

CONFIRMED MINUTES

NELSON MARLBOROUGH INSTITUTE OF TECHNOLOGY COUNCIL MEETING



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

Name:	Nelson Marlborough Institute of Technology
Date:	Wednesday, 18 February 2026
Time:	9:30 am to 12:30 pm (NZDT)
Location:	NMIT, 322 Hardy Street Nelson 7010
Board Members:	Tony Gray (Chair), Lester Binns, Lynette Rayner, Sarah-Jane Weir
Attendees:	Acting Chief Executive Caroline Seelig, Jude Spencer
Notes:	Performance Expectations and Planning

1. Opening

1.1 Karakia

1.2 Welcome and Apologies

There were no apologies for the meeting.

2. Council Only Time

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The Council held a Council-only discussion without staff present.

10:15am Caroline Seelig, Eric Sinclair and Jude Spencer joined the meeting.

3. Interests Register

3.1 Interests Register



Update Interests Register

SLT members to add their interests to the NMIT Council Interests Register.

Due Date: 6 Mar 2026

Owners: Director Academic and Teaching Susannah Roddick, Director Demand Management Kate Neame, Director Digital Finance & Ris Eric Sinclair, Jimmy Sinclair, Nicole Akuhata



Circulate Teaching Council Investigation report

Circulate Teaching Council investigation final report.

Due Date: 18 Feb 2026
Owner: Jude Spencer

4. Minutes and Actions from Previous Meetings

4.1 Confirm Minutes

No previous minutes available for confirmation.



Extraordinary Meeting Minutes 21 January

Prepare minutes of extraordinary meeting 21 January for Council approval at next meeting.

Due Date: 6 Mar 2026
Owner: Jude Spencer

4.2 Action List

5. Health, Safety and Wellbeing

5.1 Health, Safety and Wellbeing Report Jan 2026

The Council received the Health, Safety and Wellbeing Report and noted its contents.

The Acting Chief Executive advised more work was required to develop the next phase of standard operating procedures (SOPs) as the existing ones were inconsistent and required a more detailed review and final versions completed.

While health and safety resourcing had reduced over recent years, she advised the 1.0 FTE and a .5 administrator were adequate for NMIT.

The Chair asked for reporting on critical risks and the mitigations in place as a result.

Leave liability and wellbeing measures are included in the People and Culture report.



Health and Safety reporting software

Send info on Marlborough Boys College H&S software/app to Chief Executive.

Due Date: 18 Mar 2026
Owner: Lynette Rayner

6. Decisions

6.1 Policies

The Chair thanked Lester Binns and Sarah-Jane Weir for their work on the NMIT policies.

It was advised the policies presented for approval were generally good and just required the underlying references to be checked and corrected as required.

The Acting Chief Executive reported some policies have been moved to a one- or two-year review cycle to allow time for more thorough reviews at renewal. She was confident the QMS was functional but may need some work on its presentation.

It was noted that the development of the NMIT Te Tiriti o Waitangi policy included engagement with Te Tauihu Iwi Chairs.



NMIT Policies

THAT NMIT Council approves the policies as presented in Agenda Item 6.1, subject to references being corrected as identified.

Decision Date: 18 Feb 2026

Outcome: Approved

6.2 Nelson Polytechnic Educational Society

The NMIT Council received the NPES report and noted the recommendation seeking Council approval to transition the society to a charitable trust.

NPES is required to re-register as a society before 5 April 2026, however, work is well underway to transition the society to a charitable trust which is an entity structure that better aligns with its purpose and activities.



NPES

THAT Council approves the transition of NPES from a society to a charitable trust and authorises management to complete the transition process.

Decision Date: 18 Feb 2026

Outcome: Approved

6.3 Draft Council Annual Plan 2026



NMIT Council Annual Plan 2026

THAT NMIT Council approves the Annual Plan 2026 as circulated in the Board Pack.

Decision Date: 18 Feb 2026

Outcome: Approved

7. Discussion

7.1 Finance, EFTS and Risk

The NMIT Council received the financial reports circulated in the agenda pack and noted their contents.

The Director Digital, Finance and Risk spoke to the reports and noted the surplus of \$822k against a budgeted deficit of -\$2m.

Recapitalisation

He advised the Balance Sheet showed recapitalisation figures; the NPES balance of \$1.3m was included in error.

The Council discussed options available to remedy the error, which affected liquidity, including reducing ring-fenced funds or reducing working capital.

It was agreed the Chair will pursue the matter with Te Pūkenga/TEC and the Director Digital Finance and Risk to prepare a communication for follow-up by the Chair.

Financial Forecast

The Director Digital, Finance and Risk advised a more detailed 2026 financial forecast will be available after the first quarter. In the meantime, TEC requires a financial forecast to 2030 to be signed by the CFO and CE/Chair and submitted by 2 March. Council confirmed it would be acceptable to use RIV figures for the forecast.

January Results

It was advised that errors and timing issues in the January results will be resolved when the February results are reported to Council.

Finance System

The Director Digital, Finance and Risk advised he is working with UCOL to produce a business case for a new stand-alone finance system. It is hoped to be completed by end of April ahead of the required changeover for the period September to November.

Audit

NMIT will be included in the Te Pūkenga audit for 2025 and is not one of the five divisions earmarked for a closer audit. A \$100k accrual has been made for NMIT's first stand-alone audit which will be carried out on an opening balance sheet basis.

Insurance

The Director Digital, Finance and Risk confirmed he was satisfied with the current NMIT insurance cover due for renewal in November. Management will look to secure a collective policy at that time, and in the meantime provide an insurance information pack for Council.

EFTS

The Council discussed EFTS and the risks and mitigations involved with non-funded EFTS. It was noted other factors drive additional enrolments and EFTS such as regional and industry requirements.

8. Information

8.1 Chair's Report (Verbal)

The Chair advised the current Council focus areas are its upcoming strategy session, iwi relationships and progressing the CE appointment.

He acknowledged the recent meeting the Council attended of the Te Tauihu Iwi Chairs Forum and noted his gratitude for the opportunity to engage with Iwi leaders. The significant challenge of timing for the permanent Chief Executive role was a major discussion point for the next Iwi Chairs meeting, timing TBC but no later than week beginning 2 March.

8.2 Chief Executive Report

The NMIT Council received the Chief Executive's report and noted its contents.

9. Committee Updates

9.1 Academic Committee Minutes

Council members will attend an Academic Committee meeting as non-voting observers to learn more about the process and business of the Committee.



Academic Committee Meeting Minutes

THAT the NMIT Council receives the Academic Committee meeting minutes of 29 January 2026.

Decision Date: 18 Feb 2026
Outcome: Approved

9.2 Audit and Risk Committee Update

Nothing to report.

10. Management Reports

10.1 Academic and Teaching

The NMIT Council received the Academic and Teaching report and noted its contents.

10.2 People, Culture, Safety and Wellbeing

The NMIT Council received the People, Culture, Safety and Wellbeing report and noted its contents.

It was noted that the TEU collective bargaining process was approaching and external capacity would be required to support the work.

Council discussed reporting figures for staff appointments and exits, and there was a request for a clarification and further breakdown to provide more helpful reporting figures.

10.3 Campus Services

The Director Digital, Finance and Risk spoke to the Campus services report and gave a background on the process for the disposal of surplus properties. Further work is required to clarify where the process stands and will be reported at the next Council meeting.

The Council delegated the endorsement of using existing property agents to the Acting Chief Executive.

11. Other Business

11.1 Stakeholder Function Planning

The Council discussed options for engaging with NMIT stakeholders who included Te Taiuhu mayors, business leaders and iwi.



Develop list of Stakeholders

Develop list of key stakeholders and NMIT representatives responsible for engaging with each one.

Due Date: 6 Mar 2026

Owners: Acting Chief Executive Caroline Seelig, Tony Gray

12. Close Meeting

12.1 Close the meeting

Next meeting: Open Nelson Marlborough Institute of Technology Council meeting - 18 Mar 2026, 10:00 am

New Actions raised in this meeting

Item	Action Title	Owner(s)
3.1	Update Interests Register Due Date: 6 Mar 2026	Director Academic and Teaching Susannah Roddick, Director Demand Management Kate Neame, Director Digital Finance & Risk Eric Sinclair, Jimmy Sinclair, Nicole Akuhata
3.1	Circulate Teaching Council Investigation report Due Date: 18 Feb 2026	Jude Spencer
4.1	Extraordinary Meeting Minutes 21 January Due Date: 6 Mar 2026	Jude Spencer
5.1	Health and Safety reporting software Due Date: 18 Mar 2026	Lynette Rayner
11.1	Develop list of Stakeholders Due Date: 6 Mar 2026	Acting Chief Executive Caroline Seelig, Tony Gray

Next meeting 18 March 2026, Marlborough Campus

Signature: _____

Date: _____