilities document and the Ara Health and Safety Committee terms of reference.

The Health & Safety Committee and the Health & Safety Manager aim to achieve the following agreed objectives ensuring continuation of and improved best health and safety practice at Ara.

Health & Safety Committee

Objectives

Progress as at 14/7/17.

OBJECTIVE	PROGRESS	TIME FRAMES
<ul style="list-style-type: none"> Complete the annual review of the Worker engagement, participation and representation agreement. 	100% Agreement reviewed and amendments ratified.	April 2017
<ul style="list-style-type: none"> At least 50% of Committee members will attend identified H&S training to enable effective performance of their role. 	100% H&S representative training completed. 13 of 21 committee members attended, including all worker elected representatives.	April 2017
<ul style="list-style-type: none"> Committee to formalise a means of recognising and rewarding excellence in H&S practice at Ara. 	100% Agreed at the June Committee Mtg. Excellence nomination form available on Infoweb.	June 2017
<ul style="list-style-type: none"> H&S sub-committee to organise three Departmental Health & Safety visits per year. The purpose of the visits is for Committee to support and observe effective implementation of Health & Safety practice and processes. 	50% 2 groups to be visited have been chosen and participants agreed.	Ongoing

Health & Safety Manager's objectives

OBJECTIVE	PARTNERS	PROGRESS	TIME FRAMES
<ul style="list-style-type: none"> Develop and implement worker engagement, participation and representation nomination and election process for Health & Safety Representatives. Arrange Health and Safety Representative training. 	Capability.	100% complete. Nominations completed. HRS training arranged and completed.	April 2017
<ul style="list-style-type: none"> Develop and implement the 2017 – 2018 Health & Safety Management plan 	Health & Safety Committee	80% complete. Draft Health & Safety Committee and Health & Safety Manager objectives written.	May 2017
<ul style="list-style-type: none"> Develop an Asbestos Management Plan. 	Facilities Management	100% complete. Plan agreed and loaded into the info-web and external web.	May 2017
<ul style="list-style-type: none"> Develop an Impairment Policy (Drugs & Alcohol) for TKM consideration. 	People & Development	50% Complete. Draft policy written and under consultation	June 2017
<ul style="list-style-type: none"> Revision of the Procurement Policy. 	Finance, PMO.	50% Complete. H&S provisions determined. CAPEX process agreed. Consulting with affected groups.	July 2017
<ul style="list-style-type: none"> Implement computerised Health & Safety management system. Determine system needs and capabilities. 	PMO. External software developer.	75% Complete. Platform decided. System developed and built. At test stage.	July 2017
<ul style="list-style-type: none"> Review staff and student safety and security. Implement agreed actions. 	Facilities Management	50% Complete. Review completed. Investigating current status.	July 2017
<ul style="list-style-type: none"> Develop means of determining and recording required H&S skills and accreditation related to tasks. 	Capability. People and development	30% Complete. Gathering qualification information	August 2017
<ul style="list-style-type: none"> Work Placements – Develop processes that address Health & Safety for students on work placements. 	Director CS Director EAR	0% Complete.	October 2017

<ul style="list-style-type: none"> • Review incident management procedures. • Arrange training • Test incident management process 	Capability Sustainability & Outdoor Education	0% Complete.	February 2018
<ul style="list-style-type: none"> • Review rehabilitation guidelines & lost time and impacts on our ACC experience rating. 	People & Development	0% Complete	March 2018
<ul style="list-style-type: none"> • Review Ara HASNO and our compliance with new legislation 	FM Compliance officer	0% Complete	March 2018

Ara Council 25 July 2017	Agenda Item	4.3a
		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 15 June 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)	1. That the Academic Board report be received.
LINK TO ARA STRATEGY	High Performing Organisation
KEY ISSUES IDENTIFIED	<p>Note:</p> <ul style="list-style-type: none"> • Degree monitors continue to note the high quality of degree programmes. Departments attend to any recommendations. • There continues to be a significant volume of new programmes and programmes reviews on the development programme. • New degrees, graduate and post graduate qualifications in Construction, Quantity Surveying, Musculoskeletal Health and Osteopathy, will go to NZQA in July/August.
FINANCIAL IMPLICATIONS FOR ARA	-
RISK IMPLICATIONS FOR ARA	-

Academic Board Report

Academic Board 15 June 2017

1 Foundation Programmes

Academic Board discussed the changes to the portfolio in the foundation, lower level qualifications due to new programmes for New Zealand qualifications. Academic Board is looking to inform and assure itself that our portfolio provides good pathways from all foundation programmes. This will be a topic at a future meeting.

2 Programme Approval

Programmes approved by Programme Approval Committees and endorsed at Academic Board.

- New Zealand Certificate in Study and Career Preparation (Level 3)
- Graduate Diploma in Information Design and Management (Level 7)
- Graduate Certificate in Information Design
- New Zealand Certificate in Communication Media

Noted: New Zealand Certificate in Agriculture Milk Harvesting (Level 3) was withdrawn as it will not be delivered.

The Bachelor of Construction, Bachelor of Musculoskeletal Health and Post Graduate Diploma in Osteopathy are nearing completion. Academic Board agreed to consider, provide feedback and approve them by email if necessary to ensure they could be at NZQA before the August deadline for delivery for 2018.

3 Academic Policy Update

The Board received an update on Academic Policy review for 2017. The following policy was reviewed and approved:

APP510 Aegrotat Pass Regulations APP507 Credit Recognition.

4 External Degree Monitor Reports

Each degree and post graduate programme at Ara is reviewed by an external person annually. Report and recommendations are received.

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

- Bachelor of Medical Imaging
- Bachelor of Applied Science
- Bachelor of Musical arts
- Bachelor of Performing Arts
- Bachelor of Sustainability and Outdoor Education

The reports were positive and complimentary in the main suggestions and recommendations for improvement were address in action plans.

5 Research and Knowledge Transfer Committee

There is a Performance Based Research Fund (PBRF) round in 2018.

Significant preparation is underway to ensure researchers have portfolios ready for submission. Researcher's portfolios are assessed and graded. Ara receives TEC funding that reflects the number of research active staff and their grades for the next six years.

Stella Sweney was thanked for her support and significant contribution of research through being the independent Chair of the Research committee for the last 18 months.

6 External degree Monitor Reports

Student representative on Academic Board raise two matter for discussion for student representatives.

The use of OneNote for classrooms (learning technology). The tool is being utilised increasingly and with variable success. The students experience was echoed by teaching teams and both staff and students need some induction to use it well. This will be increased in for new adopters.

Students are still experiencing delays in receiving assessment grade and feedback in some programmes. Engineering and Midwifery in particular. Judith Brown will address the issues with her leadership team.

7 TANZ Update

There are now upwards of 20 qualifications going through the process of having a single Programme of Study across the seven institutions – mainly in the Business area, plus some programmes from ICT and teaching qualifications.

Ara Council 25 July 2017	Agenda Item	4.3b and c
		Information Item
PUBLIC	Presented by	J Hunter

ARA COUNCIL REPORT SUMMARY	
TITLE OF REPORT	Council Sub-Committee Reports
BACKGROUND AND PURPOSE	<ul style="list-style-type: none"> Public record of the formal Ara Sub-Committee Council meetings, held for the Council Campus Redevelopment Committee in June and July 2017.
RECOMMENDATION(S)	<p>That Council:</p> <ol style="list-style-type: none"> Receive the minutes of the Council Audit and Risk Committee meeting on 15 June 2017 and note the resolutions contained. Receive the verbal update of the meeting for the Council Audit and Risk Committee on 17 July 2017 Receive the minutes of the meeting for the Council Campus Redevelopment Committee on 20 June 2017 and note the resolutions contained.
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 15 June 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), and Elizabeth Hopkins (EH) (via teleconference)

b Non-Voting Officers

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

1.2 Apology

Kay Giles (KG)

1.3 In Attendance

Murray Harrington and Sonja Healey (PWC).

2 Confirmation of Minutes

*It was **resolved** that the Minutes of the Council Audit and Risk Committee meetings held on 9 May 2017 be approved as a true and accurate record of the proceedings of that meeting, and be signed by the Chair accordingly.*

E Hopkins / J Boys

Carried

3 Action List / Matters Arising

AP 2/9 On agenda

AP3 Completed

AP4 Completed

4 Terms of Reference

Further amendments:

Cl.3 Chair – delete third paragraph.

Cl.6 Functions – a new 6.1 to read “Functions of the Audit and Risk Committee are contained within the Appendix A.”

App. A – Internal Controls – Remove reference to TKM policy cycle.

A note to appear on the table that whichever body appears in the far right column will be the approving body.

*It was **recommended** that the Terms of Reference, with the above amendments, be forwarded to the Ara Council for adoption.*

J Hunter / E Hopkins

Carried

5 General Business

5.1 Policy Register

Amendments –

The four Council policies listed as having Management by the CE Remuneration & Performance Review Committee should also be listed in the Oversight column for that Committee.

Principles and Practices Governing All Contractual Arrangements Policy and Bank Authority and Signatories would be added to Audit and Risk Committee oversight.

A further filtering process to be undertaken and recommendations to the next meeting.

AP3: TMG/DM

6 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:

6.1	Minutes of the meeting held on 9 May 2017	[s9(2) (i)]
6.2	Matters Arising	[s9(2) (i)]
6.3	Treasury Reporting	[s9(2) (i)]
6.4	FMIS Project	[s9(2) (i)]
6.5	Projects Register	[s9(2) (i)]
6.6	Risk Management Update	[s9(2) (i)]
6.7	PWC Internal Audit Work Programme	[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.

7 Next Meeting

7.1 The next meeting will be held on 17 July 2017.

The meeting concluded at 10.35am.

Action	Date	Commentary	By Whom	Status	Due Date
AP2 / 9	29/9/16	Committee Terms of Reference – ii S.6 Functions schedule to be produced	PWC	Completed	
		iii Amended workplan to be presented	PWC	Completed	
		iv Terms of Reference to be changed and approved once iii has been completed	PWC /TMG		
		v Reporting Schedule showing compliance	TMG/ DM	Ongoing for each meeting	
	9/5/17	Further amendments to Terms of Reference	TMG	Completed	
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		July 2017
AP4	12/6/15	Risk Schedule – PWC to produce visual heat map and present to Council	PWC / DM	Completed	
	29/9/16	Key strategic risk schedule to be sent to Committee members	PWC / TMG	Completed	
	29/9/16	Risk Workshop outcomes to be reported to the first 2017 meeting	PWC	Completed	

Ara Council Campus Redevelopment Committee Minutes

20 June 2017

Minutes of a meeting of the Ara Council Campus Redevelopment Committee held on Tuesday 20 June at 1.35pm in Room A227, Madras Street 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) via videoconference, Kay Giles (KG) and Darren Mitchell (Director, Corporate Services) (DM).

b Non-Voting Members

Tracey McGill (Council Secretary) (TM).

c In Attendance

Colin King (Manager, Project Office) (CK), Dave Lang (Project Director/Project Manager) (DL) and Christina Yeates (Minute Secretary).

2.2 Apologies

Nil.

3 Disclosure of Conflicts of Interest

Nil.

4 Confirmation of Minutes

4.1 Minutes of Council Campus Redevelopment Committee meeting of 16 May 2017

*It was **resolved** that the Minutes of the Council Campus Redevelopment Committee meeting held on 16 May 2017 be approved as a correct record of proceedings at that meeting and be signed by the Chair accordingly.*

S Collins/K Giles

Carried

4.2 Business Arising out of the meeting

Nil.

5 General Business

Nil.

6 Public Excluded

[1.40pm]

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 16 May 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 Regional Master Plan Update (Verbal) | |
| | c Health and Safety | |
| | d Variation Request for Southside – Road and Car Park Soft Soil | |
| 6.4 | K Block | [s9(2)(i)(j)] |
| | a Jazmax Update (verbal) | |
| | b Budget update and recommendation to Council | |

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 2.35pm.

READ AND CONFIRMED

Chair:

18 July 2017

2017 Council Work Programme

as at 5 July 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 	
	31 Full Academic Board	
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 (Timaru)* <ul style="list-style-type: none"> • Marketing 	

		<ul style="list-style-type: none"> • Pasifika Strategy Update • Council Competencies Framework • Health and Safety Manager Update • Health and Safety Walkabout and Campus Tour • Stakeholder engagement meetings and dinner (overnight accommodation to be arranged) 	
October	10	Council Audit and Risk Committee Meeting	<i>J Cartwright (1-3 Oct)</i>
	17	Council Campus Redevelopment Committee Meeting	
	31	Chief Executive Remuneration and Performance Review Committee	
	31	Council Meeting (ChCh)* <ul style="list-style-type: none"> • Report on Affixing of Common Seal • Risk Management Framework – Quarterly Report • TEC Investment Manager and TEC Principal Advisor – to attend 	
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 • Workshop 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 - June 2017

2 June

Another Ara Auckland Airport's job and skills trust, Ara, will be [formally launched today](#)

Tourism Ara (the Christchurch one) has a [new tourism and hospitality management degree](#)

6 June

Ara Timaru Ara seems to have [satisfied most of its South Canterbury stakeholders after a recent meeting](#), but still has work to do.

12 June

Nursing Change Ara will [start teaching nursing in Timaru directly from 2018](#) – provision to date has been under Otago Poly's direction, under a previous deal with Aoraki Polytechnic ([Stuff](#)). Existing students will get their qualification through Otago Polytechnic, in a collaborative approach.

13 June

PM's Scholarships Paul Goldsmith announced the [latest PM's Scholarships to Asia](#), going to 202 university and ITP students ([list of recipients](#)). Ara Institute of Canterbury - Japanese Language Study 10 candidates to undertake a 6-week Japanese Language Study to University of Miyazaki, Japan. Students will undertake an intensive immersive language experience.

14 June

Student Wellbeing Paul Goldsmith [launched the International Student Wellbeing Strategy](#) at Ara yesterday ([12-page Strategy](#)). Calling it a Strategy is overly generous – there are some goals on p.7, and a few actions on p.10, balanced out by case studies and white space. Goldsmith said a draft International Education Strategy would be out for consultation this month.

Primary Cuts Ara has [cut five L2-3 primary industry programmes in Timaru and six staff roles](#), and seems unlikely to release the Washdyke Farm there ([Stuff](#)). They are seeing growth in a Diploma in Agribusiness Management.

Get on Your Bike Ara is [joining a bike share scheme in Christchurch](#).

29 June

ShadowTech Stuff covered the [Christchurch ShadowTech day](#), including Ara.

30 June

Bye Kay! Kay Giles [retired from her role as Ara CE](#) on Friday – the organisation has thrived during her time in the role. She mentioned that Ara might expand to Kaikoura, Hanmer and Culverden in the future