

# CONFIRMED MINUTES



## OPEN NELSON MARLBOROUGH INSTITUTE OF TECHNOLOGY COUNCIL MEETING

At the **Open Nelson Marlborough Institute of Technology Council Meeting** on **15 Apr 2026** these minutes were **confirmed as presented**.

|                       |  |
|-----------------------|--|
| <b>Name:</b>          | Nelson Marlborough Institute of Technology   |
| <b>Date:</b>          | Wednesday, 18 March 2026   |
| <b>Time:</b>          | 10:00 am to 11:45 am (NZDT)  |
| <b>Location:</b>      | NMIT Marlborough Campus, 85 Budge Street, Blenheim 7201  |
| <b>Board Members:</b> | Tony Gray (Chair), Lester Binns, Lynette Rayner, Rachael Hāte, Sarah-Jane Weir   |
| <b>Attendees:</b>     | Caroline Seelig, Jude Spencer, Eric Sinclair, Kate Neame, Sophie Power   |
| <b>Notes:</b>         | <b>Timetable</b><br>9:30am Marlborough Campus tour<br>10:00am Meeting opened<br>10:30am NPES AGM<br>10:45am NMIT Council meeting resumed<br>12:30pm Meeting closed<br>1:30pm Woodbourne Campus visit<br>2:30pm Depart Woodbourne |

### 1. Opening

#### 1.1 Karakia

The Chair opened the meeting with a karakia.

#### 1.2 Welcome and Apologies

The Chair welcomed attendees to the meeting.

*9:40am: Meeting adjourned for Council members to tour the Marlborough Campus.*

*10:15am: Meeting resumed.*

There were no apologies for the meeting.

### 2. Council Only Time

#### 2.1 Council Only Time

No Council only time was required.

### 3. Interests Register

#### 3.1 Interests Register

Amendments to Interests Register:

- Chair, Netball Sports Centre Ltd to be removed as an interest for Lynette Rayner.

### 4. Minutes and Actions from Previous Meetings

#### 4.1 Confirm Minutes

**Nelson Marlborough Institute of Technology Council Meeting 18 Feb 2026**, the minutes were confirmed as presented.

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

#### 4.2 Action List

| Due Date    | Action Title   | Owner(s)  |
|-------------|--|---|
| 18 Feb 2026 | Circulate Teaching Council Investigation report<br><b>Status:</b> Completed on 18 Feb 2026 | Jude Spencer  |
| 6 Mar 2026  | Update Interests Register<br><b>Status:</b> Completed on 16 Mar 2026                       | Eric Sinclair, Jimmy Sinclair, Kate Neame, Nicole Akuhata, Susannah Roddick |
| 6 Mar 2026  | Extraordinary Meeting Minutes 21 January<br><b>Status:</b> Completed on 16 Mar 2026        | Jude Spencer  |
| 6 Mar 2026  | Develop list of Stakeholders<br><b>Status:</b> Completed on 6 Mar 2026                     | Caroline Seelig, Tony Gray  |
| 18 Mar 2026 | Health and Safety reporting software<br><b>Status:</b> Completed on 16 Mar 2026            | Lynette Rayner  |



#### Stakeholder engagement

Review stakeholder list and assign Council members and staff to engage with each stakeholder.

**Due Date:** 15 Apr 2026  
**Owners:** Caroline Seelig, Tony Gray

### 5. Correspondence

#### 5.1 TEC Monitoring and Risk Assessment

Council received the correspondence from Tim Fowler, CE, Tertiary Education Commission (TEC) dated 23 February 2026 regarding accountability and risk assessment processes.

The Council noted that the TEC's monitoring requirements meant there were detailed and significant obligations at the governance level.

The work needed to meet TEC's required obligations could require additional resource to be brought in.



## **Review TEC reporting and risk assessment processes**

Audit and Risk Committee to review TEC's risk assessment process for TEIs and provide Council with a summary and recommendations to ensure Council is meeting its obligations.

**Due Date:** 15 Apr 2026  
**Owner:** Lynette Rayner

## **5.2 Audit Arrangements**

Council received the correspondence from The Office of the Auditor General dated 25 February 2026 regarding audit arrangements for the year ending 31 December 2026. The information will be reviewed by Council in preparation for the 2026 audit.

## **6. Health, Safety and Wellbeing**

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

The Acting Chief Executive advised that the Improvement Notice referred to on page 39 has now been closed off with the Directive Letter requirement regarding safety data sheets left to complete. Council asked for a report detailing identified critical risks to be provided at its next meeting.



### **Identified Critical Risks**

Report on identified critical risks.

**Due Date:** 15 Apr 2026  
**Owner:** Caroline Seelig

## **7. Decisions**

### **7.1 Policies for Approval**

The Acting Chief Executive advised the Academic Statute was not included for Council approval at this meeting as it is still required to go through the Academic Committee process.

The Acting Chief Executive gave a background on the Academic Statute as the defining document for a Polytechnic.

*10:30am: Meeting adjourned for the Nelson Polytechnic Education Society (NPES) AGM.*

*10:42 NMIT Council meeting resumed.*

The Council noted its thanks to Kate Neame for her work with the NPES.



### **Policies for Approval**

Council approved the Conflicts of Interest Policy circulated in the agenda pack.

**Decision Date:** 18 Mar 2026  
**Outcome:** Approved

## 8. Discussion

### 8.1 Chair's Report (Verbal)

The Chair provided an update on his recent meeting with other polytechnic Chairs. A presentation from Education NZ (ENZ) CE on international education highlighted that polytechnics were lagging behind other tertiary providers in international student recruitment.

A meeting of Chairs and Chief Executives with TEC has been scheduled for 23 April in Wellington.

The Chair declared his interest in the discussion as the Chair of ENZ.

### 8.2 Chief Executive Report

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

The Acting Chief Executive gave an update on recent industry engagement activities aimed at making inroads into work-based learning (WBL) environments.

Council requested background information on Industry Training Organisations (ITOs) and WBL. The Chair and Acting Chief Executive will coordinate induction/information sessions for new Council members to include national structures for the delivery of vocational education and education delivery rules such as mix of provision, the SDR and funding rules.

The Acting Chief Executive reported that domestic applications are tracking well while international applications are delayed with more expected for new intakes later in the year. She advised applications are being slowed down by visa processing. This is a challenge for smaller institutes who do not have the option to defer students to later intakes leading them to study elsewhere.

Council discussed the new Chief Executive consolidated report format and agreed that future reports should be provided in the same way but with important matters highlighted at the start of the report.



#### **Council induction and information sessions**

Run induction/information sessions for new Council members.

**Due Date:** 15 Apr 2026

**Owners:** Caroline Seelig, Tony Gray

### 8.3 Financial Results

Council received the February 2026 financial update.

The Director Digital, Finance and Risk (DFR) advised the deficit of \$2.4m was \$0.25m better than budgeted.

The lower tuition fee revenue is a timing issue and expected to improve as the year progresses.

The Director DFR advised the lower spend on personnel due to staff vacancies was not expected to impact students although some vacant positions are critical to overall organisation progress.

The Director DFR noted a different calculation approach was used for the depreciation expense in the past year due to a July 2024 NZIST directive providing for a material change in the forecast outturn for the 2026 financial year. Following the revaluation, NMIT has now returned to its usual depreciation approach.

Management will with urgency investigate reviewing the remaining useful lives of assets to mitigate some of the variance and reconfirm financial opening balance.

## 9. Academic Committee

### 9.1 Academic Committee Minutes

Council received the unconfirmed NMIT Academic Committee minutes of 19 February 2026 and noted their contents.

## 10. Other Business

## 11. Resolution to Exclude the Public

### 11.1 Resolution to Exclude the Public



#### Resolution to Exclude the Public

Council resolved to exclude the public from the meeting for the reasons as detailed in the exclusion notice circulated in the agenda pack.

**Decision Date:** 18 Mar 2026

**Outcome:** Approved

## 12. Close Meeting

### 12.1 Close the meeting

**Next meeting:** Open Nelson Marlborough Institute of Technology Council Meeting - 15 Apr 2026, 9:30 am

### New Actions raised in this meeting

| Item | Action Title   | Owner(s)                      |
|------|--|-------------------------------|
| 4.2  | Stakeholder engagement<br><b>Due Date:</b> 15 Apr 2026                             | Caroline Seelig,<br>Tony Gray |
| 5.1  | Review TEC reporting and risk assessment processes<br><b>Due Date:</b> 15 Apr 2026 | Lynette Rayner                |
| 6.1  | Identified Critical Risks<br><b>Due Date:</b> 15 Apr 2026                          | Caroline Seelig               |
| 8.2  | Council induction and information sessions<br><b>Due Date:</b> 15 Apr 2026         | Caroline Seelig,<br>Tony Gray |

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

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