



Ara Institute of Canterbury Limited
(the Company)

Minutes of a meeting of the Board of Directors
(Board)

25 May 2021 at 10.50am

Minutes

These are the minutes of a meeting of the board of the Company held on 25 May 2021 in the Wharekai, Te Puna Wanaka, City Campus.

1 Karakia This formed part of the Whakatau welcoming Ara Board members formally into the Wharanui, Te Puna Wanaka.

2 Welcome

Directors present: Thérèse Arseneau (Chair), Murray Bain, Jane Cartwright, Maryann Geddes, Nettles Lamont, Andrea Leslie, Melanie Taite-Pitama (Deputy Chair) and Bryn Thompson.

Thérèse Arseneau acted as chairperson of the meeting.

Other attendees present: Tony Gray (Ara Institute of Canterbury Ltd (Ara) Chief Executive), Darren Mitchell (Ara DCE COO), Te Marino Lenihan (Ara Kaiārahi), Karen Te Puke (DCE, Customer Engagement and Experience), Belinda De Zwart (DCE, People and Culture) and Christina Yeates (Ara Executive Officer) via zoom.

Apologies Nil.

Quorum The Chairperson noted that a quorum of Directors was present at the meeting and declared the meeting open.

3 Conflicts of interest

- a) No conflicts were declared in relation to the open agenda and no updates to the current register were advised.

4 Items not on the Agenda Nil.

5 Confirmation of Meeting Minutes

5.1 Minutes of Committee Meeting – 27 April 2021

It was **resolved** that the minutes of the ordinary meeting of the Ara Board held on 27 April 2021 (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.

T Arseneau/M Geddes

Carried

5.2 Matters Arising Nil.

5.3 Action List

- a) AP35 – Health and Safety – Board SafePlace induction – Management confirmed this is on the Agenda for the June Board meeting.
- b) AP56 – CE Report – Scholarship Review – the Board noted that the previous scholarship review has been circulated via email and that a recent report on scholarships and hardship is tabled today for discussion in the public excluded section of the meeting. It was agreed this would be carried forward to the June meeting.
- c) AP57 – CE Report – Leave Liability – the Board noted this report included in the public excluded meeting papers. Action Completed.
- d) AP58 – Health and Safety – Board Walkabouts – focus and duration – Management confirmed this is on the Agenda for discussion at the June Board meeting.
- e) AP59 – DCE Reports – Māui te Taura – analysis of achievement and intention – this is included as part of the Te Pae Tawhiti Workshop taking place for the Board today. Action Completed.

6 Correspondence

- 6.1 Ministerial Letter** The Board noted the response from Hon Chris Hipkins, Minister of Education in relation to the resignation of Tony Gray, Chief Executive of Ara; in particular, the recognition of his thirty-seven year service to the education sector.
- 6.2** The Board further wished to formally acknowledge Tony Gray’s contribution to Ara and to thank him for all that he has achieved through his heart-led leadership, whilst leaving Ara in a strong position for the journey ahead.

7 Items for Discussion

7.1 Chief Executive (CE) Report

The report was taken as read.

- a) The Board noted the contents of the EFTS performance report.
- b) The Board noted the contents of the Financial performance report.
- c) The CE advised that the **final version of the Targeted Review report will be provided to the Board for the June meeting.** [AP63 CE]

7.2 Chair Report

The Chair provided a verbal update including feedback on the recent joint Subsidiary Chairs/Chief Executive meeting held on 14 May 2021 and advising that Ara will host the next meeting on Friday 11 June 2021.

8 Information Items

8.1 Subcommittee Reports

- a) There were no meetings held in May for the Ara Board Audit and Risk Committee and the Campus Redevelopment Committee.

8.2 Academic Committee

The report was taken as read.

- a) The CE advised that the unifying curriculum is beginning with Nursing being one of the first selected. It will contain specific contextualisation for Māori and Pacific peoples, with Waikato, Whitireia and Ara collaborating on the project.

8.3 Common Seal Report

It was **resolved** that the Ara Board receive and note the contents of the Common Seal report as provided from 28 October 2020 to 25 May 2021.

M Taite-Pitama/N Lamont

Carried

8.4 Ara Board Work Programme

- a) The contents of the work programme were noted. Discussion on the value of visiting Southern Campuses, in particular, Timaru and the positive feedback received by Board members directly on 27 April visit. It was agreed **to plan another Board visit for the second half of the year, with the Acting Chief Executive to meet with key stakeholders.** [AP64 CE/Board Chair/Board Secretary]

8.5 Media Report

The report was taken as read with the Board noting the busy month of media activity.

9 General Business

Nil.

Closure

There being no further business the Chairperson declared the public meeting closed at 11.05am

Dated:

Signed as a correct record

Chairperson *[note: signed via electronic signature]*

Ara Board Minutes - Action List as of 25 May 2021

Number	Date When Action Arose	Agenda Item	Topic	Action	Board Responsibility	Status	Due Meeting date
AP35 and AP58	27 Oct updated 23/2/21 updated 25/5/21	6.1p (v)	CE Report – Health and Safety	Induction to SafePlace and reporting to be added to the Ara Board work programme 23/2/21: in progress with HSWLG prior to Board induction. 25/5/21: SafePlace induction planned for June 2021 meeting along with revisiting focus and duration of the Board walkabouts.	CE/DCE P&C Board Secretary	In progress	29 June 21
AP56	27 April updated 25/5/21	6.1(b)	CE Report – Scholarship Review	Scholarship and Hardship Paper tabled at May Board meeting – discussion carried forward to June.	CE	Carried Forward	29 June 21
AP63	25 May	7.1c	CE Report – Targeted Review	Final version of the Targeted Review report will be provided to the Board for the June meeting.	CE	In progress	29 June 21
AP64	25 May	8.4a	Work Programme	Plan another Board visit for the second half of the year, with the Acting Chief Executive to meet with key stakeholders.	CE/Board Chair/Board Secretary	In progress	27 July 21