

# CONFIRMED MINUTES

## OPEN NELSON MARLBOROUGH INSTITUTE OF TECHNOLOGY COUNCIL MEETING



At the **Open Nelson Marlborough Institute of Technology Council Meeting** on **20 May 2026** these minutes were **confirmed as presented**.

<b>Name:</b>	Nelson Marlborough Institute of Technology
<b>Date:</b>	Wednesday, 15 April 2026
<b>Time:</b>	9:30 am to 11:10 am (NZST)
<b>Location:</b>	NMIT Online Meeting, Teams
<b>Board Members:</b>	Tony Gray (Chair), Lynette Rayner, Rachael Hāte, Sarah-Jane Weir
<b>Attendees:</b>	Caroline Seelig, Sophie Power
<b>Apologies:</b>	Lester Binns, Eric Sinclair
<b>Notes:</b>	<a href="#">Investment, Risk and Sector Engagement</a>

### 1. Opening

#### 1.1 Karakia

The Chair opened the meeting with a karakia.

#### 1.2 Welcome and Apologies

The Chair noted Lester Binn's apology and that Rachael Hāte will be joining the meeting after 10:00am.

Rachael Hāte joined the meeting at 10:10am.

### 2. Council Only Time

#### 2.1 Council Only Time

As not all Council members were present at this time (9:35am), the meeting proceeded to open business.

### 3. Interests Register

#### 3.1 Interests Register

Sarah-Jane Weir and Lynette Rayner advised that amendments were required to their Interest Register entries.

## 4. Minutes and Actions from Previous Meetings

### 4.1 Confirm Minutes

**Open Nelson Marlborough Institute of Technology Council meeting 18 Mar 2026**, the minutes were confirmed as presented.



#### Minutes 18 March 2026

The Council approved the meeting minutes of 18 March 2026 as a true and correct record of that meeting.

**Decision Date:** 15 Apr 2026

**Outcome:** Approved

### 4.2 Action List

Due Date	Action Title	Owner(s)
1 Apr 2026	Chief Executive recruitment <b>Status:</b> Completed on 8 Apr 2026	Rachael Hāte, Sarah-Jane Weir, Tony Gray
15 Apr 2026	Stakeholder engagement <b>Status:</b> In Progress	Caroline Seelig, Tony Gray
15 Apr 2026	Review TEC reporting and risk assessment processes <b>Status:</b> Completed on 15 Apr 2026	Lynette Rayner
15 Apr 2026	Identified Critical Risks <b>Status:</b> Completed on 8 Apr 2026	Caroline Seelig
15 Apr 2026	Council induction and information sessions <b>Status:</b> In Progress	Caroline Seelig, Tony Gray



#### Induction for Rachael Hāte

The Chair noted that an induction process is required for Rachael Hāte.

**Due Date:** 20 May 2026

**Owner:** Caroline Seelig



#### Tikanga Māori Workshop

The Chair noted that Nicole Akuhata (*Pouārahi - Director Māori and Learner Success*) will facilitate a Tikanga Māori workshop for Council members.

**Due Date:** 20 May 2026

**Owner:** Nicole Akuhata



#### TEC Funding Workshop

The Council requested a TEC Funding workshop with the Acting Chief Executive.

**Due Date:** 20 May 2026

**Owner:** Caroline Seelig

## 5. Correspondence

## 6. Health, Safety and Wellbeing

### 6.1 Health, Safety and Wellbeing Report Feb 2026

The Council received the Health and Safety report.

## 7. Decisions

### 7.1 Policies for Approval



#### NMIT Taxation Policy

The Council approved the NMIT Taxation Policy, noting that the written style should be amended to align more closely with the other policies. Related policies to be incorporated by linking, e.g. Koha policies. This is tabled as an action.

**Decision Date:** 15 Apr 2026

**Outcome:** Approved



#### NMIT Business Continuity Management Policy

The Council approved the NMIT Business Continuity Management Policy.

**Decision Date:** 15 Apr 2026

**Outcome:** Approved



#### NMIT Procurement Policy

The Council approved the NMIT Procurement Policy.

**Decision Date:** 15 Apr 2026

**Outcome:** Approved



#### NMIT QMS Quality Management System Policy

The Council approved the NMIT QMS Quality Management System Policy.

**Decision Date:** 15 Apr 2026

**Outcome:** Approved



#### NMIT Academic Statute

The Council approved the NMIT Academic Statute. It was noted that the NMIT Academic Statute was updated to align with NMIT as a standalone ITP. The Chair advised that Council members would be welcome to attend Academic Committee meetings as observers.

**Decision Date:** 15 Apr 2026

**Outcome:** Approved



#### NMIT Delegations Register Policy

The Council approved the NMIT Delegations Register Policy. Their approval is subject to the completion of the following actions:

1. Addition to delegations, including a specific note regarding expenditure delegation limit, which must be within approved budget.
2. The addition of the amendments outlined in the NMIT Delegations Register Update paper (7.2).

**Decision Date:** 15 Apr 2026

**Outcome:** Approved



### **NMIT Council Appointment Statute**

The Chair will provide an updated version of the NMIT Council Appointment Statute, to be presented at the next Council meeting.

**Decision Date:** 15 Apr 2026  
**Outcome:** Not Approved



### **NMIT Council Appointment Statute**

The Chair will provide an updated version of the NMIT Council Appointment Statute, to be presented at the next Council meeting.

**Due Date:** 20 May 2026  
**Owner:** Tony Gray



### **NMIT Delegations Register Policy**

The NMIT Delegations Register Policy is approved subject to the completion of the following actions:

1. Addition to delegations, including a specific note regarding expenditure delegation limit, which must be within approved budget.
2. The addition of the amendments outlined in the Delegations Register Update paper (7.2).

**Due Date:** 20 May 2026  
**Owner:** Eric Sinclair



### **NMIT Taxation Policy**

The Council approved the NMIT Taxation Policy, noting that while the detail is correct, the written style should be amended to align more closely with the other policies. Related policies to be incorporated by linking, e.g. Koha policies.

**Due Date:** 20 May 2026  
**Owner:** Eric Sinclair

## **7.2 Delegations Register Update**

Workride is a scheme that enables employees to lease e-bikes through their employer, with lease payments made via salary sacrifice. Following recent staff interest in accessing this benefit, management has investigated whether NMIT can participate in the scheme.



### **Delegations Register Update**

The Council approved the incorporation of the update into the delegation policy.

**Decision Date:** 15 Apr 2026  
**Outcome:** Approved

## **8. Discussion**

### **8.1 Chair's Report (Verbal)**

The Chair provided a verbal update, noting:

- The CE and Chairs meeting is scheduled for 23–24 April in Wellington (TEC), with Tony to report back to Council.



### **Coordinate a meeting with Craig Churchill**

Sophie to coordinate the Chair and Acting Chief Executive meeting with Craig Churchill.

**Due Date:** 20 May 2026  
**Owner:** Sophie Power

## **8.2 Chief Executive Report**

The Acting Chief Executive provided a sector update, including matters relating to the TEC Investment Plan funding update, the staff Engagement Day survey, and EFTS (recruitment, and the mix of provision).

In response to the international fuel crisis, an NMIT Crisis Management Group has been established. The requirement to replace the diesel boiler heating system at NMIT was also highlighted.

**People, Culture and Wellbeing:** The Engagement Day survey was discussed. Council would like to see the more detailed survey responses. Director People and Wellbeing and the Acting Chief Executive are to provide an update to Council on the developmental workshops.

The Council received the Chief Executive's report.



### **Engagement Day survey results**

The Acting Chief Executive will send more detailed Engagement Day survey results to the Council.

**Due Date:** 20 May 2026  
**Owner:** Caroline Seelig

## **8.3 NMIT 2027 Investment Plan**

The Council highlighted the importance for regional connectivity and the economic drivers for the region.

It was noted that the Investment Plan is due in July.

The Council received the draft NMIT 2027 Investment Plan.

## **8.4 March 2026 Financial Results**

Tony Gray and Lynette Rayner received the March 2026 Financial Results.

Rachael Hāte and Sarah-Jane Weir are both yet to review the paper, noting it's late submission. Financial results were included in the papers at a very late stage because of the NZIST close-off date.



### **Review financial results paper**

Late submission noted due to NZIST close-off date.

**Due Date:** 20 May 2026  
**Owners:** Rachael Hāte, Sarah-Jane Weir

## **9. Academic Committee**

### **9.1 Academic Committee Minutes**

The Council received the minutes from the Academic Committee meeting held on 19 March 2026.

The Chair emphasised the importance of Council members attending Academic Committee meetings.

## 10. Other Business

## 11. Resolution to Exclude the Public

### 11.1 Resolution to Exclude the Public

The Chair closed the open meeting with a karakia.

To consider and if thought fit, to pass the following resolution:  
 THAT members of the public and the press be excluded from the following part of the proceedings of this meeting namely:

- Chief Executive Recruitment

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Government Official Information and Meetings Act 1987 (LGOIMA) for the passing of this resolution are as follows:

<i>General subject of each matter to be considered:</i>	<i>Reason for passing this resolution in relation to each matter:</i>	<i>Ground(s) under section 48(1) for the passing of this resolution:</i>
Recruitment and HR matters	OIA Sec 9 (2)(a) withholding the information protects the privacy of natural persons	48(1)(a)(i) The public conduct of these matters could result in the disclosure of information for which good reason for holding it exists

## 12. Close Meeting

### 12.1 Close the meeting

**Next meeting:** Open Nelson Marlborough Institute of Technology Council Meeting - 20 May 2026, 9:30 am

### New Actions raised in this meeting

<b>Item</b>	<b>Action Title</b>	<b>Owner(s)</b>
4.2	Induction for Rachael Hāte <b>Due Date:</b> 20 May 2026	Caroline Seelig
4.2	Tikanga Māori Workshop <b>Due Date:</b> 20 May 2026	Nicole Akuhata
4.2	TEC Funding Workshop <b>Due Date:</b> 20 May 2026	Caroline Seelig
7.1	NMIT Council Appointment Statute <b>Due Date:</b> 20 May 2026	Tony Gray
7.1	NMIT Delegations Register Policy <b>Due Date:</b> 20 May 2026	Eric Sinclair
7.1	NMIT Taxation Policy <b>Due Date:</b> 20 May 2026	Eric Sinclair

<b>Item</b>	<b>Action Title</b>	<b>Owner(s)</b>
8.1	Coordinate a meeting with Craig Churchill <b>Due Date:</b> 20 May 2026	Sophie Power
8.2	Engagement Day survey results <b>Due Date:</b> 20 May 2026	Caroline Seelig
8.4	Review financial results paper <b>Due Date:</b> 20 May 2026	Rachael Hāte, Sarah-Jane Weir

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_