



Ara Institute of Canterbury Limited
(the Company)

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

28 September 2021 at 9.30am

Minutes

These are the minutes of a meeting of the board of the Company held on 28 September 2021 in Room G202, Te Kei, City Campus and via zoom videoconference.

1 Karakia The Chief Executive opened the meeting with a Karakia.

2 Welcome

Directors present: Thérèse Arseneau (Chair), Murray Bain, Jane Cartwright, Maryann Geddes (via videoconference), Nettles Lamont, Andrea Leslie (via videoconference) 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), Karen Te Puke (DCE, Customer Engagement and Experience), Colin King (Acting Executive Director, Operations) and Christina Yeates (Ara Executive Officer).

Apologies Melanie Taite-Pitama (Deputy Chair), Te Marino Lenihan (Executive Director, Te Tiriti Partnerships) and Glynnis Brook (Acting Executive Director, AIR).

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 updates to the current register were requested to be notified to the Ara Executive Officer by email, as per usual process.

4 Items not on the Agenda Nil.

5 Confirmation of Meeting Minutes

5.1 Minutes of Committee Meeting – 31 August 2021

It was **resolved** that the minutes of the ordinary meeting of the Ara Board held on 31 August 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.

J Cartwright/ A Leslie

Carried

5.2 Matters Arising Nil.

5.3 Action List

- a) AP63 – **CE Report – Targeted Review** – the Board were advised that Ara had been asked to submit additional material relating to our moderation practice. Further to this review by NZQA, the final report is expected. Carried forward.
- b) AP67 – **Te Ōhaka** – report received and taken as read in public excluded. Action closed.
- c) AP70 – **Ōtautahi House** – the Board visit to Ōtautahi House forms part of the activities of the September meeting. Action completed.
- d) AP85 – **Professorial Appointments** – the CE advised that this is a live issue within the network. Ara is in discussions with Te Pūkenga, and the Ara Research Manager is attending a forthcoming sector workshop. Further information to be provided to the Ara Board pending these discussions, noting deferred proposed start date to early 2022. Carried forward.
- e) AP86 - **Future of Vocational Education Systems** – future agenda item once the operating model has been produced. Carried forward.
- f) AP87 - **Appreciation to Colleagues** – end of year event to be arranged. Carried forward.
- g) AP88 – **Timaru Visit** – it was agreed to continue to plan for a visit to the Timaru Campus for the October Board meeting, to align to the Regional Masterplan consultations with South Canterbury colleagues. Post-meeting this action was completed.

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) **Graduation** – under the current level 2 conditions with Covid, it was agreed not to hold the Ara Graduation ceremony currently scheduled for 22 October, and the Board noted the intention for graduands to participate in the March 2022 ceremonies and to be awarded and issued the qualifications in the interim.
- b) **Regional Roundup** – the Board are appreciative of the greater visibility of activities in the Southern Campus and the wraparound support that is being provided to those affected by the recent tragic incidents in Timaru.
- c) **International Learner Activity** – the Board sought reassurance around international learner discussions within the sector and were advised of centrally led conversations currently led by Leon Fourie [CE - Toi Ohomai] who is connecting with subsidiary International Directors and CE's.
- d) **Māori Achievement Update** – the Board were particularly interested to see the progress of the elements of the various Māui initiatives.
- e) **Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021** – the CE highlighted the high duty of care in the code of practice, noting the significant amount of work for the CEE team and how the Code needs to be embedded across the whole organisation.

7 Information Items

7.1 Subcommittee Reports

- a) **Audit and Risk Committee** The draft meeting minutes of the Ara Audit and Risk Committee meeting held on 6 September 2021 were received.
- b) **Campus Redevelopment Committee** There was no meeting of the Ara Campus Redevelopment Committee in September 2021 and the Board noted that management updates were circulated electronically for approval.

7.2 Ara Board Work Programme

The contents of the work programme were noted.

- a) 26 October Board meeting – it was agreed to continue to plan to visit Timaru and to include the stakeholder engagement planning/ RMP consultations under the current Alert Level, noting this could be subject to change at late notice.

7.3 Media Report

The report was taken as read.

8 General Business

Nil.

Closure

There being no further business the Chairperson declared the public meeting closed at 10.20am.

[Note: The Ara Board conducted a tour of Ōtautahi House between 10.20am and 11.00am.]

Dated:

Signed as a correct record

Chairperson *[note: signed via electronic signature]*

Ara Board Minutes - Action List as of 28 September 2021

Number	Date When Action Arose	Agenda Item	Topic	Action	Board Responsibility	Status	Due Meeting date
AP63	25 May updated 29/6/21 31/8/21 28/9/21	7.1c	CE Report – Targeted Review	Final version of the Targeted Review report will be provided to the Board for the June meeting. 29/6 Updated – AWAITING final report. 31/8 Updated - still pending the moderation process with NZQA. 28/9 Updated – request to submit additional material [moderation practice] – final report now due.	CE	Awaiting final report	26 Oct 21
AP85	31 Aug 21 Updated 28/9/21	7.2	DCE Report – AIR – Professorial Appointments	Agreed Management and Board representatives to meet to discuss further. 28/9 Updated – proposed start date deferred to early 2022.	Board/CE	Carried forward	Feb 2022
AP86	31 Aug 21 Updated 28/9/21	7.2e	Future of Vocational Education Systems	Future Agenda Item - strategic discussion needs to happen at Board level in regard to the principle of vocational education. 28/9 Updated To be discussed once the operating model has been produced.	Full Board/CE	Carried forward	26 Oct 21
AP87	31 Aug 21	7.3	Chairs 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.	CE/Board Secretary		Oct/Nov 21
AP88	31 Aug 21	8.3	Work Programme – Timaru visit	Stakeholder engagement sessions including with colleagues to be planned whilst the Board are visiting Timaru for the 28 September Board meeting. Potential for evening meetings on 28 th .	Board Chair, CE, Board Secretary	Post meeting this item is rescheduled to October due to Covid lockdown levels	26 Oct 21