



Ara Institute of Canterbury Limited
(the Company)

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

26 October 2021 at 11.00am

Minutes

These are the minutes of a meeting of the board of the Company held on 26 October 2021 in Room T1101, Timaru Campus and via zoom videoconference.

1 Karakia

2 Welcome

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

Thérèse Arseneau acted as chairperson of the meeting.

Other attendees present: Darren Mitchell (Ara Institute of Canterbury Ltd (Ara) Acting Chief Executive), Jasmine Canon (Executive Director, People and Culture) via videoconference, Te Marino Lenihan (Executive Director, Te Tiriti Partnerships), Glynnis Brook (Acting Executive Director, AIR), Colin King (Acting Executive Director, Operations) and Christina Yeates (Ara Executive Officer) via videoconference.

Public attendee: Ken Linscott

Apologies Karen Te Puke (DCE, Customer Engagement and Experience).

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

3 Conflicts of interest

- a) The following amendment was received from Nettles Lamont, Director:
 - Remove Hortus Limited (Director)
 - Add Kidson Trust Holdings Ltd (Director)
- b) No further conflicts were declared in relation to the open agenda.

4 Items not on the Agenda Nil.

5 Confirmation of Meeting Minutes

5.1 Minutes of Committee Meeting – 28 September 2021

It was **resolved** that the minutes of the ordinary meeting of the Ara Board held on 28 September 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.

M Taite-Pitama/ J Cartwright

Carried

5.2 Matters Arising Nil.

5.3 Action List

- a) **AP63 Targeted Review** It was noted that the NZQA Targeted Evaluation Report on Ara is included in this month's Board pack, Agenda Item 10.1c for information. **Action closed.**
- b) **AP85 Professorial Appointments** – As this is a live issue within the network, it was agreed that Dr Michael Shone, Manager – Research, Scholarships and Postgraduate Studies and Glynnis Brook, Acting Executive Director, AIR will provide ongoing updates to the Board. **Ongoing.**
- c) **AP86 Future of Vocational Education Systems** – with the process of engagement around the Operating Model and the Board feedback, this future agenda item has been addressed. **Action closed.**
- d) **AP87 Appreciation to Colleagues** – end of year event to be arranged pending Covid activity. It was noted that the South Canterbury colleague event being held at 12pm on 26 October in Timaru provided an opportunity for the Board to mingle and thank Southern colleagues, combining well with external stakeholder Regional Master Planning sessions. **Action carried forward for Christchurch campuses only.**
- e) **AP88 Timaru visit** – **Action closed** as per Board meeting and stakeholder sessions taking place on 26 October 2021 in Timaru.

6 Items for Discussion

6.1 Chief Executive (CE) Report

The report was taken as read and the following is a summary of the discussion areas:

- a) **Te Pūkenga Operating Model** – The Board noted that the first round of engagement on the proposed Operating Model is taking place with colleagues. This engagement includes an online poll, feedback forms and the Ara CE presenting to colleagues at each campus and encouraging internal feedback. It was noted that there is a high level of anxiety around the proposed operating model concept for allied and support functions if they are to reside in different parts of the network. Colleagues are keen to know what the impact is for them. Further detailed discussion on this subject was held in the public excluded session.
- b) **Open Polytechnic of NZ Collaboration** – The Board were advised that this is going well and referred to the Secondary/Tertiary initiative report contained in the Board pack [Agenda item 6.1a]. There are two tranches of engagement with closer collaboration on dual enrolment and blended learning.

- c) **Covid 19 and Vaccinations** – The Board acknowledged how Covid continues to impact all colleagues and there was discussion on the alignment to the Ministry of Health’s announcements and how Ara is following Ministry guidelines and Health Orders. Cognisant of effects for learners and colleagues at Manawa in particular, it was agreed that this is a complex matter and dependent on Government guidelines for the sector. The Board were advised and noted that another ITP Subsidiary Board has requested members to indicate their vaccination status.
- d) **Financials** – taken as read. Financials are strong and enrolments continue to trend as previously reported.
- e) **Southern Campus Update** – The Board continue to value these reports providing increased visibility across operational activity in the South Canterbury region. The wraparound support provided to Timaru colleagues and learners affected by the recent tragedies in the region were again highlighted with appreciation from the Board.
- f) **Update from Director, Māori Achievement** – the update report was taken as read and the contents noted. No discussion.
- g) **Secondary/Tertiary Initiative: Partnership between OPNZL and Ara** – the Board endorsed these initiatives as outlined in the paper.

6.2 Chair Report

A verbal report was provided by the Chair, summary below:

- a) The Board were pleased to be at the Timaru Campus and having an opportunity to engage with colleagues and external stakeholders.
- b) Recognising the uncertainty Covid provides to all colleagues with the added dimension of the Operating Model engagement, the Board wished to acknowledge and pass on their appreciation to all colleagues for their continued hard work and encouraged everyone to look after one another.
- c) The Board Chair encouraged all colleagues and stakeholders to engage in terms of feedback on the proposed Operating Model.

7 Information Items

7.1 Simplifying NZ Qualifications and Other Credentials

This report was taken as read and provided for brief discussion on micro credentials in the Te Pūkenga network. It was noted that there are many layers to the process and that approvals could take longer until the new system settles in. Dr Angela Beaton, DCE Delivery and Academic, Te Pūkenga is working on a streamlined process with WDC’s and the NZQA. The Board noted the need for it to link through to the Charter and in terms of regional flexibility, noted it is yet to be decided how this will be achieved.

7.2 Subcommittee Reports

- a) **Audit and Risk Committee** No meeting was held.
- b) **Campus Redevelopment Committee** No meeting was held.

7.3 Academic Committee

The report taken as read. No comments received.

7.4 Ara Board Work Programme

The contents of the work programme were noted.

- a) 2022 Board Work Programme – draft to be prepared by the Board Secretary and CE. [AP93 Board Secretary/CE]

7.5 Media Report

The report was taken as read. No comments received.

8 General Business

- a) Graduate Survey – it was agreed to prepare a report for the Board. [AP94 CE]

Closure

There being no further business the Chairperson declared the public meeting closed at 11.40am.

[Note: The Ara Board received a briefing on the RMP stakeholder sessions by the Ara Planning team from 11.40am to 12.00pm and met with Ara Southern colleagues over lunch from 12.00pm to 1.00pm.]

Dated:

Signed as a correct record

Chairperson *[note: signed via electronic signature]*

Ara Board Minutes - Action List as of 26 October 2021

Number	Date When Action Arose	Agenda Item	Topic	Action	Board Responsibility	Status	Due Meeting date
AP85	31 Aug 21 Updated 28/9/21 26/10/21	7.2	DCE Report – AIR – Professorial Appointments	Agreed Management and Board representatives to meet to discuss further. 28/9 proposed start date deferred to early 2022 26/10 live issue in network, Board to be kept informed and updated.	Board/CE	Ongoing	Feb 2022
AP87	31 Aug 21 Updated 26/10/21	7.3	Chair's Report – Appreciation to Colleagues	Provide an opportunity for the Board to mix with all colleagues toward the end of the year e.g. morning tea. 26/10 Southern Campus event held.	CE/Board Secretary	Carried forward for Christchurch campuses only	Dec 21
AP93	26 Oct 21	7.4	Work Programme	Board work schedule to be drafted for 2022	CE/Board Secretary		Dec 21
AP94	26 Oct 21	8.0	General Business	Graduate Survey report to be prepared.	CE	Completed – refer November PE Board papers	Dec 21