

OPEN

Nelson Marlborough Institute of Technology Limited
(the Company)

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

17 May 2021 at 11.30 am

PRESENT

Board: Tracy Johnston (Chair), Toni Grant, Patrick Smith, Charles Newton, Kathy Grant, Judene Edgar (by audio-visual link from 1.35 pm)

In Attendance: Wayne Jackson (Chief Executive), Brian Johnston (Company Secretary/Executive Director Finance & Campus Services), Kate Redgrove (Board Secretary)

In Part Attendance: Grant Kerr (Executive Director Demand Management), Olivia Hall (Executive Director Ōritetanga, People, Culture & Learner Services), Sue Smart (Executive Director Programmes & Delivery), G Phillips (Business Intelligence Manager)

1. Administrative

- 1.1 Welcome, Karakia and Apologies
The meeting opened at 11.34 am with a karakia.

RESOLVED:

That the Board accepts apologies for absence from J Wilson and for lateness from J Edgar.

- 1.2 Declarations of Interests and Disclosures
The following additional interests were to be added to the Interests Register:
P Smith - Oakdale Grove Property Limited, Director
J Edgar - Nelson Tasman Regional Trust, Trustee

- 1.3 Minutes of NMIT Board Meeting 12 February 2021 – Open

RESOLVED:

That the minutes of the NMIT Board Meeting 12 February 2021 (Open) be confirmed as a true and accurate record.

- 1.4 Minutes of NMIT Board Meeting – 15 March 2021 – Open

RESOLVED:

That the minutes of the NMIT Board Meeting 15 March 2021 (Open) be confirmed as a true and accurate record.

- 1.5 Action Items of NMIT Board Meeting – February and March Meetings – Consolidated – Open

The Action List was reviewed and verbal updates provided, as appropriate.

Action: Risk Register – B Johnston to formalise use of allocated NMIT e-mail addresses by all Directors, including advice on how to access technical support for transition from personal e-mail addresses, where required.

Action: CEO to review and provide confirmation of support for Board Directors (technical or otherwise) available out of hours.

1.6 Ratification of E-Resolution – Annual Report 2020

As at 9 April 2021, the following resolutions, having received unanimous support of Directors by electronic means, were ratified for the purpose of formally recording the Board's approval:

RESOLVED:

That the Statement of Service Performance included in the 2020 Annual Report containing the unqualified audit opinion dated 9 April 2021 is approved as drafted, and that the Chair, Tracy Johnston, is authorised to sign the Directors Letter of Representation on behalf of the Board

That the Financial Statements included in the 2020 Annual Report containing the unqualified audit opinion dated 9 April 2021 are approved.

1.7 Common Seal

RESOLVED:

That the Board receives the Common Seal Usage reports for the period 1 to 31 March 2021

1.8 Board Calendar

Directors were asked to identify stakeholders. The preference was that stakeholder discussions were to be shaped in a way that would facilitate a desired Board outcome.

2. Strategy

2.1 Te Pae Tawhiti Report

O Hall spoke to her report and highlighted progress in a series of workstreams. She said Māori enrolments had strengthened in line with domestic rates and was able to reassure Directors that as per the report, there is to be a focus on a culturally responsive performance framework as well as retention of Māori.

Action: C Newton and O Hall to discuss performance frameworks.

The meeting discussed the Te Pae Tawhiti Report meeting with Te Pūkenga representatives, scheduled for 25 May 2021 and considered whether engagement should be on a governance or operational level. The CEO indicated his support for Board members being involved but expressed reservations that this may affect accountability of the Executive Team. He commented that recommendations, once adopted, would be embedded within every area of NMIT.

P Smith indicated he would attend however J Wilson as the iwi appointed representative, be invited to be present in the first instance. T Johnston indicated she would also like to attend as did S Smart.

RESOLVED:

That the Board receives the Te Pae Tawhiti Report and notes activity to date.

G Phillips joined the meeting at 12.20 pm by audio-visual link.

2.2 Draft KPI Framework and Reporting (item brought forward)

G Phillips joined the meeting by zoom audio-visual and led the Board through the draft KPI framework and reporting document. He said EFTs were being tracked as they are secured and detailed reporting was involved.

He advised that TEC methodologies could be expanded where the measures don't reflect the learners' own idea of success. Other data was already available and it was prudent to

include this with KPIs. He clarified the use of the framework would be used for operational matters, reporting to the Board and annual reporting.

The CEO advised the existing Te Pūkenga statement of service was broad and related to course completion. He understood there was a new one under development. He said the clear signal in the Te Pae Tawhiti report was to address failings relating to Maori learners. He supported aspirational targets but saw timing for achievement as an issue.

The Board wanted to understand how the data would help with help with teaching performance. S Smart confirmed that this was disseminated at team meetings, where there was recognition of the data and discussions on how identified failings could be addressed.

G Phillips confirmed workstreams were in place to extract data in a more timely fashion. This would increase opportunity to invoke action earlier on rather than a general review at the end of the year. He described ongoing collaboration between organisations to share best practice.

Action: CEO to formulate suitable targets under the new framework for the coming year.

G Kerr described a gap between marketing and curriculum engagement which necessitated further work on connection with industries. It was suggested that a survey of businesses across the top of the South could be useful to understand their view of NMIT's responsiveness on how it meets their education needs. The creation of a CRM addressed that in part but may not be the right forum to have a better feel of the industry. Conversations with organisations such as the Chamber of Commerce and DIA could assist.

3 Performance Reporting

3.1 2021 Enrolments

G Phillips described the initiative A2E5 – 'Application to Enrolment in 5 days'. He said this data was being looked at in a more granular way. S Smart explained that some disparities in this data was a result of the Skippers Restricted Licence Programme which was affected by students that submitted their application but then were out at sea.

The CEO reported that there had been assurance from Te Pūkenga that additional funding to meet the Company's 2021 forecast for SAC enrolments (\$2.98 million) would be supplied.

G Phillips left the meeting at 1.11 pm.

3.2 Draft KPI Framework and Reporting

Item brought forward for discussion - see above.

4 Items for Information

4.1 SANITI Report

The Board wished to pass on their appreciation for the update from the Student President, discussed ways to increase engagement and were keen for this to extend to Te Pūkenga.

RESOLVED:

That the Board notes the SANITI Report for information.

4.2 Te Pūkenga Council Meeting Public Minutes from 2 March 2021 Noted.

5 RESOLUTION TO EXCLUDE THE PUBLIC

RESOLVED:

1. That members of the public and press be excluded from the remainder of the meeting and that the NMIT Board move In-committee.
2. That the Chief Executive and Board Secretary and invited executives be permitted to remain at the meeting, after the public has been excluded, because of their knowledge in relation to specific agenda items. This knowledge, which will be of assistance in relation to the matters to be discussed, is relevant to those matters because they have assisted in the preparation of such matters.

Resolutions will be made in reliance on section 48(1) of the Local Government Official Information and Meetings Act 1987 (LGOIMA) and the particular interests protected by section 9 of the Official Information Act 1982 which would be prejudiced by the holding of the relevant parts of the proceedings of the meeting in public.

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

Item No.	General Subject of each matter to be considered	Reason for passing resolution in relation to each matter	Grounds under section 48(1) for the passing of the resolution.
7.1	Chief Executive's Report – May 2021	Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies)
7.2	Business Plan 2021		
7.3	Programme Management Plan	Section 9(2)(b)(ii) of the Official	
7.4	7.4.1 Risk Register Report	Information Act - protect information	
	7.4.2 Audit and Risk Update	where the making available of the	
	Financial Reports:	information would be likely	
8.	8.1 Management Accounts to 31 March 2021	unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	

	8.2 2022 Budget Programme		
7.5	Complaints and Misconduct Report	Section 9(2)(a) of the Official Information Act – to protect the privacy of natural persons, including that of deceased natural persons	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies)
8.3	Board Members' Expenditure		
9.1	E-Campus Update	Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies)
9.2	Te Pūkenga Update	Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities Section 9(2)(b)(ii) of the Official Information Act - protect information	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies)

		<p>where the making available of the</p> <p>information would be likely</p> <p>unreasonably to prejudice the</p> <p>commercial position of the person who</p> <p>supplied or who is the subject of the</p> <p>information</p>	
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The meeting moved into a public excluded session and adjourned for lunch at 1.17 pm. It resumed in an in-committee meeting and J Edgar joined the meeting by audio-visual connection at 1.35 pm. The minutes relating to the Public Excluded Agenda are set out in the Schedule to these minutes.

The meeting moved back into a public session at 3.39 pm.

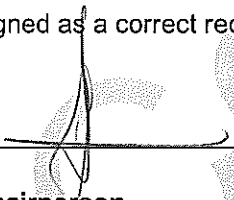
It was noted that T Grant and P Smith both had labour relations negotiation experience and offered to support the CEO when required.

11. Wakamutunga

There being no further business, the Chairperson declared the meeting closed at 3.43 pm and a karakia was given at the conclusion of the AGM of NPES, which followed this meeting.

Dated: 16 August 2021

Signed as a correct record.



 Chairperson