



Ara Institute of Canterbury Limited
(the Company)

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

31 August at 9.30am

Minutes

These are the minutes of a meeting of the board of the Company held on 31 August 2021 via zoom videoconference.

1 Karakia The Chair opened the meeting with a Karakia, noting all thoughts are with Aucklanders at this time as they continue to fight Covid in the community during Level 4 lockdown.

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: Darren Mitchell (Ara Institute of Canterbury Ltd (Ara) Acting Chief Executive), Te Marino Lenihan (Executive Director, Te Tiriti Partnerships), Jasmine Canon (Executive Director, People and Culture), Karen Te Puke (DCE, Customer Engagement and Experience), Glynnis Brook (Acting Executive Director, AIR), Leeanne Carson-Hughes (Acting Executive Director, People and Culture), Colin King (Acting Executive Director, Operations) and Christina Yeates (Ara Executive Officer).

The Chair warmly welcomed Jasmine Canon and Leanne Carson-Hughes to the meeting, noting a handover is currently underway for the role of Executive Director, People and Culture.

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 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 – 27 July 2021

It was **resolved** that the minutes of the ordinary meeting of the Ara Board held on 27 July 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/ B Thompson

Carried

5.2 Matters Arising Nil.

5.3 Action List

- a) AP63 – **CE Report – Targeted Review** – the Board were advised that this report is still pending the moderation process with NZQA. Carried forward.
- b) AP67 – **Te Ōhaka** – it was noted that the agreement is still being finalised with the CE seeking clarity on roles, expectations, outcomes and deliverables with the Ministry of Awesome (MOA) to ensure roles and responsibilities within the Te Ōhaka structure are clear as well as having defined benefits and deliverables from MoA. Carried forward to September.
- c) AP 69 – **Kaiārahi report – Implementation plan for FMA** – it was noted that the update is provided in today's meeting papers.
- d) AP70 – **Ōtautahi House** – due to the Covid lockdown, the tour will be rescheduled and the Chair advised an “out of cycle” visit could be arranged if necessary [outside of Board meetings].

6 Correspondence

- a) The correspondence from the NZQA to the Chief Executive, in relation to the Interim Domestic Code of Practice 2019 was received and contents noted.
- b) The correspondence from the Ara Board Chair to the Ōtautahi Education Development Trust (OEDT) in relation to the nomination of Ara Board Director, Nettles Lamont as an additional Trustee was noted.

7 Items for Discussion

7.1 Chief Executive (CE) Report

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

- a) **Stakeholder Engagement**– the CE has hosted a number of open mic forums with colleagues in South Canterbury which have proved beneficial. The Ara Board Chair and CE have met with the Chamber of Commerce for South Canterbury and the Timaru District Council and noted the strong interest in the future direction for the Timaru Campus and their keenness to be engaged in co-design discussions. The Board were advised that this engagement strategy is currently being mapped out with the focus on the Timaru campus being an Education “Hub” rather than it being an Ara centric delivery location.
- b) **FMA Implementation Plan** – the initial main focus is on building capability to enable retention of Māori learners in study, looking at participation rates of existing learners, and job descriptions and roles to support capability within the Ara teams. Resourcing is heading in the right direction and capability of Kaupapa Māori staff through “experts on call” [Māori educationalists looking at Māori capability] forms part of the process. It was

noted that the Te Pae Tawhiti reporting is illustrating how key themes are aligning well with pathways and Ara is on the right track. It was further noted that learners who have been through the Māui te Taurira programme are more resilient at this current time (Covid context). Clarification was provided on the “Ask Your Team” survey tool.

- c) **Collaborative Opportunities** - positive feedback from the meeting with Open Polytechnic has been received and follow up meetings arranged. Ara is focusing on a blended delivery model with a mix of online and campus engagement and could be a pilot for Te Pūkenga.
- d) **Financials** – tracking very well and on course to outperform budget. There are no concerns for the 2021 Budget. In terms of the 2022 Budget, it was noted that Ara is currently experiencing significant demand and growth in the domestic space with funding still not confirmed. It is recognised that it is not sustainable to support the level of provision with the same cost structure with impacts on frontline resourcing that needs to be acknowledged. These issues will be discussed further with the Audit and Risk Committee at their meeting scheduled for 6 September.

7.2 DCE Reports

The reports were taken as read.

- a) **General comments:** The Board continue to appreciate these reports to provide a “flavour” of the organisation with a good level of detail. A reminder the Board are keen to see how the “doing” links to the outcomes.
- b) **CEE** - a brief verbal overview of the report was provided, highlighting the following to the Board:
 - the wraparound support and resourcing in place for learners
 - investment in learner pastoral support and academic support
 - Ara has moved to a model of Māori/Pacific support aligned with each department and increased engagement
 - focus on retention early in the year and look at enrolment processes
 - through MoH funding with Te Pūkenga, Ara is employing online 24/7 provider with strong engagement with Māori and also looking at employing a social worker. Additionally, using external organisations more to access a range of practitioners.
- c) **P&C** – discussion on equitable outcomes for Māori, specifically if Ara has considered a blind recruitment policy [no gender, date of birth, ethnicity etc]. It was agreed to consider this alongside our existing processes which include unconscious bias training, the diversity and inclusion working group, and recruitment process review with a specialist Māori colleague.
- d) **AIR** – specific discussion included the following:
 - **Professorial appointments** – the Board would like to understand the principles underlying these appointments more along with understanding how they fit with Te Pūkenga post December 2022. It was noted that the principles to date are not solely around academic success but also that of connecting with industry, so has a broader purpose. Keen to ensure that the focus of the roles is aligned to the strategic priorities and to ensure it is supporting compliance of the degree programmes in terms of research engagement as set by NZQA. **Agreed Management and Board representatives to meet to discuss further.** [AP85 CE/Board]
 - **Collegial engagement [frontline staff]** – survey results were discussed and the Board were advised further work is being undertaken to gain some insights into these results and to build a picture of the areas that need to be addressed.
- e) **Future of Vocational Education Systems** – In the context of Ara having a broad and diverse portfolio, somewhat less traditional than a typical ITP, it was agreed that a strategic discussion needs to happen at Board level in regard to the principle of vocational education. **To be included as a future Agenda item.** [AP86 Board Chair]

7.3 Chair Report

- a) **The Chair expressed the Board's gratitude to all colleagues** for their excellent and agile response to the Covid lockdown. In addition to the messaging via the CE updates, the Board **are keen to show their appreciation to all colleagues with an end of year morning tea or similar.** [AP87 CE/Chair/Board Secretary]

8 Information Items

8.1 Subcommittee Reports

It was noted that there had been no Subcommittee meetings held during August for the Audit and Risk Committee and the Campus Redevelopment Committee.

8.2 Academic Committee

The report was taken as read and contents noted.

8.3 Ara Board Work Programme

The contents of the work programme were noted.

- a) 28 September Board meeting to be held in Timaru – **stakeholder engagement planning needs to be discussed.** [AP88 CE/Chair/Board Secretary]

8.4 Media Report

The report was taken as read.

9 General Business

Nil.

Closure

There being no further business the Chairperson declared the public meeting closed at 10.40am.

Dated:

Signed as a correct record

Chairperson *[note: signed via electronic signature]*

Ara Board Minutes - Action List as of 31 August 2021

Number	Date When Action Arose	Agenda Item	Topic	Action	Board Responsibility	Status	Due Meeting date
AP63	25 May updated 29/6/21 updated 31/8/21	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.	CE	Awaiting final report	28 Sept 21
AP67	29 June updated 31/8/21	7.1c	CE Report - Te Ōhaka	Going forward the Board requested that the report should specifically provide an analysis of outcomes for Ara's investment. 31/8 Carried forward to September.	CE		28 Sept 21
AP70	29 June updated 31/8/21	7.2	Ōtautahi House	Ōtautahi House visit to be rescheduled.	Board Secretary	Post meeting this has been rescheduled to 28 Sept meeting	28 Sept 21
AP85	31 Aug 21	7.2	DCE Report – AIR – Professorial Appointments	Agreed Management and Board representatives to meet to discuss further.	Board/CE		26 Oct 21
AP86	31 Aug 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.	Full Board/CE		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