

Ara Institute of Canterbury

Council Minutes

25 February 2020

Minutes from the Ara Institute of Canterbury Council meeting held on Tuesday 25 February 2020 at 11.05am in Room G202, Te Kei, City Campus and via videoconference to Room TA210, Timaru Campus.

1 Statutory Requirements

1.1 Karakia/Mihi

The meeting commenced with a mihi led by Melanie Taite-Pitama.

1.2 Attendance

a Present

i Voting Members

Thérèse Arseneau (Chair), Janie Annear (Deputy Chair), Jeremy Boys, Jane Cartwright, Elizabeth Hopkins, John Hunter and Melanie Taite-Pitama.

ii Non-Voting Officers

Tony Gray (Chief Executive) and Christina Yeates (Minute Secretary).

iii Management

Darren Mitchell (DCE - Chief Operating Officer).

iv In Attendance

Samesh Mohanlall (Health and Business Reporter, Timaru Herald).

b Apologies

i Voting Members

Nil.

ii Non-Voting Officers

Te Marino Lenihan (Kaiārahi) and Michael Rondel (Advisor to Council).

iii Management

Nil.

1.3 Disclosure of Conflicts of Interest

[Pages 20/Ara Council/02/x-x]

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

Nil.

b Declarations of interest for items on today's agenda

Nil.

1.4 Confirmation of Minutes

a Minutes of Committee Meeting – 28 January 2020

One amendment was identified under item 2.1a(iv) RoVE discussion on CoVEs. The expressions of interest for the Primary Industries were due to expire on **6 March 2020** and not 25 March 2020 as originally recorded.

*Further to the above amendment, it was **resolved** that the minutes of the ordinary meeting of the Ara Council held on 28 January 2020 (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 Hunter/J Cartwright

Carried

b Matters Arising

- The criteria for the CoVE in Construction was discussed. It was agreed that Ara would participate collaboratively in its' development. The CE confirmed discussions with MIT, Unitec and BICTO have taken place, and that Ara has expressed an interest to play an active leadership role in the opportunity within the South Island.

c Action List of Committee Meeting – 28 January 2020

The action list of 28 January 2020 was received and noted. Specific updates are recorded below:

- AP1936 Ara to register as R&D provider with IRD is underway and in progress to be completed. This action can be removed.

2 For Discussion

2.1 Chief Executive Report

[Pages 20/Ara Council/02/x-xx]

The report was taken as read. Discussion included:

- NZIST Update:** Council were provided an update on the recent NZIST Regional Kōrero Roadshow which involved two sessions – for colleagues and stakeholders, and was presented by Murray Strong, Establishment Unit CE. The CE advised that the brief for the stakeholder session had been to invite key stakeholders only rather than community wide involvement. The update to colleagues focused on

transition activity to 1 April 2020 and the stakeholder session concentrated on the proposed brand name and NZIST story. Around 200 colleagues were in attendance (plus a significant number via Zoom) and 35 stakeholders.

b Health and Safety - COVID-19 :

- i. The CE reiterated that the COVID-19 Management Group (CMG) continued to meet regularly and are across all areas of the potential pandemic planning. He also advised of his involvement as the sector representative on the national team (Peak Bodies COVID-19 Emergency Management Committee and the COVID-19 Recovery Group) looking at a range of key issues and decisions for the TEO sector.
- ii. It was agreed that John Hunter will send to the CE 'the criteria for defining the virus and procedures before entering premises' compiled by district health professionals.
- iii. The CE confirmed that Ara is working with the latest Ministry of Education and Ministry of Health guidelines and has also implemented a number of additional health and safety measures including additional handwipes and sanitizers on campus and posters on handwashing etc.

c 2020 Recruitment and Enrolments:

- i. The CE advised that overall enrolment numbers are up, noting that numbers in Hospitality and Service and Enterprise and Digital Innovation has been soft in places (e.g. Cookery). It was further noted that there are good numbers in Nursing, Social Sciences and Trades. Overall numbers are moving in the right direction and look likely to exceed ytd 2019.
- ii. The Deputy Chair provided very positive feedback on DHB relationships in South Canterbury for training nurses and that the introduction of the programme has changed people's lives. This includes Midwifery and is a prime example of good programme delivery by Ara for South Canterbury.
- iii. The CE explained that Ara has also adapted the clinical placements for South Canterbury, as the placements are all currently tied to a Christchurch Hospital model at present.

d Deputy Chief Executive (DCE) Reports

The reports were taken as read and contents noted.

- i. The Chair advised that Council felt confident that Ara is tracking well across the transformation programme.
- ii. It was confirmed that class registers are to be included in the pandemic plan.

- iii. Council queried the split of the Head of Department positions in Nursing, Midwifery and Allied Health and the overall number of appointees. The CE advised that growth in this area and application of new tutor roles allows us to maintain the metrics expected and has been factored into the budget for 2020.
- iv. The number of product developments reported (20 programmes) were also queried in the current sector environment. The CE confirmed that Ara is developing where there is a requirement for a different delivery model but also with the knowledge of rotation of programmes is normal in any academic year and required to keep provision relevant.
- v. Council acknowledged that the website 'go live' for April is an important piece of work.
- vi. The CE confirmed that the investment of the approved increase in staffing by Council for People and Culture has been completed and is now into the onboarding phase (e.g. Business Partners and their collaborative cross-institutional work).
- vii. Management confirmed there will be an update on the Transformation Programme provided to Council at the 31 March meeting. There will also be an FMA update.
- viii. Council acknowledged the efforts of colleagues with the extra business around COVID-19; and that colleagues should be commended for the excellent work that is currently going on around business as usual activity.
- ix. Council requested an Executive summary of the key points of the recent Wellbeing Survey. The CE will check previous detail provided to Council and recirculate if necessary, noting this is an action in the public excluded meeting minutes.

It was resolved that the Chief Executive's report and its contents be received and noted.

T Arseneau

Carried

3 For Information

3.1 Chair Report

The Council Chair noted the following:

- i. RoVE/NZIST activity is progressing and feedback has been positive around the hui led by Murray Strong. (Regional Korero Roadshow).

- ii. The recent Graduation in Timaru was a great success and looking ahead to the March Graduation in Christchurch, encouraged Council's participation.
- iii. The Chair acknowledged that COVID-19 is the latest in a set of disruptive activity that colleagues are facing which is taking its toll on time and focus, and commended Management and their teams.

3.2 Trustees Update

Council noted that there had been no meetings held since the last updates provided.

In regard to OEDT, Council were advised that the Trust Deed activity is progressing to be completed by 31 March 2020. The planned walkthrough is likely to take place and organised as part of the Health, Safety and Wellbeing Leadership Group (HSLWG).

3.3 Sub-Committee Reports

[Pages 20/Ara Council/02/17-18]

a) Academic Board

The Academic Board report for the meeting held on 7 November 2019 was received and noted. The CE provided the following update:

- Monitors will be replaced on a more regular basis;
- The next version of the research document will be provided soon.

b) Council Audit and Risk

No meeting held in January 2020.

c) Council Campus Redevelopment Committee

No meeting held in January 2020.

3.4 2020 Council Work Programme

[Pages 20/Ara Council/02/19]

The programme was taken as read, noting the dates run through to 31 March 2020 only, pending announcements from NZIST on the subsidiary board.

3.5 Media Report

[Pages 20/Ara Council/02/20-24]

The media report for January was taken as read. Council noted the article in relation to the provision of English language lessons to those affected by the 2019 Christchurch Mosque attacks and Ara's involvement.

8 General Business

Nil.

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

READ AND CONFIRMED

Chair:

31 March 2020

Ara Council Minutes - Action List as of 25 February 2020

# (yr/#)	Date when Action Arose	Agenda Item	Topic	Action	Council Responsibility	Status	Due Meeting date
1947	28/01/20	2.1a	RoVE	Communications to be forwarded to Council on receipt from EB/NZIST	CE/Chair		Ongoing
1949	28/01/20	2.1c	Health and Safety	(v) Student Accommodation – External Review paper / code of practise in progress	CE/DCE CEE	In progress	
1950	28/01/20	3.2	Trustees Update	Ara Foundation – reporting to be implemented to ensure communication flow now that no Council members are attending meetings.	CE	Completed – meeting minutes to be provided to the Ara Council.	