

# NMIT Board Meeting - 17 May 2021 - Marlborough Campus



17 May 2021 11:30 AM - 03:30 PM

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## BOARD OF DIRECTORS REGISTER OF INTERESTS

|                        |  |
|------------------------|--|
| Tracy Johnston (Chair) | <ul style="list-style-type: none"> <li>• TRC Tourism, Consultant</li> <li>• Dayvinleigh Limited, Executive Director</li> <li>• Wine Marlborough Ltd, Deputy Chair</li> <li>• Institute of Directors, Nelson/Marlborough Committee Member</li> <li>• Eastern Institute of Technology, Board Director</li> <li>• Marlborough Local Advisory Committee Fire and Emergency, Deputy Chair</li> <li>• Interview Panel for Co-Chair of Regional Skills Group, Marlborough</li> </ul>  |
| Judene Edgar           | <ul style="list-style-type: none"> <li>• Nelson City Council, Deputy Mayor</li> <li>• Nelson Regional Transport Committee, Deputy Chair</li> <li>• Nelson Tasman Regional Landfill Business Unit, Chair</li> <li>• Network Tasman Ltd, Shareholder</li> <li>• Network Tasman Trust, Trustee</li> <li>• Network Tasman Charitable Trust, Trustee</li> <li>• NTT Investments Ltd, Director/Shareholder</li> <li>• Encompass Strategic Services Ltd, Director/Shareholder</li> <li>• David Verhagen Consulting Ltd, Director/Shareholder</li> <li>• Nelson Airport Ltd, Shareholder</li> <li>• Nelson Port Ltd, Shareholder</li> <li>• Tasman Bays Heritage Trust, Shareholder</li> <li>• Nelmac Ltd, Shareholder</li> <li>• Nelson Regional Development Agency, Shareholder</li> <li>• Bishop Suter Trust, Shareholder</li> <li>• City of Nelson Civic Trust, Shareholder</li> <li>• Nelson Municipal Band Trust, Shareholder</li> </ul>   |
| Toni Grant             | <ul style="list-style-type: none"> <li>• Rata Foundation Ltd, Director</li> <li>• Canterbury Direct Investments Ltd, Director</li> <li>• Tama Asset Holding Company Ltd, Director</li> <li>• Kotato Ltd, Director</li> <li>• Tui GP Ltd, Chair</li> <li>• Central Districts Cricket Assn Inc, Director</li> <li>• Waikato 1B Ltd, Executive Director</li> <li>• Waikato 1C Ltd, Executive Director</li> <li>• Waikato 1D Ltd, Executive Director</li> <li>• Puramakau 2L Ltd, Executive Director</li> <li>• Puramakau 2M Ltd, Executive Director</li> <li>• Puramakau 2N Ltd, Executive Director</li> <li>• Puramakau 2O Ltd, Executive Director</li> <li>• Te Kumara 3L Ltd, Executive Director</li> <li>• Chatham Is Quota Holding Co Ltd, Director</li> <li>• Tasman District Council Port Tarakohe Governance Steering Group, Member</li> <li>• Wakatu Incorporation: Tamariki Shareholding, Trustee</li> </ul> <p><b>Iwi Affiliation</b></p> <ul style="list-style-type: none"> <li>• Ngāti Rarua and Ngāti Rarua Atiawa Iwi Trust, Tamariki beneficiaries</li> </ul> |

As at 6 May 2021



## BOARD OF DIRECTORS REGISTER OF INTERESTS

|                |  |
|----------------|--|
| Kathy Grant    | <ul style="list-style-type: none"> <li>Dunedin City Holdings Ltd, Deputy Chair</li> <li>Dunedin City Treasury Ltd, Deputy Chair</li> <li>Dunedin Stadium Property Ltd, Deputy Chair</li> <li>Whitireia Community Polytechnic Ltd, Director</li> <li>Wellington Institute of Technology Ltd, Director</li> <li>Te Pūkenga, Council Member</li> <li>Trustee of various private trusts (former clients)</li> <li>Dunedin Railway Limited, Director</li> <li>Central Lakes Trust, Trustee</li> </ul> |
| Charles Newton | <ul style="list-style-type: none"> <li>Charles Newton Consulting Ltd: Director</li> </ul>  |
| Joanie Wilson  | <ul style="list-style-type: none"> <li>Ngāti Koata Trust, Chair</li> <li>Ministry of Education NMWC Region, Strategic Advisor, Maori</li> <li>Te Tau Ihu Intergenerational Strategy, Iwi Steering Group Member</li> <li>Chair Te Kāhui Mātauranga Te Tau Ihu Education Group</li> <li>Wakatū Incorporation, Shareholder</li> </ul> <p><b>Possible Conflict of Interest:</b></p> <ul style="list-style-type: none"> <li>A family member on Staff at NMIT</li> </ul>                               |
| Patrick Smith  | <ul style="list-style-type: none"> <li>Patrick Smith Human Resources Ltd, Managing Director</li> <li>Nelson Marlborough Health's Iwi Health Board, Ngāti Apa ki te Rā Tō representative</li> <li>Board of Te Piki Oranga – Maori Health provider across Te Taihū, Ngāti Apa ki te Rā Tō representative</li> </ul>  |

*All Directors – remuneration rates (directors fees) as set by Te Pūkenga.*

*As allowed by the Company's Constitution, NMIT Ltd has arranged policies of Directors' Liability Insurance which together with a Deed of Indemnity ensure that the Directors will incur no monetary loss as a result of actions undertaken by them as Directors provided that they operate within the law.*

*Directors & Officers Liability insurance is covered under the collective agreement placed by Te Pūkenga on behalf of all ITP's with Marsh. NMIT has a separate Professional Indemnity policy in place with Vero Liability Insurance Ltd (ending 1 November 2021) covering any legal liability incurred by giving negligent advice or through breach of professional duty.*

## EXECUTIVE TEAM REGISTER OF INTERESTS

|               |   |
|---------------|---|
| Wayne Jackson | <ul style="list-style-type: none"> <li>Director, Aquatx Ltd</li> <li>Director, Aquatx USA Ltd</li> <li>Director, Aquatx Holdings Ltd</li> <li>Director, Aquatx Distribution Corporation Ltd</li> <li>Director, ModPod Ltd</li> <li>Trustee, Wayne Jackson Family Trust</li> <li>Trustee, Marion Jackson Family Trust</li> <li>Trustee Jackson Investment Trust</li> </ul> |
| Grant Kerr    | <ul style="list-style-type: none"> <li>G &amp; K Kerr Limited, Director and shareholder</li> </ul>  |
| Sue Smart     | <ul style="list-style-type: none"> <li>Sorrento Enterprises Ltd, Director</li> <li>NZIST Academic Board</li> </ul>  |

As at 6 May 2021



| BOARD OF DIRECTORS REGISTER OF INTERESTS |   |
|--|---|
| Carol Crawford                           | <ul style="list-style-type: none"> <li>Director, Singer Solutions Ltd</li> </ul>  |
| Marja Kneepkens                          | <ul style="list-style-type: none"> <li>None</li> </ul>  |
| Olivia Hall                              | <ul style="list-style-type: none"> <li>Te Rūnanga o Ngāti Rārua, Chair</li> <li>Tasman Bays Heritage Trust (Nelson Provincial Museum), Chair</li> <li>Board Member NMDHB</li> <li>Wakatu Inc, Shareholder</li> <li>National iwi Chairs Forum, Member</li> <li>Mātauranga Iwi Leaders Group, Chair</li> <li>Nelson Marlborough Health's Iwi Health Board, NMHB representative</li> </ul> |
| Brian Johnston                           | <ul style="list-style-type: none"> <li>None</li> </ul>  |
| Susannah Roddick                         | <ul style="list-style-type: none"> <li>None</li> </ul>  |
| Tony Macfarlane                          | <ul style="list-style-type: none"> <li>None</li> </ul>  |

As at 6 May 2021



**OPEN**

**Nelson Marlborough Institute of Technology Limited**  
(the Company)

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

**12 February 2021 at 10.10am**

These are the minutes of an **OPEN** meeting of the Board of the Company held on 12 February 2021 at NMIT Marlborough campus.

**PRESENT**

**Board:** Daryl Wehner (Chair), Tracy Johnston, Toni Grant, Patrick Smith, Charles Newton, Kathy Grant, Judene Edgar, Joanie Wilson.

**In Attendance:** Wayne Jackson (Chief Executive), Elizabeth Bean (Board Secretary), Brian Johnston (Company Secretary).

**In Part Attendance:** Grant Kerr (Executive Director) Olivia Hall (Executive Director).

**Apologies**

None.

**Welcome and Karakia**

P Smith opened the meeting with a karakia.

**Board Only Time**

Board Directors had discussions around: MRC management briefing paper in the agenda and the presentation from MRC; NMIT's reputation in Marlborough region; Chief Executive KPIs; and future review of the NMIT Board Sub-committee membership.

**Governance**

D Wehner confirmed that his last day as Chair is 28 February 2021 and that T Johnston will take over the Chair role. Te Pūkenga will manage the external communications and lead the process for recruiting a replacement Director and Deputy Chair. NMIT will manage internal communications and also communications with its external stakeholders and with Iwi.

**Declaration of Interests and Disclosures Register**

No conflicts were declared in relation to the open agenda.

The following addition was provided for the register of interests: add Kathy Grant: Central Lakes Trust, Trustee.

## Minutes of NMIT Board Meeting 23 November 2020 – Open

### **RESOLVED:**

That the minutes of the meeting held on 23 November 2020, as circulated and read by members, with minor amendment, be confirmed as a true and accurate record.

## Action Items of NMIT Board Meeting 23 November 2020 – Open

W Jackson provided an update on action items.

A request was made for future reporting to provide commentary on the reasons for lack of academic achievement between Māori/ Pacific and other learners.

## Items not on the Agenda

There were no items arising, other than those included on the agenda.

## Risk Management

### Safety, Health and Wellbeing

An update on activity for the period since the Board last met on 23 November 2020 was provided.

Directors observed that the KPIs have an on-campus focus and are mostly around the Nelson campus. W Jackson replied that this is not the reality and in the future reports will show more breadth. O Hall said off-campus activity is most likely the highest risk for NMIT. In response to a request from directors for future reports to provide additional commentary, O Hall said much information was operational and the culture was highly administrative.

The current review of Safety, Health and Wellbeing will be focus on prioritising effort on developing the S,H & W culture across the organisation, an integrated risk management system and adapted reporting to support this.

### **RESOLVED:**

That the Board:

1. receive the safety, health and wellbeing report November – December 2020 for information; and
2. note an independent review of safety, health and wellbeing is being undertaken and presented back with recommendations at the next Board meeting.

## Items for Approval

### NMIT Academic Statute 2021

The Academic Statute is owned by the Board and is reviewed annually.

Directors noted that, in places, the Academic Statute doesn't reflect Te Pūkenga policy and future directions. They would like to see the Academic Statute emphasise a collaborative, rather than stand-alone, Institute. W Jackson said work is being done at Te Pūkenga level and that in turn the NMIT Academic Statute will be aligned with this.

### **RESOLVED:**

That the Board:

1. receives the draft NMIT Academic Statute 2021; and
2. requests further review and that the Statute be presented back in March 2020 for approval.

### Terms of Reference Remuneration & Appointments Committee

P Smith reported that a terms of reference has been put together for consideration by the full Board. After discussion by directors on guidelines around management matters, it was agreed the current terms of

reference should only refer to the appointment of the Chief Executive. If the role of the Committee is to change in the future, the terms of reference will be amended to reflect this.

On behalf of the Board D Wehner thanked P Smith for leadership provided to committee, including that of overseeing appointment of the Chief Executive.

**RESOLVED:**

**That the Board approves the Terms of Reference - Remuneration & Appointments Committee.**

NMIT Board Code of Conduct

T Johnston reported that the draft NMIT Board Code of Conduct has been aligned to the Te Pūkenga Code of Conduct.

Directors discussed whether the Board's expectations of the Chief Executive should be included in the Board Code of Conduct, and concluded that it should be.

**RESOLVED:**

**That the Board approves the Code of Conduct - NMIT Board, subject to minor edits.**

Te Pūkenga Group Debt Financing

It was agreed that discussions on the Te Pūkenga Group Debt Financing should be shifted to the In-Committee discussions, due to commercial sensitivity.

## **Performance Reporting**

Key Performance Indicators

W Jackson provided an overview of the KPI report to 12 February 2021. He said management intended to re-cast KPIs in line with revised strategy, Te Pūkenga objectives and identify more clearly KPIs that are most meaningful to Directors for future reporting.

W Jackson noted that domestic enrolments are showing a 29% increase over 2020 and that modelling shows domestic student enrolments in 2021 will off-set the decrease in international enrolments.

Directors asked for clarification around student withdrawal figures for 2020. A specific question was around Te Toki Pakohe withdrawals - who are these learners and why do they withdraw?

**RESOLVED:**

**That the Board note the current performance levels in the report to February 2021.**

Common Seal Usage

**RESOLVED:**

**That the Board receives the Common Seal Usage reports for 1 October – 31 December 2020.**

Te Pae Tawhiti

Following feedback from directors on a draft response, the NMIT Te Pae Tawhiti Report was submitted to Te Pūkenga in January 2021.

Directors asked about the process for ensuring actions identified for 2021-22 will take place. W Jackson reported that understanding the reasons for the differences in education achievement, as well as meaningful delivery partnerships with Māori will be required. Actions associated with the Te Pae Tawhiti response will be included in the NMIT Strategic Plan.

**RESOLVED:**

**That the Board notes the Te Pae Tawhiti Response to Te Pūkenga and that the priorities will be embedded into the strategy.**

**For Information**

**RESOLVED:**

That the Board receives the following papers, for information:

1. SANITI Report to January 2021.
2. Board Calendar 2021

**In Committee**

**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; and
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.

This resolution is 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:

| General subject of each matter considered   | Reason for passing resolution in relation to each matter  | Grounds under section 48(1) for the passing of the resolution  |
|---|---|--|
| Minutes from public excluded part of previous meeting on 23 November 2020               | Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the 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 Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies). |
| Strategy<br>Risk management<br>Te Pūkenga Group Debt Financing<br>Performance Reporting | Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities<br><br>Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the 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 Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies). |

*The NMIT Board moved to an In-Committee session at 11.45am and returned to a public session at 2.30pm.*



## Closure

T Johnson thanked D Wehner for his contributions to both the NMIT Council and Board over the past 12 years. She commended his strong leadership and commitment to tertiary education. In response, D Wehner said it had been a privilege working in the tertiary sector and that he was appreciative of his time at NMIT, the people he had met, and the life lessons learnt.

There being no further business, the Chairperson declared the meeting closed at 3.40pm.

*P Smith closed the meeting with a karakia whakamutunga.*

Dated:

Signed as a correct record

---

**Chairperson**

UNCONFIRMED



**OPEN**

**Nelson Marlborough Institute of Technology Limited**  
(the Company)

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

**15 March 2021 at 10.10am**

These are the minutes of an **OPEN** meeting of the Board of the Company held on 15 March 2021 at NMIT Marlborough campus.

**PRESENT**

**Board:** Tracy Johnston (Chair), Toni Grant, Patrick Smith, Charles Newton, Kathy Grant, Judene Edgar, Joanie Wilson.

**In Attendance:** Wayne Jackson (Chief Executive), Julie Baxendine (Temporary Board Secretary), Brian Johnston (Company Secretary).

**In Part Attendance:** Grant Kerr (Executive Director), Olivia Hall (Executive Director), Sue Smart (Executive Director).

**Apologies**

None.

**Welcome and Karakia**

P Smith opened the meeting with a karakia.

**Board Only Time**

It was noted that this was the first meeting for T Johnston as Chair. The Board discussed and agreed expectations of communication from Chair between Board meetings.

**Declaration of Interests and Disclosures Register**

The following additions were provided for the register of interests:

- Tracy Johnston – Interview Panel for Co-Chair of Regional Skills Group Marlborough
- Joanie Wilson – Chair Te Kāhui Mātauranga Te Tau Ihu Education Group
- Joanie Wilson – Wakatū Incorporation, Shareholder

The following conflict was declared in relation to the in-committee agenda:

- Joanie Wilson & Toni Grant –agenda item on Wakatū Interim Judgement

**Items not on the Agenda**

Nil.

## Governance

### Minutes of NMIT Board Meeting 12 February 2021 – Open

As the meeting minutes presented for 12 February were in draft form, it was agreed these would be reviewed for approving at the May Board meeting.

### Action Items of NMIT Board Meeting 12 February 2021 – Open

W Jackson provided an update on action items.

The Board requires a copy of the PGF application to understand the commitment for NMIT and for integration into the strategy.

Strategy update. W Jackson advised the development of project plans under a programme management system was in process. The Board emphasised focus must be given to provide firm outputs, as soon as practicable

It was noted that Communication actions had been completed and that the Seismic Assessment was included in the Agenda papers.

### Chair Remuneration

*T Johnston stepped away from the position of Chair. P Smith assumed the role of Acting Chair for the purposes of the following resolution.*

#### **RESOLVED:**

The Board agrees that:

1. pursuant to section 161(1)(a) of the Companies Act, the payment of the Increased Remuneration to Tracy Johnston to reflect her appointment as Chair is approved, and the particulars of such Increased Remuneration are to be entered into the interests register of the Company; and
2. in accordance with section 161(1)(a) of the Companies Act, the Board is satisfied that the payment by the Company of the Increased Remuneration is fair to the Company; and
3. the Directors are authorised to sign a certificate for the purposes of section 161(1)(a) of the Companies Act; and
4. the Certificate is to be signed by application of each individual signatory's electronic signature.

**Action:** B Johnston to attach signature to the Resolution of the Board and report to Companies Office and Te Pukenga.

*T Johnston resumed the role of Chair.*

### Deputy Chair Remuneration

#### **RESOLVED:**

The Board agrees that:

1. pursuant to section 161(1)(a) of the Companies Act, the payment of the Increased Remuneration to Patrick Smith to reflect his appointment as Deputy Chair is approved, and the particulars of such Increased Remuneration are to be entered into the interests register of the Company; and
2. in accordance with section 161(1)(a) of the Companies Act, the Board is satisfied that the payment by the Company of the Increased Remuneration is fair to the Company; and
3. the Directors are authorised to sign a certificate for the purposes of section 161(1)(a) of the Companies Act; and

4. **the Certificate is to be signed by application of each individual signatory's electronic signature.**

**Action:** B Johnston to attach signature to the Resolution of the Board and report to Companies Office and Te Pukenga.

### **Professional Development of Chair**

T Johnston spoke to the paper seeking endorsement for attendance of an IOD Chairs training Course.

It was noted that the governance budget does not include a specific allowance for professional development. It was suggested that anyone with a request for professional development bring their requests to the Board for approval. A budget allocation for Board professional development will be established.

The Board discussed and agreed that the Chair be funded to attend the Institute of Directors course.

### **Composition of Board Committees**

#### **RESOLVED:**

**That the Board Agrees the following composition for Board Committees:**

**Remuneration and Appointments Committee:** P Smith (Chair), J Wilson, J Edgar

**Audit and Risk Committee:** K Grant (Chair), T Grant, T Johnston, C Newton

*Executive Directors from the Senior Leadership Team joined the meeting.*

### **Director Appointment**

It was noted Te Pūkenga had the responsibility to advertise and appoint the replacement Director. T Johnston to follow up on progress of the appointment.

## **Performance & Risk Reports**

### **Audit and Risk Committee Update**

K Grant verbally updated the board on the last Audit and Risk Committee meeting.

- The Committee confirmed the audit process was for the 9 months to 31 December 2020. The Committee recommend the approval of the financial statements to 31 December.
- The Statement of Service Performance was not available to the Audit and Risk Committee but was in the Board papers for today.
- The financials to 31 January were taken as read.
- The Committee are to meet with the Auditor prior to the next meeting, which will provide an opportunity to discuss the audit report and hear from the auditor on their review of the process.

The Fraud Questionnaire required by Audit NZ has been returned to Audit NZ.

Letters of Representation have still not been received. B Johnston advised these will be produced by the Auditors and then circulated to the Board for review. These will be supplied via eResolution in order to support the submission of the Annual Report by 26<sup>th</sup> March.

It was noted that the investments at SBS are outside the Te Pukenga treasury policy and the Committee passed a resolution to allow these to go through to their expiry dates and then be changed.

Any reference in the reports to Audit Sub-Committee would need to be changed to Audit and Risk Committee.

## CE Report

W Jackson reported enrolments were 20% ahead of 2021, which was 79% of the annual budget.. This was significantly more than had been forecast.

He explained the Application and Enrolment Trends Report replaced previous reporting formats and provided information on enrolment numbers to date and comparatives to the previous year. The Board were pleased with the new reporting format.

The Board noted the Seymour Street situation has been resolved, resulting in a refund of 20%, therefor approximately \$82K to be received.

The CE office, comprising four Directors, three EAs and a Board Secretary are currently down one EA and on the verge of appointing a new Board Secretary.

The proposed Transition Manger role will now be an Integrated Risk Management role.

## Risk Register

The risk register was reviewed. An IT risk was identified with more laptops that need upgrading, with some needing to be taken out of circulation and wiped. This is being addressed with a sense of urgency. 190 laptops require reconfiguring by term 2.

It was noted that there is a need for all Directors to operate under their NMIT email address to ensure full security measures are in place.

**Action:** B Johnston to Provide advice to Directors on the use NMIT email for risk management purposes.

## Finance

### Annual Accounts to 31 December 2020

These were subject to any changes recommended by Audit NZ. Brian reported that verbal acceptance had been received from Audit NZ.

The Board discussed concerns over the potential for misunderstanding of the financial position. Along with the audited 9-month period to December 2020, the Accounts include an unaudited statement of revenue, expenditure and cash flows for the 12-month period – which gives a more accurate picture of the institutions annual financial performance. This comprises the audited 9 months results to 31 December plus the audited 3 months results to 31 March 2020. . The annual summary was put together in conjunction with the auditors. The Statement of Service includes the chairpersons report that also includes an explanation.

**Action:** B Johnston to review whether the consolidated reports should include the Trust, review the Constitution and come back to the Board with recommendations.

The Financial Statements, , having received verbal approval from Audit NZ, were agreed as tabled. It was noted the list of Board Directors would need to be revised to cover the 12 month period..

**Action:** B Johnston to review the Annual Report to ensure it meets the requirements of the Companies Act, with the inclusion of an Interests Register.

### **RESOLVED:**

**That the Board delegate responsibility for any further final minor alterations to the Chair and the Chair of the Audit and Risk Committee.**

**RESOLVED:**

**That the Board approve the financial report for the nine months to 31 December 2020 as recommended by the Audit and Risk committee, with the expectation of a Letter of Representation being in place.**

## **Management Accounts to 31 January 2021**

The management accounts to January 2021 record an operating loss of \$1.988million, \$234K over budget of \$1.744. Under Te Pūkenga's new reporting requirements, we are now reporting income based on course delivery rather than on enrolments. A verbal update on the February accounts gave a projected loss of \$150k against a budgeted loss of \$157k. The first reforecast for the year will be completed at the end of March.

## **Group Debt Management**

Documentation arrived last Friday relating to the finance and banking requirements and the proposed changes. Te Pūkenga have made some minor changes to the documents presented to the February meeting. These now need to be signed off by signatories. A statement will be sent to the designated Directors to sign. These will need to be returned to Bell Gully acting on behalf of Te Pūkenga and Westpac. There were no concerns of financial viability.

**Action:** B Johnston to send finance and banking documents to signatories, with an explanatory note for action.

## **Discussion / For Information Reports**

### **RoVe Update**

The RoVe update was received.

## **Other Items**

**Correspondence** – no correspondence to note.

**Common Seal** - no requirement for the use of the common Seal.

**Board Calendar** – it was proposed that the next Board meeting will be in Marlborough.

**Action:** Board Secretary to set May Board meeting at the Marlborough campus, with attendance at scholarship ceremony prior.

## **In Committee**

**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:

| General subject of each matter considered   | Reason for passing resolution in relation to each matter   | Grounds under section 48(1) for the passing of the resolution  |
|---|--|--|
| Minutes from public excluded part of previous meeting on 23 November 2020                           | Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the 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 Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies). |
| Strategy<br><br>Risk management<br><br>Te Pūkenga Group Debt Financing<br><br>Performance Reporting | Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities.<br><br>Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the 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 Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies). |

## Closure

There being no further business, the Chairperson declared the meeting closed at 4.30pm.

*P Smith closed the meeting with a karakia whakamutunga at 4.30 pm.*

Dated:

Signed as a correct record.

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**Chairperson**



## OPEN

### ACTION ITEMS FROM NMIT BOARD MEETINGS

| FROM NMIT BOARD MEETING – 12 FEBRUARY 2021 (CHAIR – D WEHNER)   |                        |            |  |
|---|------------------------|------------|--|
| TASK  | RESPONSIBLE            | DEADLINE   | STATUS UPDATE  |
| <b>Chair and Deputy Chair</b><br>Update Companies Register, review Director run-off insurance, update fee payments, and attend to any other administrative matters associated with the Chair change.  | Exec Director<br>F&CS  | 1 Mar 2021 | Completed  |
| <b>Key Performance Indicators</b><br>Present revised set of KPIs that align with strategy and Te Pūkenga objectives   | CEO                    | TBC by CE  | Completed  |
| <b>Te Pai Tawhiti</b><br>1. Provide insights and reasons for differences in performance between Maori/ Pacific and other learners.<br>2. Provide clarification around student withdrawals from Te Toki Pakohe i.e. who are these learners and why do they withdraw?<br>3. Reflect the actions associated with Te Pae Tawhiti in the KPI reporting and strategic plan. | Exec Director<br>OPC&L | TBC by CE  | 1. Currently NMIT does not reflect equity for Māori and Pasifica or Te Tiriti o Waitangi consistently and comprehensively across our policies, processes, procedures, culture, attitudes and programme delivery. This requires a whole of entity response that is reflected in key performance indicators for all managers and staff as well as strong leadership, training and support. The issues are not unique to NMIT and a whole of system is also required, Te Pūkenga is showing strong leadership regarding expectations but implementation will also be key.<br>2. To date, withdrawals from Te Toki Pakohe is sitting at 2.3%. This is extremely favourable compared to previous years (14.1% in 2020 and 13.9% in 2019) and due to more proactive processes to actively unenroll “no shows” so they do not become withdrawals later in the year however withdrawals of night classes |



NMIT BOARD ACTION LIST |

|  |                                    |                 |   |
|--|------------------------------------|-----------------|---|
|  |                                    |                 | during the winter months is an ongoing problem that we continue to address and monitor. Targeted Learner Support for Te Reo Māori students is being trailed in 2020 to also see if this reduces the instances of withdrawals.<br>3. WIP   |
| <i>Safety, Health and Wellbeing</i><br>Report of the Safety, Health and Wellbeing review (including recommendations).  | Exec Director<br>OPC&L             | Mar 2021        | Completed – presented to Board in March   |
| <i>Academic Statute 2021</i><br>For future revision:<br>Section 6: Academic Committee –align to Te Pūkenga as a collaborative and forward-looking enterprise;<br>Section 3: Reference to TFFA<br>Section 1: Note Privacy Act date. | Exec Director<br>P&D               | Dec 2021        | A Te Pūkenga review of the Academic Statute, as it applies to the whole sector, is underway. All subsidiaries are advised to wait until this review is complete before undertaking major change to their own Statute. This review will be complete after June 2021. Noting this, the Board passed an e-resolution 16 February approving the Academic Statute 2021 for the commencement of the academic year |
| <b>FROM NMIT BOARD MEETING – 15 MARCH 2021 (CHAIR – T JOHNSTON)</b>  |                                    |                 |   |
| <b>TASK</b>  | <b>RESPONSIBLE</b>                 | <b>DEADLINE</b> | <b>STATUS UPDATE</b>  |
| <i>February Minutes</i><br>Tidy up and re-present Open Minutes from 12 February 2021.  | CE / Chair /<br>Board<br>Secretary | May<br>Meeting  | Completed   |
| <i>Board Resolution – Chair Remuneration</i><br>Attach signature to the Resolution of the Board and report to Companies Office and Te Pukenga.   | B Johnston                         | 31 March        | There is no requirement to file this resolution with Companies Office and Te Pukenga  |
| <i>Board Resolution – Deputy Chair Remuneration</i><br>Attach signature to the Resolution of the Board and report to Companies Office and Te Pukenga.  | B Johnston                         | 31 March        | The Resolutions are not required to be filed with Companies Office  |

NMIT BOARD ACTION LIST |

|   |                 |                    |  |
|---|-----------------|--------------------|--|
| <i>Risk Register</i><br>Provide advice to Directors on the use NMIT email for risk management purposes.   | B Johnston      | 31 March           | WIP.   |
| <i>Annual Accounts</i><br>Review if consolidated reports should include the Trust and come back with recommendations.                                     | B Johnston      | Next Board Meeting | The Trust is accounted for as a subsidiary of NMIT Limited and therefore its accounts require to be consolidated |
| <i>Annual Accounts</i><br>Review the Annual Report to ensure it meets the requirements of the Companies Act, with the inclusion of an Interests Register. | B Johnston      | Next Board Meeting | Completed  |
| <i>Group Debt Management</i><br>Send finance and banking documents to signatories, with an explanatory note for action.                                   | B Johnston      | Next Board Meeting | Completed  |
| <i>Board Schedule</i><br>set May Board meeting at the Marlborough campus, with attendance at scholarship ceremony prior.                                  | Board Secretary | 17 May 2021        | In progress - with an option for Directors to visit the Woodbourne airbase                                       |

# Te Kaupapa: Ratification of E-Resolution

## 1. PURPOSE:

|                           |   |
|---------------------------|---|
| <b>Function:</b>          | For Approval  |
| <b>Nā:</b>                | Tracy Johnston, Chair   |
| <b>Te rā:</b>             | 17 May 2021   |
| <b>Purpose:</b>           | The purpose of this paper is to to ratify an approval by the NMIT Board of a recommendation that was made electronically.           |
| <b>Recommendation(s):</b> | It is recommended that the NMIT Board ratifies both e-resolutions as a formal record to be captured in the minutes of this meeting. |

## 2. EXECUTIVE SUMMARY

- 2.1 The minutes of the last Board meeting were unable to show with sufficient clarity if the SSP was approved and so, for the sake of certainty, the Board of Directors were requested to confirm approval of the following resolution, by electronic means:

**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.**

The Resolution was carried unanimously.

- 2.2 Full Board approval was not required for the 2020 Financial Statements included in the Annual Report, as the Board delegated responsibility for this to the Chair and the Chair of the Audit & Risk Committee, subject to any amendments to be made to the Financial Statements being of a minor nature. The Financial Statements tabled at the Board meeting of 15 March 2021 were subject to only minor formatting and wording changes, however there were no changes to the actual result reported.

Accordingly, the Chair and the Chair of the Audit & Risk Committee were requested to approve the following resolution on behalf of the Board:

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

Both Chairs approved the Resolution.



## Te Kaupapa: Common Seal Usage

### 1. PURPOSE:

|                           |   |
|---------------------------|---|
| <b>Function:</b>          | For Information   |
| <b>Nā:</b>                | Brian Johnston, Exec Director Finance & Campus Services   |
| <b>Te rā:</b>             | 17 May 2021   |
| <b>Purpose:</b>           | <p>The purpose of this paper is:</p> <p>To provide the Board with a report on the use of the NMIT Common Seal for the period 1 March 2021 to 31 March 2021.</p> |
| <b>Recommendation(s):</b> | <p>It is recommended that the NMIT Board resolve to:</p> <ol style="list-style-type: none"> <li>1. Receive this report for their information.</li> </ol>        |

### 2. EXECUTIVE SUMMARY

Below details the use of the Common Seal for the abovementioned reporting period.

| Date     | Document  | Summary of Document  | Document Signatory |
|----------|---|--|--------------------|
| 05/03/21 | Letter to Hubei Polytechnic University                    | Confirmation that Wayne Jackson is employed by NMIT  | Tracy Johnston     |
| 11/03/21 | Letter to Hubei Polytechnic University                    | Confirmation that Wayne Jackson is employed by NMIT (replacement of above letter)  | Tracy Johnston     |
| 15/03/21 | Joint venture agreement with Hubei Polytechnic University | Joint venture agreement for NMIT to teach 3 degrees on campus at Hubei Polytechnic University (7 copies in English & Mandarin) | Wayne Jackson      |

**Nelson Marlborough Institute of Technology Limited Board Calendar | 2021**

|  | J | F     | M     | A | M     | J     | J | A     | S | O     | N     | D |
|--|---|-------|-------|---|-------|-------|---|-------|---|-------|-------|---|
| <b>1. Meeting Schedule</b>                                 |   |       |       |   |       |       |   |       |   |       |       |   |
| General Board meeting                                      |   | 12.02 | 15.03 |   | 17.05 | 28.06 |   | 16.08 |   | 11.10 | 22.11 |   |
| Audit and Risk Committee meeting                           |   |       | 05.03 |   | 07.05 | 18.06 |   |       |   | 01.10 | 12.11 |   |
| Remuneration and Appointments Committee meeting            |   |       |       |   | 17.05 |       |   |       |   |       | 22.11 |   |
| Annual General Meeting                                     |   |       |       |   | TBC   |       |   |       |   |       |       |   |
| <b>2. Strategy</b>   |   |       |       |   |       |       |   |       |   |       |       |   |
| Planning and Adoption                                      |   |       |       |   |       |       | X | X     | X |       |       |   |
| Investment Plan  |   | X     |       |   | X     |       |   | X     |   |       | X     |   |
| Performance review   |   | X     | X     |   | X     | X     | X | X     | X | X     | X     |   |
| Deep dive strategic thought piece                          |   |       | X     |   |       | X     |   |       |   | X     |       |   |
| <b>2. Budget (Annual)</b>                                  |   |       |       |   |       |       |   |       |   |       |       |   |
| Development (approval of key assumptions)                  |   |       |       |   |       |       |   | X     |   |       |       |   |
| Adoption   |   |       |       |   |       |       |   |       |   | X     |       |   |
| Review/monitor (Forecast Review)                           |   | X     | X     |   | X     | X     |   | X     |   | X     | X     |   |
| <b>3. Risk and Compliance</b>                              |   |       |       |   |       |       |   |       |   |       |       |   |
| Review of risk management systems                          |   | X     |       |   |       |       |   |       |   |       |       |   |
| Review of major risks                                      |   | X     | X     |   | X     | X     |   | X     |   | X     | X     |   |
| Review of regulatory compliance                            |   |       | X     |   |       | X     |   |       |   |       | X     |   |
| Insurance report   |   |       |       |   |       |       |   |       |   |       | X     |   |
| Directors certificates for D&O insurance and director fees |   | X     |       |   |       |       |   |       |   |       |       |   |
| <b>4. Policy framework</b>                                 |   |       |       |   |       |       |   |       |   |       |       |   |
| Corporate governance code of practice                      |   |       | X     |   |       |       |   |       |   |       |       |   |
| Committee terms of reference                               |   |       | X     |   |       |       |   |       |   |       |       |   |
| Major policy review  |   |       |       |   |       |       |   |       |   |       |       |   |
| - Risk management  |   |       |       |   |       |       |   |       |   |       | X     |   |
| - Delegated authorities                                    |   |       |       |   |       | X     |   |       |   |       |       |   |
| - Health, Safety and Wellbeing                             |   |       | X     |   |       |       |   |       |   |       |       |   |

|  |   |     |     |   |   |     |   |     |   |     |   |     |
|--|---|-----|-----|---|---|-----|---|-----|---|-----|---|-----|
| <b>5. Board review</b>                             |   |     |     |   |   |     |   |     |   |     |   |     |
| Composition/succession                             |   |     |     |   |   |     |   |     |   |     | X |     |
| Evaluation of performance                          |   |     |     |   |   |     |   |     |   |     | X |     |
| Remuneration                                       |   |     |     |   |   |     |   |     |   |     |   |     |
| - Review   |   |     |     |   |   |     |   |     |   |     | X |     |
| - Shareholder recommendation                       |   |     |     |   |   |     |   |     |   |     | X |     |
| Board sub-committee composition/succession         |   |     |     |   |   |     |   |     |   |     | X |     |
| <b>6. Governance</b>                               |   |     |     |   |   |     |   |     |   |     |   |     |
| Audit report                                       |   |     | X   |   |   |     |   |     |   |     |   |     |
| Shareholder communications                         | X |     |     | X |   |     | X |     |   | X   |   |     |
| Community communications                           |   | X   |     |   |   |     |   | X   |   |     |   |     |
| Stakeholder Engagement                             |   | X   | X   |   |   | X   |   | X   |   | X   | X |     |
| <b>7. Regulatory compliance</b>                    |   |     |     |   |   |     |   |     |   |     |   |     |
| Half-year report and reviewed financial statements |   |     |     |   |   |     |   | X   |   |     |   |     |
| Annual report to shareholders                      |   |     | X   |   |   |     |   |     |   |     |   |     |
| Statement of Corporate Intent                      |   |     |     |   |   |     |   |     |   |     |   |     |
| - Draft SCI  |   |     |     |   |   |     |   |     | X |     |   |     |
| - Final SCI  |   |     |     |   |   |     |   |     |   |     | X |     |
| <b>8. Financial and operational</b>                |   |     |     |   |   |     |   |     |   |     |   |     |
| Financial performance                              |   | X   | X   |   | X | X   |   | X   |   | X   | X |     |
| Overall operations report                          |   | X   | X   |   | X | X   |   | X   |   | X   | X |     |
| Significant project report                         |   | X   | X   |   | X | X   |   | X   |   | X   | X |     |
| Significant business development report            |   | X   | X   |   | X | X   |   | X   |   | X   | X |     |
| Capital requirements                               |   | X   | X   |   | X | X   |   | X   |   | X   | X |     |
| <b>9. Health and Safety</b>                        |   |     |     |   |   |     |   |     |   |     |   |     |
| Health and safety tours                            |   | X   | X   |   |   | X   |   | X   |   | X   |   | X   |
|  |   | TBC | TBC |   |   | TBC |   | TBC |   | TBC |   | TBC |

## Te Kaupapa: Te Pae Tawhiti

### 1. PURPOSE:

|                           |   |
|---------------------------|---|
| <b>Function:</b>          | For Information   |
| <b>Nā:</b>                | Olivia Hall, Executive Director Ōritetanga, People, Culture and Learner Services  |
| <b>Te rā:</b>             | 17 May 2021   |
| <b>Purpose:</b>           | The purpose of this paper is to provide the Board with an overview of Ōritetanga activity including those set out in the Te Pae Tawhiti report  |
| <b>Recommendation(s):</b> | It is recommended that the NMIT Board resolves to: <ol style="list-style-type: none"><li>1. Receive the Te Pae Tawhiti Report from Te Pūkenga</li><li>2. Note the Te Pae Tawhiti activity to date</li></ol> |

### 2. OVERVIEW

*Ko te pae tawhiti whāia kia tata, ko te pae tata whakamaua kia tīna.  
Seek to bring distant horizons closer, and sustain and maintain those that have arrived.*

The NMIT Te Pae Tawhiti Report draft as presented to the NMIT Board in January 2021, was amended and finalised following Board feedback, with the final version being presented to Te Pūkenga in February 2021. Feedback from Te Pūkenga has been received and is attached as Appendix A.

Key positive outcomes from the feedback specific to NMIT is:

- Strong and effective relationships with all eight iwi of Te Taihupo
- MOU with a number of iwi
- Treaty of Waitangi Policy which guides governance, management and operations
- A collective and integrated effort with Māori focused leadership roles at tiers 2 & 3
- Te Toki Pakohe, a dedicated space for Māori on campus
- Māori EPI data reported on clearly

Areas for development specific to NMIT were:

- Retention – the difference between Māori and non-Māori consistently between 10-19% and needs to be urgently addressed
- Responsive practices – the inconsistency of responsive practices across the institute, ranging from very strong to culturally ignorant and inappropriate practice needs to be understood and action taken to improve consistency.

Te Pūkenga staff are scheduled to meet with us next month to go through the reporting process and their report back to us. In the interim, we continue to work to the actions of our Te Pae Tawhiti report in line with the NMIT 5-year strategy development that is in the process. Both the areas for development and the actions as presented within the report are further expanded on with key activity to date.

### 3. PARTNERSHIPS, RELATIONSHIPS AND MĀORI LEADERSHIP / GREATER RELEVANCE OF PROVISION

#### Appointment of a Māori Relationship Manager

Nicole Akuhata was appointed to the role of Ōritetanga and Māori Relationships Manager on 3 March. Nicole has been with NMIT since 2016, most recently in the role of Bi-cultural Manager. This change in focus for her role ensures that we are able to partner appropriately with iwi and Māori organisations to ensure we are able to best meet their needs. Nicole was chosen from within NMIT due to her long-standing relationships and whakapapa to iwi in the region which is of immense value to the role, as well as her inhouse knowledge of how NMIT works.

This is a tier three role and replaces some key components of the previous Director Māori role, but sits under the Executive Director Ōritetanga, People, Culture and Learner Services who holds the portfolio of Iwi Relationships at Executive level.

#### Iwi Scholarships

NMIT has collaborated with each of the eight iwi of Te Taihū to provide eight distinct iwi scholarships worth \$1,000 each. Previous years NMIT has provided three iwi scholarships that are targeted at Māori and named after key past members of the Māori community that have held a role of importance to NMIT. This new scholarship regime has enabled a closer working relationship to form with each of our iwi, in particular those that have had little engagement or collaboration with.

#### Individual iwi activity

- Ngāti Kuia

NMIT staff have been working collaboratively with Ngāti Kuia to deliver a Level 2 Horticulture course beginning in May at Titiraukawa in Canvastown. The site is being developed into a nursery and is adjacent to Ngāti Kuia lands which will enable a productive learning environment with hands on experience opportunities for learners. The course is expected to progress to opportunities for Level 3 Horticulture and resources have been transferred to Ngāti Kuia to enable them to best meet the needs of learners, who travel from both Blenheim and Nelson to attend. A draft MOU is sitting with Ngāti Kuia for consideration.

- Ngāti Koata

Ngāti Koata and NMIT have been working together to enable houses that are built during the NMIT's 2021 Carpentry course, being sold to Ngāti Koata whānau members as first home buyers. Due to timing, it was not able to be achieved for 2021, but NMIT continues to work with Ngāti Koata to bring about the intended result for Ngāti Koata whānau members in 2022. This would be a pilot that could be extended to other iwi with the future intention of iwi members being trained whilst they build homes for themselves or their whānau members. A draft MOU is being jointly worked on and near finalisation.

- Ngāti Rārua

Being the first iwi to sign a MOU with NMIT, we continue to work with Ngāti Rārua to find a project of mutual benefit. Our relationship has strengthened and Ngāti Rārua decided to also offer their own NMIT scholarship on top of the NMIT Ngāti Rārua scholarship already on offer to try and strengthen their support and relationship with Ngāti Rārua whānau members learning at NMIT. A MOU was signed at the end of 2020.

- Rangitāne



Through the initiation of our NMIT Chair who holds relationships with key Rangitāne whānau members, NMIT staff will attend a meeting with their newly appointed Interim CEO and support staff on Thursday 29<sup>th</sup> of April. NMIT Māori staff will also be attending the Te Kaiaotanga o Te Reo (Te Reo Symposium) being held by Rangitāne and Ngāti Apa as professional development. No MOU to date.

- Ngāti Apa ki te Rā Tō

Ngāti Apa ki te Rā Tō Cultural Advisor Kiley Nepia has been employed on a part time basis to deliver our Manaaki Marae course in Blenheim. This relationship has strengthened our direct engagement with members of Marlborough based iwi through the reputation and teaching of Kiley. NMIT Māori staff will also be attending the Te Kaiaotanga o Te Reo (Te Reo Symposium) being held by Rangitāne and Ngāti Apa as professional development. No MOU to date.

- Te Ātiawa

Three meetings have been held with Te Ātiawa representatives and NMIT staff. This has resulted in a positive response to the Scholarship process and future delivery of Te Reo or Tikanga papers in Waikawa Picton is being explored. No MOU to date.

- Ngāti Toa Rangitira

Ngāti Toa has a different structure to other iwi in that the iwi interests of Ngāti Toa in the North Island as well as the South Island are within one overarching structure, with a small number of staff located in Blenheim. We are working to better understand Ngāti Toa and how best to engage with them. No MOU to date.

#### Te Ohu Whakaruruhau o NMIT - Iwi Māori Advisory Committee

NMIT has progressed from having iwi representation on all advisory committees across the institute, to one Iwi and Māori Advisory Committee (Te Ohu Whakaruruhau o NMIT) which all relevant information for iwi will be channelled through. This is in response to iwi needing to engage in a way which respects how many iwi there are in the region, how time poor iwi are due to competing demands from various government agencies and ensure that the right information is presented to the right levels with low level in-house information able to be sought and addressed by NMIT staff who are well known to and well supported by Te Taihū iwi.

Te Ohu Whakaruruhau is a management to management-based relationship which does not replace nor supersede the governor to governor role that sits with NMIT Board. Tracy as the Chair is the key point of contact with Iwi Chairs and will have a key role in engaging with them to firstly generate a positive relationship and secondly look for opportunities to work closer together, supporting the work being done at a staff level.

There is still some work to settle in the changes across the organisation and ensure a smooth transition of processes so that iwi are not inappropriately engaged with and those with relationships and knowledge of iwi within NMIT are supporting all engagement at all levels.

#### **4. INCLUSIVITY AND EQUITY FOR MĀORI**

An Ōritetanga Advisor has been appointed from within NMIT staff who begins in the 0.2 FTE role in May. When they are on board, they will draft an Ōritetanga Project for input and confirmation by year end.

#### **5. BETTER EQUITABLE ACCESS / STRONGER MĀORI PARTICIPATION**

Enrolment of Māori across all programme areas has strengthened in 2021 with 748 students enrolled to date compared to 581 in 2020 at the same time of year; a 129% increase. This increase is in keeping with domestic non-Māori learner numbers which experienced a 130% increase on last year (3,071 in 2020 compared to 3,998 in 2021).

Overall as a percentage of domestic learners, Māori learners represent 15.8%. This reflects positively on the number of Māori who reside within Te Taihupo as a percentage of the total which is 10.8% (Tasman 8.7%, Nelson 11% and Marlborough 13%)<sup>1</sup>.

## **6. MORE EQUITABLE OUTCOMES**

Data sourcing and analysis is currently being undertaken to ensure issues with equitable outcomes at a departmental, programme and tutor level can be addressed. This requires a clear outline of information sought and reported on so that departments can begin to report against it and set in place support and improvement processes where required.

Of note is the retention rate that requires immediate attention.

## **7. STRONGER RESPONSIBLE PRACTICES**

Professional expectations and performance framework to be compiled to address mixed levels of cultural understanding and appropriateness of staff so they can adequately respond to the needs of Māori. This piece of work is part of the larger Ōritetanga piece of work and the professional expectations framework which is being developed.

END

---

<sup>1</sup> 2018 Census data (stats.govt.nz)

**APPENDIX A**

# Nelson Marlborough Institute of Technology (NMIT)

## Te Pae Tawhiti Report

April 2021



**Te Pūkenga**



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## Overview

Te Pūkenga is focused on ensuring its services work well and respond with excellence to the needs of Māori learners and their whānau, as well as the aspirations of iwi and Māori communities throughout Aotearoa / New Zealand.

Te Pae Tawhiti was commissioned in 2020 to provide internal guidance for Te Pūkenga to achieve Te Tiriti o Waitangi excellence. Using a self-reflective approach, the intention of Te Pae Tawhiti is to help guide the planning, actions, and reporting of subsidiaries, as well as to inform the development of Te Pūkenga as a new entity.

From October 2020 to January 2021, subsidiaries used Te Pae Tawhiti to develop their self-reflective report and outline what actions they are planning for 2021 / 2022 in pursuance of Te Tiriti excellence. Analysis of these reports was undertaken during February and March, after which an overview report of network insights was developed, and feedback reports written for each of the subsidiaries.

Subsequently, this report provides:

1. A summary overview of subsidiary responses to Te Pae Tawhiti (the Te Tiriti o Waitangi Excellence Framework for Te Pūkenga)
2. Feedback on the Te Pae Tawhiti Self-Reflective Report you submitted on 31 January, including:
  - a. Highlights of your current practice/approaches that have real potential for insights to support Te Pūkenga and other subsidiaries
  - b. Suggestions for potential areas of development based upon some of the challenges identified in your report
  - c. Action Plan 2021/2022.

## Te Pūkenga Network Response to Te Pae Tawhiti

### Context

Te Pūkenga completed a kaupapa Māori analysis of all subsidiary self-reflective reports to support the network to carry out its duties in the Charter relating to Te Tiriti o Waitangi, namely to:

1. Ensure that its governance, management, and operations give effect to Te Tiriti of Waitangi;
2. Recognise that Māori are key actors in regional social, environmental, and economic development; and
3. Respond to the needs of and improve outcomes for Māori learners, whānau, hapū and iwi, and employers.

The analysis was conducted within a kaupapa Māori analytical frame, based on Te Ao Māori values, and guided by principles informed by Te Tiriti o Waitangi. It garnered insights to inform ongoing development of Te Pūkenga and its support of subsidiary development.

The following is a summary of some of the main insights the kaupapa Māori analysis produced.

### Insights about Giving Effect to Te Tiriti o Waitangi

#### *Te Tiriti o Waitangi Partnerships*

- He Whakaputanga o te Rangatiratanga o Nu Tirenī (Declaration of Independence 1835), Te Tiriti o Waitangi and the principles of Te Tiriti o Waitangi inform 'giving effect to Te Tiriti o Waitangi'
- Iwi, hapū and papatipu rūnanga are most commonly viewed as the 'Te Tiriti o Waitangi partner'
- The term 'Te Tiriti o Waitangi partnership' is used in a range of ways
- Mana Ōrite Agreements with Iwi reflect a Te Tiriti o Waitangi partnership



- Subsidiaries hold a range of formal partnership agreements at various hapū and iwi 'levels'
- Important to maintain Mana-to-Mana Te Tiriti o Waitangi partnerships established prior to Te Pūkenga
- Some formal partnership agreements are sector specific
- [All/Most] subsidiaries have strategic documents reflecting Te Tiriti o Waitangi-based partnership objectives
- Te Tiriti o Waitangi-based partnerships need to be practiced in real-life
- Marae-based engagements keep Te Tiriti o Waitangi partnerships alive
- Increasing hapū and papatipu rūnanga autonomy will require new approaches to Te Tiriti o Waitangi partnerships
- Further work is required for more meaningful Te Tiriti o Waitangi partnerships
- Partnerships with wānanga & training providers can be more effective

### *Te Tiriti o Waitangi-based Leadership*

- Meaningful Te Tiriti o Waitangi partnership includes co-governance
- Boards need to develop Te Tiriti o Waitangi capability with all board members
- Subsidiaries can clarify the capacity in which Māori sit on governance boards
- Sub-committees and Māori advisory groups established for Te Tiriti o Waitangi purposes are progress towards co-governance
- Subsidiary executive leadership and management teams need capable, Māori members in meaningful positions
- Subsidiaries have dedicated resource to support Te Tiriti o Waitangi partnering
- Academic quality requires capable kaupapa Māori leadership

### *Te Tiriti o Waitangi-based Systems*

- Efforts to effect systemic Te Tiriti o Waitangi-based change are not consistent
- Te Tiriti o Waitangi partnership awareness needs to be communicated to all staff and students
- There are a range of innovative Te Tiriti o Waitangi-based strategies & frameworks to leverage

### **Insights about Māori as Key Actors**

- Iwi and Māori are Te Tiriti o Waitangi partners, as well as key actors
- Partnering with Iwi and hapū collectives provides robust guidance and direction
- Iwi, hapū and Māori community engagement is critical for subsidiary strategy and performance
- Integrated regional development approaches contribute to broader outcomes.
- Engaging with iwi education teams contributes to better outcomes
- Partnering with Māori communities contributes to wider outcomes
- Active management of relationships with Māori industry will enhance Māori learner outcomes
- Mana Ōrite arrangements enable the Te Tiriti partner to genuinely progress Māori visions and aspirations
- Iwi-supported Trades Training Programmes are important to the network



## Insights about Improving Māori Outcomes

### *Outcomes for Māori Learners*

- Overall, inequities continue for Māori learners
- Subsidiaries report Māori learner inequities in a variety of ways

### *Learning Environments to Address Māori Inequities*

- Distinctive Te Ao Māori approaches are required to address Māori inequities
- Active and meaningful partnership work is required to raise the visibility and interrogation of data
- Subsidiaries should actively contribute to a wide range of hapū, iwi and Māori outcomes
- Learning environments must be safe and welcoming to be inclusive and equitable
- Kaupapa Māori-embedded programmes in the learning environments improve outcomes and need to be part of all curriculum decisions
- Learning environments that uphold mana Māori improve outcomes
- Te Ao Māori sites of learning improve outcomes
- Calling out racism and bias in learning environments is required to improve outcomes
- Māori learning environments that uplift the mana of whānau improve outcomes
- Māori learner support services conducive to Māori learner success improve outcomes

### *Access to Address Māori Inequities*

- Equitable distribution of funding and resources improve outcomes
- Development of flexible delivery whether they are on campus, in the workplace, online or otherwise, and the support systems for that delivery need to improve outcomes
- Regional campus and hub student support will improve outcomes

### *Cultural Responsiveness to Address Māori Inequities*

- Developing strong cultural capabilities in staff is crucial to improve outcomes
- Developing a plan for racism and bias is needed to strengthen responsive practices
- Everyone is responsible for, and need to work on, stamping out racism and bias
- Developing strategies and actions for embedding Te Ao Māori is required to strengthen responsiveness

### *Systems, Structures and Services to Address Māori Inequities and Transform Vocational Education*

- A strategic approach with Māori in leadership positions is necessary to improve outcomes
- Capacity Building - employing and growing Māori staff - is crucial to improve outcomes
- Capability Building - uplifting Māori skills and leadership - is a key intervention to improve outcomes
- Critical mass and thought leadership are important for kaupapa and mātauranga Māori to flourish in Te Pūkenga and its subsidiaries
- Development of Te Ao Māori and mātauranga Māori curriculum is crucial





- Equity reclamation is required
- Redefining outcomes is necessary
- Equal performance outcomes are a minimum

### *Performance Measurement*

- Key performance indicators designed in genuine Te Tiriti o Waitangi partnership will improve Māori and overall outcomes
- Tikanga-based performance measurement approaches
- Māori success data analysis and the sharing of that data with our Te Tiriti partners - varies across the network and a national approach to how that is shared needs to be set
- Equally we can improve the consistency and quality of data collection and analysis relating to graduate employment, social or cultural outcomes across the Te Pūkenga network
- All subsidiaries and Te Pūkenga will benefit from monitoring and analysing a wider range of quantitative and qualitative Māori success data and this should all be identified with our Te Tiriti and Māori partners
- There are pockets of innovative, Māori-specific data initiatives
- There is intention to measure impact as well as performance

## **Some Key Insights for Growth**

### *Subsidiary Conditions*

- Subsidiaries exceeded progress reporting expectations under constraining conditions
- Subsidiaries have inconsistent perspectives of a Te Tiriti o Waitangi partnership
- A wider systems approach is required to re-vision and resource what 'active and meaningful' partnership and engagement looks like using the guidance from Te Arawhiti and the continued application of Te Pae Tawhiti as our internal guidance
- Te Pūkenga needs to give equal consideration to the outcomes, goals and the future state of Māori education as articulated in Te Pae Tawhiti
- Insights from this progress reporting process can improve future processes

### *Subsidiary Challenges*

The self-reflective reports captured subsidiaries' challenges in relation to:

1. Absence and lack of clarity of what partnership means and looks like
2. Pre-existing iwi relationships
3. Implementing vision and strategy
4. Limited capacity and capability on both sides of the Tiriti partnership
5. Te Ao Māori design and delivery
6. Timing of self-reflective reports
7. Seeing they have limited allocated resources to research and understand Māori learner needs and to research Māori cultural competency pathways
8. Māori student support staff disestablished and mainstreamed
9. Working in silos
10. Calling out racism and bias



### *Practice with Potential*

Across the network, there are examples of practices that have real potential to scale up or transfer across the network. Some of these include:

1. Mana Ōrite agreements and co-governance arrangements with iwi
2. Rūnanga Te Tiriti governance with iwi, Māori, community and industry
3. Calling out racism and bias
4. Regional collaborations with iwi and Māori service providers, subsidiaries, and other tertiary institutions
5. Developmental evaluation
6. Synthesising subsidiary Te Tiriti o Waitangi strategic approaches
7. Holistic, end to end, Māori student support
8. Māori learner data project
9. A strategic partnerships manager who is Māori
10. Advisory / steering groups of well-connected and respected people



## Insights Specific to the Nelson Marlborough Institute of Technology (NMIT)

### Summary of Reflections

Your efforts to produce your progress report must be acknowledged, along with the efforts of your Management Team, Olivia Hall (Executive Director Ōritetanga People, Culture and Learner Services), your Chief Executive and your Board to ensure the Te Pae Tawhiti template was completed accurately. The approach to establish processes and to obtain accurate information to ensure the breadth of activity was understood and reported on, and where needed, improvement planned for, is to be commended. It is also noted that in the future, you intend to take a "wider-team" self-reflective approach.

### Practices with Potential

The Te Pūkenga network insights report highlights a range of potential practices from across the subsidiary network that were particularly impressive. The following NMIT practices are recognised for their potential:

1. Strong and effective partnership with all eight iwi of Te Taihupo, as well as Memoranda of Understanding with a number of iwi to progress programmes of mutual interest and benefit.
2. Treaty of Waitangi Policy, which guides governance, management and operations in regard to expectations around Te Tiriti o Waitangi.
3. A collective, more integrated effort - Māori academic staff, Māori programmes, Māori focused leadership roles at tiers 2 & 3 including the Executive Director Ōritetanga People, Culture and Learner Services, and Te Toki Pakohe, a dedicated space for Māori on campus.
4. Māori data across all four EPLs was reported clearly in the body of the report - course completion, retention, progression and qualification rates.

### Potential Areas for Development

The Te Pūkenga network insights report also acknowledged a range of challenges that subsidiaries highlighted. Outlined below are some of the challenges identified in your report, which may benefit from a developmental focus. There is an assumption that your Action Plan will address some of these developmental areas:

1. **Retention** – with the difference between Māori and non-Māori consistently between 10-19%, this is a trend that needs to be urgently addressed. The inclusion of this in your equitable outcomes actions is noted.
2. **Responsive Practices** – the inconsistency of responsive practices across the institute, ranging from very strong to culturally ignorant and inappropriate practice needs to be understood and action taken to improve consistency. The inclusion of this in your Professional Expectations Framework actions is also noted.

All subsidiaries, at varying stages, are working on these types of important issues and factors. There is an expectation that the summary of network insights from the Overview Report provided above will support NMIT's Te Pae Tawhiti work on the Charter duties to give effect to Te Tiriti o Waitangi, to recognise Māori as key actors, and to improve Māori outcomes.



## Action Plan 2021/2022

Below, is a summary of key points of interest regarding the reflections shared in your progress report. Under each section of outcomes and goals, your self-reflection has been noted as well as your reported 2021 and 2022 actions. It is envisaged that the summary of network insights will assist in informing and further developing the 2021/2022 Action Plan you submitted as part of your self-reflective report. During May/June, your Kaitautoko will work with you to help shape these up into a final version, which from September 2021 will be what NMIT will be accountable for and reporting on quarterly to the DCE: Partnerships & Equity, for Te Pūkenga Council.

It is noted that your Actions for 2021 and 2022 are well aligned to your strategic plan and Treaty of Waitangi Policy and commend you on your focus on four areas: partnerships, equity, responsive practices, and equitable outcomes. It is positive to see that all Executive Directors will be responsible for your responsive practice actions, and that the responsibility of the other three actions will be shared between either the CEO and Executive Director OPCL, or Executive Director Programmes and Delivery and Executive Director OPCL. Sharing these responsibilities is important so that the Māori ED (Executive Director OPCL) is not heavy-laden.

| Outcomes & Goals   | Summary of Reflections   | 2021 Actions  | 2022 Actions                                   |
|--|--|---|--|
| <b>Partnerships, Relationships and Māori Leadership</b><br><br><b>COMFORTABLE /CONFIDENT</b>         | <ul style="list-style-type: none"> <li>Memorandum of Understandings with Whakatū Marae &amp; Ngāti Koata Trust</li> <li>Appointment of a Board member recommended &amp; supported by all 8 iwi of Te Taihū</li> <li>One other Māori Board member</li> <li>Te Ohu Whakaruruhau o NMIT – Māori Advisory Group, reps from: iwi, Māori orgs, marae, Kaiako Māori (high school reo tchrs), tauira and staff</li> <li>Ongoing Kaumātua guidance &amp; support</li> <li>Treaty of Waitangi Policy – key guiding document which guides NMIT re: expectations around Te Tiriti, including Board and staff</li> <li>Te Toki Pakohe, a dedicated space for Māori on campus</li> <li>Executive Director Ōritetanga, People, Culture and Learner Services (Olivia Hall, 1.0 FTE), part of Senior Management Team</li> </ul> | Appoint an Iwi Liaison.<br><br>Confirm MoU with 3 new iwi/Māori organisations | Confirm MoU with 3 new iwi/Māori organisations |
| <b>Inclusivity &amp; Equity for Māori</b><br><b>- Learning Environment</b><br><br><b>COMFORTABLE</b> | <ul style="list-style-type: none"> <li>Ongoing iwi &amp; kaumātua involvement, e.g.:               <ul style="list-style-type: none"> <li>On CE selection panel; at Mihi Whakatau for new tauira &amp; NMIT graduation ceremonies</li> <li>Meetings/communication between Board Chair and Iwi Board Chairs</li> <li>Ahi Kaa Wānanga short course development (w Wakatū Inc)</li> <li>Ngāti Kuia partnership in delivery of Hort prog</li> <li>MoU with Ngāti Rārua</li> <li>Ngāti Koata and NMIT partnership for purchase of buildings</li> </ul> </li> <li>NMIT sponsored scholarships for each of the 8 Te Taihū iwi</li> </ul>  | Equity research undertaken and Ōritetanga project compiled.                   | Ōritetanga project implemented.                |



| Outcomes & Goals   | Summary of Reflections   | 2021 Actions  | 2022 Actions  |
|--|--|---|---|
|  | <ul style="list-style-type: none"> <li>NMIT uses Hargraves seven principles to effectively support Māori students as Māori, as a guide, e.g. (pp 5-6): <ol style="list-style-type: none"> <li>Accepting professional responsibility for, and making a commitment to, improving Māori student's educational achievement</li> <li>Care for students as Māori students</li> <li>Develop relationships with whānau and iwi</li> <li>Transform power relations in the classroom</li> <li>Develop discursive and co-constructive pedagogies</li> <li>Manage classrooms to promote learning</li> </ol> </li> <li>Have high expectations of Māori students, and reflect on learning outcomes and goals with students and whānau</li> </ul> |   |   |
| <b>Greater Relevance</b><br><b>Māori needs &amp; views</b><br><br><b>COMFORTABLE/CONFIDENT</b> | <ul style="list-style-type: none"> <li>A range of progs have been estd at NMIT in partnership with Māori and iwi orgs over the past 2-years (re: p11)</li> <li>Relationships are strong with iwi, marae and Māori orgs as many staff have whakapapa to local iwi. Of the Toki Pakohe staff (including Executive Director: Ōritetanga, Te Puna Manaaki and Mātauranga Māori staff, approx. 23 staff), over half the staff are mana whenua and connected by whakapapa to all 8 local iwi.</li> </ul>   |   |   |
| <b>Better Equitable Access</b><br><br><b>CONFIDENT/COMFORTABLE</b>                             | <ul style="list-style-type: none"> <li>Māori participation rates reflect or exceed the population of the region at 13-16% (i.e. Tasman 8.7%, Nelson 11% and Marlborough 13%)</li> <li>A variety of delivery options to best meet the needs of Māori / the community, e.g.: Matike Mai tikanga courses (delivered on Te Taihū marae); day and night classes / Kura rā and Kura pō; delivery in Motueka, as well as Nelson &amp; Marlborough; marae delivery of te reo courses; in-work short courses; iwi-led courses delivered off-site</li> </ul>   |   |   |
| <b>Stronger Māori Participation</b>  | <ul style="list-style-type: none"> <li>Since 2017, Māori EFTs have decreased at a greater % than non-Māori EFTs, i.e. 35% vs 16% (re: pp13-15)</li> <li>Māori withdrawals increased from 7.8% to 10.1% in 2020 (c.f. non-Māori withdrawal rate dropped from 6.1%</li> </ul>  | Analyse, assess & evaluate progress and set new targets for 2022. | Analyse, assess & evaluate progress and set new targets for 2023. |



| Outcomes & Goals   | Summary of Reflections  | 2021 Actions   | 2022 Actions  |
|--|---|--|---|
| <b>COMFORTABLE</b>   | to 5.6%); more work required to understand if these results were due to COVID, or if it's a trend that needs further exploration.   |  |   |
| <b>More Equitable Outcomes</b><br><br><b>COMFORTABLE</b>       | <ul style="list-style-type: none"> <li>o EPI data shows consistent inequitable outcomes for Māori learners across all four indicators (pp6-11)</li> <li>o COURSE COMPLETIONS have decreased since 2018, e.g.: [75% in 2017] 80% in 2018, 76% in 2019 &amp; 70% in 2020 (c.f. completion rates for non-Māori: [85% in 2017] 86% in 2018, 84% in 2019 &amp; 82% in 2020).</li> <li>o QUALIFICATION COMPLETIONS: 2020, &amp; 2019 in particular show greater inequity of results than the previous 2 years</li> <li>o RETENTION: difference between Māori &amp; non-Māori learners is consistently between 10-19%</li> <li>o PROGRESSION: Māori progression rates relatively stable after a substantive drop in 2016 &amp; 2017 (opposite for non-Māori progression, which are steadily increasing)</li> <li>o Overall, Māori are performing well c.f. other ITPs in course completion at all year levels except for L7-9.</li> <li>o Graduate destination data shows that Māori learners are getting better employment outcomes than non-Māori graduates (pp18-19)</li> </ul> | Departmental plans address equity for Māori learners developed and reported against. | Intensive support and reporting in place to ensure equity issues at a departmental level are addressed. |
| <b>Stronger Responsive Practices</b><br><br><b>COMFORTABLE</b> | <ul style="list-style-type: none"> <li>o Information in the Student Management System can be drilled down to ethnicity for course EPI, delivery detailed, delivery trend &amp; by provider</li> <li>o Māori focused roles at top levels: Governance – one iwi rep BoD and one other Māori director; 2nd tier – Executive Director: Ōritetanga, People, Culture and Learner Services; 3rd tier – Poumanaaki Bi-cultural Manager</li> <li>o A range of Māori specific services including: Te Puna Manaaki (a dedicated Māori Learner Services team located in Te Toki Pakohe); Learner Services (located in the Library – team who also support</li> </ul>  | Analyse, assess & evaluate research and set new targets for 2022.                    | Analyse, assess & evaluate progress and set new targets for 2023.                                       |



| Outcomes & Goals | Summary of Reflections   | 2021 Actions | 2022 Actions |
|------------------|--|--------------|--------------|
|                  | <p>Māori students. Learner Services and Te Puna Manaaki work closely together to ensure the needs of Māori students are met); SANITI (Student Association of Nelson-Marlborough Institute of Technology Incorporated, the independent student body rep org for students); marketing targeted to Māori (ensuring NMIT is visible at specifically Māori events).</p> <ul style="list-style-type: none"> <li>While most staff have some level of understanding of culturally responsive and inclusive practice, NMIT does not measure or track this, nor is there an agreed measure consistently applied throughout the org.</li> <li>Relationship between NMIT and iwi is based on mana ōrite and has two levels of relationship: 'mana to mana' (at governance level) and 'mahi to mahi' (management/operations) – re: Mana Ōrite Relationship agreement btwn National Iwi Chairs and Stats NZ</li> </ul> |              |              |

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# NMIT

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## Applications & Enrolment Trends

Applications and SDR EFTS trends based on weekly snapshot

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April 2021 – Week 16

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Prepared by  
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**Business Intelligence Analyst**

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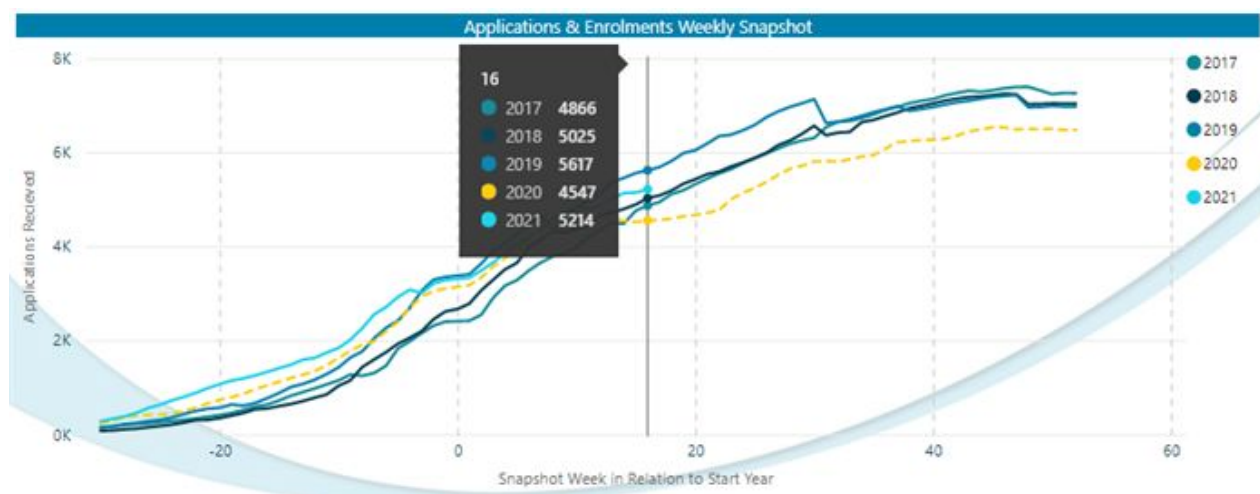


## Application and Enrolment Trends – All Learners

[Link to Power BI Report](#)

Note: Withdrawn and declined applications have been filtered out of the snips below.

We can see that as of the **week 16** snapshot we have received **5214** applications for 2021 programmes (both domestic and international) compared to **4547** at the same time last year which is an increase of **667** applications.



When we split the above applications figures by progress status we can see that **4488** applications have reached an 'Enrolment Accepted' (EA) status compared to **3663** this time last year. This shows that **23%** more applications have reached this status compared to the same time last year.

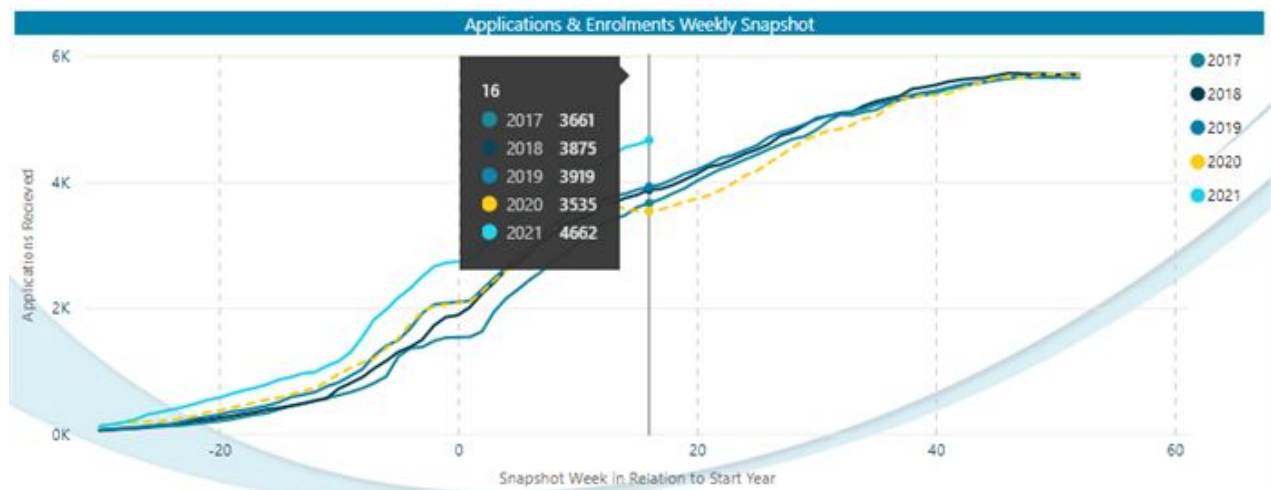


The SDR EFTS trend graph shows EFTS associated with the above EA enrolments as well as any tail EFTS from enrolments starting in the previous year. We can see an increase in 'secured' EFTS from **1995.92** in **week 16** last year to **2047.27** in **week 16** of 2021.



## Application and Enrolment Trends – Domestic Learners

When we filter the data to look at domestic learners we see **4662** applications for 2021 programmes compared to **3535** at the same time last year. This is an additional **1127** applications and represents an increase of **32%**.



The number of applications for 2021 programmes that have converted to an 'Enrolment Accepted' status as of the **week 16** snapshot is **4290** compared to **3290** at the same time last year. This shows that in addition to the **32%** increase in domestic applications we have converted **1000** more by **week 16** this year which represents an increase of **30%**.



The above increase in converted applications alongside secured tail EFTS from 2020 programmes gives NMIT a domestic EFTS total of **1890.52** as of the **week 16** snapshot compared to **1544.39** at the same time last year. This is an increase of **346** EFTS which represents a **22%** increase.



## 2021 Applications and Enrolments by Programme Area – Domestic Learners

Below is a breakdown of domestic applications and enrolments for 2021 programmes by Programme Area as of the **week 16** snapshot.

### 2021 Applications & Enrolments (excluding cancelled/withdrawn) by Programme Area



### Previous Year Comparison of Confirmed Domestic Enrolments by Programme Area (Enrolment Accepted status only)

| Year over Year Comparison of Applications / Enrolments |             |              |          |             |
|--|-------------|--------------|----------|-------------|
| Programme Area   | 2020        | % Difference |          | 2021        |
| Applied Business & English Language                    | 258         | 11%          | ↑        | 287         |
| Aviation   | 152         | 17%          | ↑        | 178         |
| Dean International Curriculum                          | 16          | -31%         | ↓        | 11          |
| Digital Technologies, Arts & Media                     | 461         | 4%           | ↑        | 480         |
| Engineering & Construction                             | 321         | 38%          | ↑        | 443         |
| Health & Fitness                                       | 190         | 16%          | ↑        | 220         |
| Hospitality, Service Sectors & Pathways                | 436         | 16%          | ↑        | 505         |
| Learning Innovation & Delivery                         | 28          | -11%         | ↓        | 25          |
| Maritime, AVT & Conservation                           | 394         | 57%          | ↑        | 617         |
| Primary Industries                                     | 204         | 86%          | ↑        | 380         |
| Research & Innovation                                  | 30          | -33%         | ↓        | 20          |
| Social Sciences  | 473         | 9%           | ↑        | 517         |
| Te Toki Pakohē   | 327         | 86%          | ↑        | 607         |
| <b>Total</b>   | <b>3290</b> | <b>30%</b>   | <b>↑</b> | <b>4290</b> |

## 2021 SDR EFTS by Programme Area – Domestic Learners

Below is a breakdown of domestic SDR EFTS for 2021 by Programme Area as of the **week 16** snapshot.

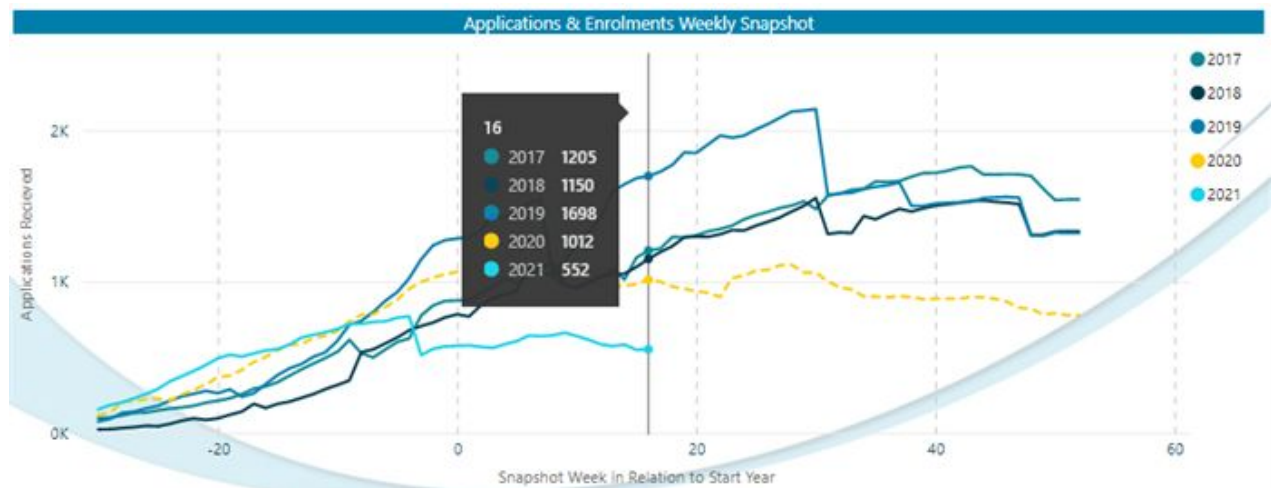


## Previous Year Comparison of 2021 SDR EFTS by Programme Area (EA, EW status only)

| Year over Year comparison of EFTS       |                 |              |                 |
|---|-----------------|--------------|-----------------|
| Programme Area                          | 2020            | % Difference | 2021            |
| Applied Business & English Language     | 133.71          | 8% ↑         | 144.39          |
| Aviation                                | 101.85          | 18% ↑        | 119.88          |
| Dean International Curriculum           | 0.36            | -25% ↓       | 0.27            |
| Digital Technologies, Arts & Media      | 169.85          | 10% ↑        | 186.74          |
| Engineering & Construction              | 158.32          | 84% ↑        | 291.66          |
| Health & Fitness                        | 175.47          | 9% ↑         | 191.79          |
| Hospitality, Service Sectors & Pathways | 124.83          | 25% ↑        | 155.46          |
| Learning Innovation & Delivery          | 4.84            | -32% ↓       | 3.29            |
| Maritime, AVT & Conservation            | 159.84          | -11% ↓       | 142.60          |
| Primary Industries                      | 113.66          | 68% ↑        | 190.93          |
| Research & Innovation                   | 5.00            | -33% ↓       | 3.33            |
| Social Sciences                         | 216.35          | 1% ↑         | 218.23          |
| Te Toki Pakohe                          | 180.31          | 34% ↑        | 241.96          |
| <b>Total</b>                            | <b>1,544.39</b> | <b>22% ↑</b> | <b>1,890.52</b> |

## Application and Enrolment Trends – International Learners

As we would expect there is a significant decrease in the number of international applications for 2021 programmes with **552** as of **week 16** snapshot compared to **1012** this time last year.



This trend continues in terms of applications converted to an 'Enrolment Accepted' status as seen below.



The low number of converted applications is reflected in the EFTS trends.





# 2021 Actual vs Budget/Forecast EFTS as of 19<sup>th</sup> April 2021

EFTS tracking shows we are currently reporting **2050.25** SDR EFTS for 2021 against an EFTS budget of **2442.81** which means **84%** of budgeted EFTS have been 'secured'\*

| Programme Area                          | Learner Count* | Actual SAC | Actual Int | Actual ITO | Actual YG | Actual STAR | Actual Other | Actual MPTT | Actual ACE | Actual Total | Budget SAC | Budget Int | Budget ITO | Budget YG | Budget STAR | Budget Other | Budget MPTT | Budget ACE | Budget Total | Budget Variance |
|---|----------------|------------|------------|------------|-----------|-------------|--------------|-------------|------------|--------------|------------|------------|------------|-----------|-------------|--------------|-------------|------------|--------------|-----------------|
| Applied Business & English Language     | 492            | 127.36     | 71.25      |            |           |             | 17.53        |             |            | 216.15       | 146.01     | 101.26     |            |           |             | 7.68         |             |            | 254.95       | -38.81          |
| Aviation                                | 295            | 112.46     | 1.08       |            |           |             | 6.70         |             | 0.72       | 120.96       | 126.95     | 1.00       |            |           |             | 6.68         |             |            | 134.63       | -13.67          |
| Dean International Curriculum           | 141            |            | 11.40      |            |           |             |              |             | 0.27       | 11.67        |            | 60.00      |            |           |             |              |             | 0.80       | 60.80        | -49.13          |
| Digital Technologies, Arts & Media      | 540            | 175.48     | 28.09      |            |           |             | 0.03         |             | 12.24      | 215.85       | 168.11     | 24.04      |            |           |             |              |             | 35.00      | 227.15       | -11.30          |
| Engineering & Construction              | 535            | 283.05     | 9.25       | 2.10       | 6.00      |             |              |             | 0.51       | 300.91       | 230.50     | 7.13       | 9.00       | 20.50     |             | 1.00         |             | 2.50       | 270.63       | 30.29           |
| Health & Fitness                        | 241            | 191.46     | 12.26      |            |           |             | 0.33         |             |            | 204.04       | 187.75     | 19.35      |            |           |             |              |             |            | 207.10       | -3.06           |
| Hospitality, Service Sectors & Pathways | 526            | 75.09      | 1.80       | 5.33       | 28.25     | 45.02       | 0.10         |             | 1.67       | 157.26       | 103.60     | 1.00       | 7.00       | 39.40     | 43.78       |              |             | 5.00       | 199.78       | -42.51          |
| Learner Services                        |                |            |            |            |           |             |              |             |            |              |            |            |            |           |             | 0.50         |             |            | 0.50         |                 |
| Learning Innovation & Delivery          | 28             | 3.29       | 0.42       |            |           |             |              |             |            | 3.71         | 6.00       |            |            |           |             |              |             |            | 6.00         | -2.29           |
| Maritime, AVT & Conservation            | 759            | 133.05     | 5.26       |            |           |             | 9.64         |             | 0.46       | 148.41       | 227.93     | 14.00      |            |           |             | 24.00        |             | 1.00       | 266.93       | -118.52         |
| Primary Industries                      | 443            | 191.36     | 15.87      |            |           |             | 0.22         |             |            | 207.45       | 303.33     | 15.50      |            |           |             | 0.40         |             | 2.00       | 321.23       | -113.78         |
| Research & Innovation                   | 10             | 3.33       |            |            |           |             |              |             |            | 3.33         | 5.00       |            |            |           |             |              |             |            | 5.00         | -1.67           |
| Social Sciences                         | 380            | 218.23     | 0.50       |            |           |             |              |             |            | 218.73       | 256.13     |            |            |           |             |              |             |            | 256.13       | -37.40          |
| Te Toki Paho                            | 640            | 226.53     | 0.06       |            |           |             | 4.40         |             | 10.80      | 241.79       | 226.00     |            |            |           |             |              |             | 6.00       | 232.00       | 9.79            |
| Total                                   | 4953           | 1,740.68   | 157.25     | 7.43       | 34.25     | 45.02       | 38.95        |             | 26.67      | 2,050.25     | 1,987.30   | 243.28     | 16.00      | 59.90     | 43.78       | 40.26        |             | 52.30      | 2,442.81     | -392.56         |

The secured EFTS % drops to **80.0%** when measured against the updated live EFTS forecast of **2564.14** EFTS\*.

| Programme Area                          | Learner Count* | Actual SAC | Actual Int | Actual ITO | Actual YG | Actual STAR | Actual Other | Actual MPTT | Actual ACE | Actual Total | Forecast SAC | Forecast Int | Forecast ITO | Forecast YG | Forecast STAR | Forecast Other | Forecast MPTT | Forecast ACE | Forecast Total | Forecast Variance |
|---|----------------|------------|------------|------------|-----------|-------------|--------------|-------------|------------|--------------|--------------|--------------|--------------|-------------|---------------|----------------|---------------|--------------|----------------|-------------------|
| Applied Business & English Language     | 492            | 127.36     | 71.25      |            |           |             | 17.53        |             |            | 216.15       | 146.01       | 101.26       |              |             |               | 7.68           |               |              | 254.95         | -38.81            |
| Aviation                                | 295            | 112.46     | 1.08       |            |           |             | 6.70         |             | 0.72       | 120.96       | 126.95       | 1.00         |              |             |               | 6.68           |               |              | 134.63         | -13.67            |
| Dean International Curriculum           | 141            |            | 11.40      |            |           |             |              |             | 0.27       | 11.67        |              | 60.00        |              |             |               |                |               | 0.80         | 60.80          | -49.13            |
| Digital Technologies, Arts & Media      | 540            | 175.48     | 28.09      |            |           |             | 0.03         |             | 12.24      | 215.85       | 177.36       | 24.04        |              |             |               |                |               | 35.00        | 236.40         | -20.55            |
| Engineering & Construction              | 535            | 283.05     | 9.25       | 2.10       | 6.00      |             |              |             | 0.51       | 300.91       | 305.25       | 9.75         | 9.00         | 15.00       |               | 1.00           |               | 2.50         | 342.50         | -41.59            |
| Health & Fitness                        | 241            | 191.46     | 12.26      |            |           |             | 0.33         |             |            | 204.04       | 209.75       | 19.35        |              |             |               |                |               |              | 229.10         | -25.06            |
| Hospitality, Service Sectors & Pathways | 526            | 75.09      | 1.80       | 5.33       | 28.25     | 45.02       | 0.10         |             | 1.67       | 157.26       | 91.60        |              | 7.00         | 51.40       | 49.55         |                |               | 5.00         | 204.55         | -47.29            |
| Learner Services                        |                |            |            |            |           |             |              |             |            |              |              |              |              |             |               | 0.50           |               |              | 0.50           |                   |
| Learning Innovation & Delivery          | 28             | 3.29       | 0.42       |            |           |             |              |             |            | 3.71         | 6.00         |              |              |             |               |                |               |              | 6.00           | -2.29             |
| Maritime, AVT & Conservation            | 759            | 133.05     | 5.26       |            |           |             | 9.64         |             | 0.46       | 148.41       | 252.05       | 2.75         |              |             |               | 24.00          |               | 1.00         | 279.80         | -131.39           |
| Primary Industries                      | 443            | 191.36     | 15.87      |            |           |             | 0.22         |             |            | 207.45       | 303.33       | 15.50        |              |             |               | 0.40           |               | 2.00         | 321.23         | -113.78           |
| Research & Innovation                   | 10             | 3.33       |            |            |           |             |              |             |            | 3.33         | 5.00         |              |              |             |               |                |               |              | 5.00           | -1.67             |
| Social Sciences                         | 380            | 218.23     | 0.50       |            |           |             |              |             |            | 218.73       | 256.13       |              |              |             |               |                |               |              | 256.13         | -37.40            |
| Te Toki Paho                            | 640            | 226.53     | 0.06       |            |           |             | 4.40         |             | 10.80      | 241.79       | 222.53       |              |              |             |               |                |               | 10.02        | 232.55         | 9.24              |
| Total                                   | 4953           | 1,740.68   | 157.25     | 7.43       | 34.25     | 45.02       | 38.95        |             | 26.67      | 2,050.25     | 2,101.96     | 233.65       | 16.00        | 66.40       | 49.55         | 40.26          |               | 56.32        | 2,564.14       | -513.89           |

\*Note that EFTS can still be lost where learners withdraw from their programme prior to or within 3 weeks of their start date.

[Link to Power BI Report](#)

## 2021 Actual/ Budget/Forecast EFTS by Programme Area and Cluster as of 19<sup>th</sup> April 2021

Below is a breakdown of actual EFTS compared to budget and forecast EFTS by Programme Area and Cluster.

| SDR EFTS by Year (Including Budget & Forecast EFTS) |  |                |               |       |          |               |               |          |                 |               |          |
|---|--|----------------|---------------|-------|----------|---------------|---------------|----------|-----------------|---------------|----------|
| Year - Type   |  | 2021 - Actuals |               |       |          | 2021 - Budget |               |          | 2021 - Forecast |               |          |
| Programme Area                                      |  | Domestic       | International | OSOL  | Total    | Domestic      | International | Total    | Domestic        | International | Total    |
| ☐   | Applied Business & English Language                        | 144.89         | 43.32         | 27.94 | 216.15   | 153.69        | 101.26        | 254.95   | 153.69          | 101.26        | 254.95   |
| ☐   | Applied Business BCOM                                      | 69.16          | 36.64         | 14.19 | 119.98   | 87.94         | 66.30         | 154.24   | 87.94           | 66.30         | 154.24   |
| ☐   | Applied Business eCampus                                   | 57.20          | 4.25          |       | 61.45    | 56.07         |               | 56.07    | 56.07           |               | 56.07    |
| ☐   | English Language   | 18.53          | 2.43          | 13.75 | 34.71    | 9.68          | 34.96         | 44.64    | 9.68            | 34.96         | 44.64    |
| ☐   | Aviation   | 119.88         | 1.08          |       | 120.96   | 133.63        | 1.00          | 134.63   | 133.63          | 1.00          | 134.63   |
| ☐   | Aviation Engineering                                       | 119.88         | 1.08          |       | 120.96   | 133.63        | 1.00          | 134.63   | 133.63          | 1.00          | 134.63   |
| ☐   | Dean International Curriculum                              | 0.27           | 11.40         |       | 11.67    | 0.80          | 60.00         | 60.80    | 0.80            | 60.00         | 60.80    |
| ☐   | China  | 0.27           | 11.40         |       | 11.67    | 0.80          | 60.00         | 60.80    | 0.80            | 60.00         | 60.80    |
| ☐   | Digital Technologies, Arts & Media                         | 187.75         | 15.20         | 12.90 | 215.85   | 203.11        | 24.04         | 227.15   | 212.36          | 24.04         | 236.40   |
| ☐   | Arts, Media & Digital Technology eCampus                   | 25.72          |               |       | 25.72    | 27.25         |               | 27.25    | 27.25           |               | 27.25    |
| ☐   | Digital Technologies, Arts & Media Arts                    | 55.74          | 5.68          | 0.33  | 61.76    | 61.11         | 8.50          | 69.61    | 61.11           | 8.50          | 69.61    |
| ☐   | Digital Technologies, Arts & Media Business Administration | 12.77          | 0.10          |       | 12.87    | 35.00         |               | 35.00    | 35.00           |               | 35.00    |
| ☐   | Digital Technologies, Arts & Media IT                      | 71.27          | 9.42          | 12.56 | 93.25    | 65.75         | 15.54         | 81.29    | 65.75           | 15.54         | 81.29    |
| ☐   | Digital Technologies, Arts & Media Music                   | 22.25          |               |       | 22.25    | 14.00         |               | 14.00    | 23.25           |               | 23.25    |
| ☐   | Engineering & Construction                                 | 291.66         | 9.25          |       | 300.91   | 263.50        | 7.13          | 270.63   | 332.75          | 9.75          | 342.50   |
| ☐   | Engineering & Construction Apprentice / ITO                | 126.54         |               |       | 126.54   | 141.00        |               | 141.00   | 170.00          |               | 170.00   |
| ☐   | Engineering & Construction Automotive Engineering          | 52.99          |               |       | 52.99    | 48.00         |               | 48.00    | 48.00           |               | 48.00    |
| ☐   | Engineering & Construction Civil Engineering               | 18.13          | 7.50          |       | 25.63    | 15.00         | 7.13          | 22.13    | 22.00           | 8.00          | 30.00    |
| ☐   | Engineering & Construction Construction                    | 59.50          | 0.75          |       | 60.25    | 41.00         |               | 41.00    | 58.25           | 0.75          | 59.00    |
| ☐   | Engineering & Construction Mechanical Engineering          | 34.51          | 1.00          |       | 35.51    | 18.50         |               | 18.50    | 34.50           | 1.00          | 35.50    |
| ☐   | Health & Fitness   | 191.79         | 12.26         |       | 204.04   | 187.75        | 19.35         | 207.10   | 209.75          | 19.35         | 229.10   |
| ☐   | Health & Fitness Applied Fitness                           | 28.00          |               |       | 28.00    | 39.00         |               | 39.00    | 39.00           |               | 39.00    |
| ☐   | Health & Fitness Nursing                                   | 163.79         | 12.26         |       | 176.04   | 148.75        | 19.35         | 168.10   | 170.75          | 19.35         | 190.10   |
| ☐   | Hospitality, Service Sectors & Pathways                    | 155.46         | 1.80          |       | 157.26   | 198.78        | 1.00          | 199.78   | 204.55          |               | 204.55   |
| ☐   | Foundation   | 23.75          |               |       | 23.75    | 36.00         |               | 36.00    | 48.00           |               | 48.00    |
| ☐   | Hospitality & Service Sectors Hair & Beauty                | 51.92          |               |       | 51.92    | 61.00         |               | 61.00    | 54.00           |               | 54.00    |
| ☐   | Hospitality & Service Sectors Hospitality                  | 24.77          | 1.25          |       | 26.02    | 42.00         | 1.00          | 43.00    | 37.00           |               | 37.00    |
| ☐   | Hospitality & Service Sectors Tourism                      | 10.00          |               |       | 10.00    | 16.00         |               | 16.00    | 16.00           |               | 16.00    |
| ☐   | STAR   | 1.62           | 0.03          |       | 1.65     | 3.70          |               | 3.70     | 3.70            |               | 3.70     |
| ☐   | Trades Academy   | 43.40          | 0.53          |       | 43.92    | 40.08         |               | 40.08    | 45.85           |               | 45.85    |
| ☐   | Learner Services   |                |               |       |          | 0.50          |               | 0.50     | 0.50            |               | 0.50     |
| ☐   | Learner Services Admin                                     |                |               |       |          | 0.50          |               | 0.50     | 0.50            |               | 0.50     |
| ☐   | Learning Innovation & Delivery                             | 3.29           | 0.42          |       | 3.71     | 6.00          |               | 6.00     | 6.00            |               | 6.00     |
| ☐   | Teaching & Learning  | 3.29           | 0.42          |       | 3.71     | 6.00          |               | 6.00     | 6.00            |               | 6.00     |
| ☐   | Maritime, AVT & Conservation                               | 143.14         | 5.26          |       | 148.41   | 252.93        | 14.00         | 266.93   | 277.05          | 2.75          | 279.80   |
| ☐   | Adventure Tourism  | 49.13          | 1.75          |       | 50.88    | 42.00         | 3.00          | 45.00    | 50.13           | 1.75          | 51.88    |
| ☐   | Conservation   | 35.14          | 0.50          |       | 35.63    | 62.13         |               | 62.13    | 78.13           |               | 78.13    |
| ☐   | Maritime Engineering                                       | 2.17           |               |       | 2.17     | 14.80         | 5.00          | 19.80    | 14.80           |               | 14.80    |
| ☐   | Maritime Nautical (DNS / etc.)                             | 16.36          | 1.09          |       | 17.46    | 36.00         | 6.00          | 42.00    | 36.00           | 1.00          | 37.00    |
| ☐   | Maritime Other   | 40.35          | 1.93          |       | 42.28    | 98.00         |               | 98.00    | 98.00           |               | 98.00    |
| ☐   | Primary Industries   | 191.58         | 15.87         |       | 207.45   | 305.73        | 15.50         | 321.23   | 305.73          | 15.50         | 321.23   |
| ☐   | Aquaculture  | 48.84          | 6.00          |       | 54.84    | 59.40         | 5.00          | 64.40    | 59.40           | 5.00          | 64.40    |
| ☐   | Horticulture   | 44.40          | 2.79          |       | 47.19    | 54.83         |               | 54.83    | 54.83           |               | 54.83    |
| ☐   | Primary Industries Subcontract                             | 56.40          |               |       | 56.40    | 132.00        |               | 132.00   | 132.00          |               | 132.00   |
| ☐   | Viticulture  | 41.94          | 7.08          |       | 49.02    | 59.50         | 10.50         | 70.00    | 59.50           | 10.50         | 70.00    |
| ☐   | Research & Innovation                                      | 3.33           |               |       | 3.33     | 5.00          |               | 5.00     | 5.00            |               | 5.00     |
| ☐   | Research and Innovation                                    | 3.33           |               |       | 3.33     | 5.00          |               | 5.00     | 5.00            |               | 5.00     |
| ☐   | Social Sciences  | 218.23         | 0.50          |       | 218.73   | 256.13        |               | 256.13   | 256.13          |               | 256.13   |
| ☐   | Social Science Programmes                                  | 206.69         | 0.50          |       | 207.19   | 228.13        |               | 228.13   | 228.13          |               | 228.13   |
| ☐   | Social Sciences Subcontract                                | 11.54          |               |       | 11.54    | 28.00         |               | 28.00    | 28.00           |               | 28.00    |
| ☐   | Te Toki Pakohe   | 241.73         | 0.06          |       | 241.79   | 232.00        |               | 232.00   | 232.55          |               | 232.55   |
| ☐   | Te Toki Pakohe Programmes                                  | 241.73         | 0.06          |       | 241.79   | 232.00        |               | 232.00   | 232.55          |               | 232.55   |
| Total   |  | 1,893.00       | 116.41        | 40.84 | 2,050.25 | 2,199.53      | 243.28        | 2,442.81 | 2,330.48        | 233.65        | 2,564.14 |

# 2021 Active Applications and Enrolments Monitor as of 19<sup>th</sup> April 2021

Alongside actual EFTS the report also tracks 'potential' EFTS (highlighted columns) by totalling the course EFTS associated with applications that are still in progress. Note that the high number of International 'potential' EFTS will only convert to actual EFTS when they reach a status of 'Enrolment Accepted' i.e. are able to enter the country.

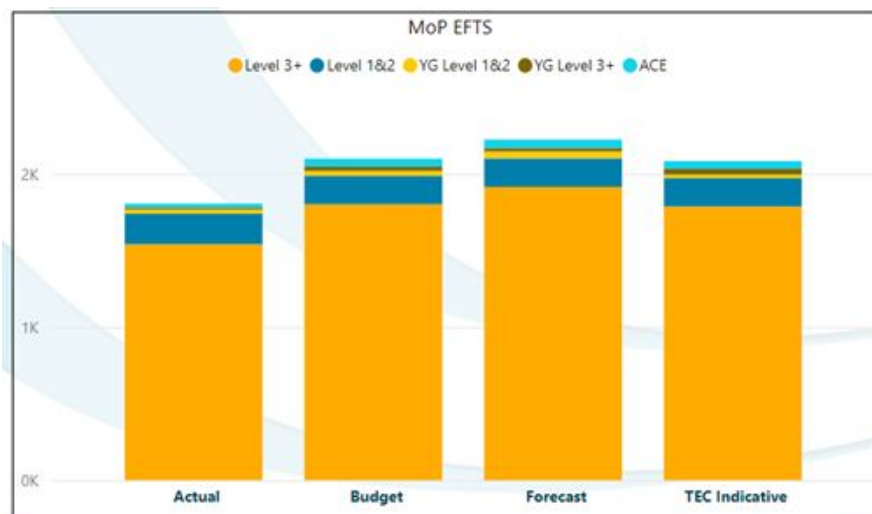
| Programme Area                          | UID Start Date | Domestic EFTS (EA) | Domestic EFTS (EW) | Domestic EFTS (ER) | Domestic Learners (EA, EW, ER) | Domestic EFTS at App Stage | Domestic Apps In Process | Domestic Apps to Enrolment | Domestic Potential EFTS | Int'l EFTS (EA) | Int'l EFTS (EW) | Int'l EFTS (ER) | Int'l Learners (EA, EW, ER) | Int'l EFTS at App Stage | Int'l Apps In Process | Int'l Apps to Enrolment | Int'l Potential EFTS | Total EFTS (EA, EW) | Total Forecast EFTS | Forecast Variance | Total Potential EFTS | Total EFTS vs Potential Variance | Potential EFTS vs Forecast Variance |
|---|----------------|--------------------|--------------------|--------------------|--------------------------------|----------------------------|--------------------------|----------------------------|-------------------------|-----------------|-----------------|-----------------|-----------------------------|-------------------------|-----------------------|-------------------------|----------------------|---------------------|---------------------|-------------------|----------------------|----------------------------------|-------------------------------------|
| Applied Business & English Language     |                | 142.71             | 2.18               |                    | 436                            | 3.35                       | 7                        | 11                         | 148.24                  | 71.25           |                 | 2.94            | 101                         | 0.50                    | 13                    | 180                     | 74.69                | 216.15              | 254.95              | -38.81            | 222.93               | 6.78                             | -32.02                              |
| Aviation                                |                | 118.81             | 1.07               |                    | 370                            | 0.14                       | 2                        | 1                          | 120.02                  | 1.08            |                 |                 | 1                           |                         |                       | 1                       | 1.08                 | 120.96              | 134.63              | -13.67            | 121.10               | 0.14                             | -13.53                              |
| Dean International Curriculum           |                | 0.27               |                    |                    | 11                             |                            |                          |                            | 0.27                    | 11.40           |                 |                 |                             |                         |                       |                         | 11.40                | 11.67               | 50.80               | -49.13            | 11.67                | 0.00                             | -49.13                              |
| Digital Technologies, Arts & Media      |                | 186.88             | 0.88               | 0.54               | 557                            | 5.66                       | 8                        | 37                         | 193.95                  | 28.09           |                 |                 | 36                          | 0.56                    | 3                     | 18                      | 28.66                | 215.85              | 236.40              | -20.55            | 222.60               | 6.76                             | -13.80                              |
| Engineering & Construction              |                | 289.99             | 1.67               |                    | 561                            | 0.15                       | 2                        | 5                          | 291.81                  | 9.25            |                 |                 | 10                          |                         |                       |                         | 9.25                 | 300.91              | 342.50              | -41.59            | 301.06               | 0.15                             | -41.44                              |
| Health & Fitness                        |                | 191.79             |                    |                    | 226                            | 0.01                       | 3                        | 1                          | 191.79                  | 12.26           |                 | 0.75            | 44                          |                         | 9                     | 3                       | 13.01                | 204.04              | 229.10              | -25.06            | 204.80               | 0.76                             | -24.30                              |
| Hospitality, Service Sectors & Pathways |                | 154.88             | 0.58               | 0.50               | 518                            | 5.12                       | 13                       | 12                         | 161.08                  | 1.80            |                 |                 | 18                          |                         |                       |                         | 1.80                 | 157.26              | 204.55              | -47.29            | 162.88               | 5.62                             | -41.67                              |
| Learner Services                        |                |                    |                    |                    |                                |                            |                          |                            |                         |                 |                 |                 |                             |                         |                       |                         |                      |                     | 0.50                | -0.50             |                      |                                  | -0.50                               |
| Learning Innovation & Delivery          |                | 3.29               |                    |                    | 25                             |                            |                          | 2                          | 3.29                    | 0.42            |                 |                 | 3                           |                         |                       |                         | 0.42                 | 3.71                | 6.00                | -2.29             | 3.71                 | 0.00                             | -2.29                               |
| Maritime, AVT & Conservation            |                | 142.25             | 0.68               | 0.79               | 788                            | 4.06                       | 9                        | 161                        | 147.79                  | 5.26            |                 |                 | 16                          | 0.18                    | 6                     | 49                      | 5.44                 | 148.20              | 279.80              | -131.60           | 153.23               | 5.04                             | -126.57                             |
| Primary Industries                      |                | 190.10             | 1.48               |                    | 469                            | 1.58                       | 11                       | 13                         | 193.16                  | 15.87           |                 |                 | 16                          | 1.38                    | 2                     | 16                      | 17.25                | 207.45              | 321.23              | -113.78           | 210.41               | 2.96                             | -110.82                             |
| Research & Innovation                   |                | 3.33               |                    |                    | 20                             |                            |                          |                            | 3.33                    |                 |                 |                 |                             |                         |                       |                         |                      | 3.33                | 5.00                | -1.67             | 3.33                 | 0.00                             | -1.67                               |
| Social Sciences                         |                | 216.87             | 1.35               |                    | 521                            | 1.50                       | 5                        | 8                          | 219.73                  | 0.50            |                 | 0.67            | 5                           |                         |                       | 1                       | 1.17                 | 218.73              | 256.13              | -37.40            | 220.89               | 2.17                             | -35.23                              |
| Te Toki Pahohe                          |                | 233.25             | 8.47               |                    | 715                            | 4.46                       | 1                        | 17                         | 246.19                  | 0.06            |                 |                 | 1                           |                         |                       |                         | 0.06                 | 241.79              | 232.55              | 9.24              | 246.25               | 4.46                             | 13.70                               |
| Total                                   |                | 1,874.43           | 18.36              | 1.83               | 5217                           | 26.03                      | 61                       | 268                        | 1,920.65                | 157.25          |                 | 4.35            | 251                         | 2.62                    | 33                    | 268                     | 164.22               | 2,050.04            | 2,564.14            | -514.10           | 2,084.87             | 34.83                            | -479.17                             |

[Link to Power BI Report](#)



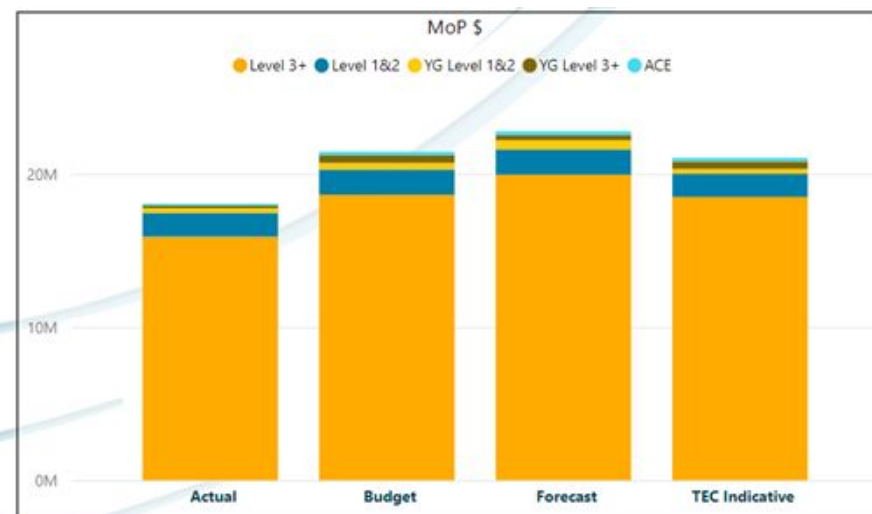
# 2021 Mix of Provision (MOP) as of 19<sup>th</sup> April 2021

The MOP report reports on Actual, Budget, Forecast and TEC Indicative EFTS and Funding for all SAC, Youth Guarantee and ACE funded learners.



| EFTS           | Level 3+ | Level 1&2 | YG Level 1&2 | YG Level 3+ | ACE   | Total    |
|----------------|----------|-----------|--------------|-------------|-------|----------|
| Actual         | 1,541.43 | 198.49    | 28.50        | 10.50       | 26.67 | 1,805.59 |
| Budget         | 1,802.20 | 185.10    | 32.40        | 27.50       | 52.30 | 2,099.50 |
| Forecast       | 1,915.33 | 186.63    | 44.40        | 22.00       | 56.32 | 2,224.68 |
| TEC Indicative | 1,787.49 | 185.10    | 23.80        | 36.00       | 51.22 | 2,083.61 |

|                | Level 3+ | Level 1&2 | YG Level 1&2 | YG Level 3+ | ACE    | Total   |
|----------------|----------|-----------|--------------|-------------|--------|---------|
| Act vs. Bud    | -260.77  | 13.39     | -3.90        | -17.00      | -25.63 | -293.91 |
| Act vs. Bud %  | 85.5%    | 107.2%    | 88.0%        | 38.2%       | 51.0%  | 86.0%   |
| Act vs. Fore   | -373.89  | 11.86     | -15.90       | -11.50      | -29.65 | -419.08 |
| Act vs. Fore % | 80.5%    | 106.4%    | 64.2%        | 47.7%       | 47.3%  | 81.2%   |
| Act vs. TEC    | -246.06  | 13.39     | 4.70         | -25.50      | -24.55 | -278.02 |
| Act vs. TEC %  | 86.2%    | 107.2%    | 119.7%       | 29.2%       | 52.1%  | 86.7%   |
| Fore vs. TEC   | 127.84   | 1.53      | 20.60        | -14.00      | 5.10   | 141.07  |
| Fore vs. TEC % | 107.2%   | 100.8%    | 186.6%       | 61.1%       | 110.0% | 106.8%  |



| \$             | Level 3+   | Level 1&2 | YG Level 1&2 | YG Level 3+ | ACE     | Total      |
|----------------|------------|-----------|--------------|-------------|---------|------------|
| Actual         | 15,909,028 | 1,540,626 | 318,345      | 155,285     | 122,557 | 18,045,841 |
| Budget         | 18,644,136 | 1,639,017 | 434,290      | 488,070     | 240,371 | 21,445,884 |
| Forecast       | 19,950,431 | 1,650,886 | 595,138      | 325,380     | 258,847 | 22,780,680 |
| TEC Indicative | 18,501,839 | 1,515,837 | 315,013      | 472,519     | 235,695 | 21,040,903 |

|                   | Level 3+   | Level 1&2 | YG Level 1&2 | YG Level 3+ | ACE      | Total      |
|-------------------|------------|-----------|--------------|-------------|----------|------------|
| Act vs. Bud \$    | -2,735,108 | -98,391   | -115,945     | -332,785    | -117,813 | -3,400,042 |
| Act vs. Bud \$ %  | 85.3%      | 94.0%     | 73.3%        | 31.8%       | 51.0%    | 84.1%      |
| Act vs. Fore \$   | -4,041,402 | -110,259  | -276,793     | -170,095    | -136,289 | -4,734,839 |
| Act vs. Fore \$ % | 79.7%      | 93.3%     | 53.5%        | 47.7%       | 47.3%    | 79.2%      |
| Act vs. TEC \$    | -2,592,811 | 24,789    | 3,332        | -317,234    | -113,138 | -2,995,062 |
| Act vs. TEC \$ %  | 86.0%      | 101.6%    | 101.1%       | 32.9%       | 52.0%    | 85.8%      |
| Fore vs. TEC \$   | 1,448,592  | 135,049   | 280,125      | -147,139    | 23,152   | 1,739,777  |
| Fore vs. TEC \$ % | 107.8%     | 108.9%    | 188.9%       | 68.9%       | 109.8%   | 108.3%     |

## 2021 KPI Summary

Target Indicator:  
 ● Less than 80%  
 ● Between 80% and 95%  
 ● More than 95%

Educational Performance Indicator - Successful Course Completions ⓘ

[Link to report](#)

| EPI Course Completion | Delivered EFTS | Outstanding Results | Completed Successfully | Target | Progress |
|-----------------------|----------------|---------------------|------------------------|--------|----------|
| Total                 | 372.3          | 16%                 | 71%                    | 86% ●  | -15%     |
| Non-Māori/Pasifika    | 309.1          | 15%                 | 73%                    | 87%    | -14%     |
| Māori                 | 55.6           | 19%                 | 62%                    | 82%    | -20%     |
| Pasifika              | 12.0           | 18%                 | 67%                    | 82%    | -15%     |
| Under 25              | 207.0          | 15%                 | 76%                    | 87%    | -11%     |
| Disability            | 6.2            | 21%                 | 51%                    | 80%    | -29%     |
| International         | 114.2          | 8%                  | 87%                    | 93%    | -6%      |

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Educational Performance Indicator - Qualification Completions ⓘ

[Link to report](#)

| Qualification Completion | Learners in Cohort | Completed on Time | Completion Rate | Target | Progress |
|--------------------------|--------------------|-------------------|-----------------|--------|----------|
| Total                    | 3480               | 1984              | 57%             | 65% ●  | -8%      |
| Non-Māori/Pasifika       | 2816               | 1611              | 57%             | 65%    | -8%      |
| Māori                    | 565                | 308               | 55%             | 60%    | -5%      |
| Pasifika                 | 116                | 72                | 62%             | 62%    | 0%       |
| Under 25                 | 1457               | 921               | 63%             | 65%    | -2%      |
| Disability               | 89                 | 53                | 60%             | 60%    | -0%      |
| International            | 616                | 442               | 72%             | 72%    | -0%      |

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Educational Performance Indicator - First Year Retention ⓘ

[Link to report](#)

| First Year Retention | Learners in Cohort | Learners Retained | Retention Rate | Target | Progress |
|----------------------|--------------------|-------------------|----------------|--------|----------|
| Total                | 391                | 226               | 58%            | 73% ●  | -15%     |
| Non-Māori/Pasifika   | 347                | 206               | 59%            | 74%    | -15%     |
| Māori                | 33                 | 15                | 45%            | 65%    | -20%     |
| Pasifika             | 11                 | 5                 | 45%            | 65%    | -20%     |
| Under 25             | 213                | 135               | 63%            | 77%    | -14%     |
| Disability           | 14                 | 7                 | 50%            | 65%    | -15%     |
| International        | 68                 | 47                | 69%            | 92%    | -23%     |

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## 2021 KPI Summary

Target Indicator:  
● Less than 80%  
● Between 80% and 95%  
● More than 95%

### Revenue ①

[Link to report](#)

| Revenue (m)          | Actual YTD | Budget YTD                                   | YTD Progress                              | Budget FY | YTD vs FY Progress                        |
|----------------------|------------|--|---|-----------|---|
| Total                | \$11.00    | \$10.64 <span style="color: green;">●</span> | 3.4% <span style="color: green;">■</span> | \$37.03   | 1.0% <span style="color: green;">■</span> |
| TEC/Fees             | \$9.81     | \$9.41 <span style="color: green;">●</span>  | 4.3% <span style="color: green;">■</span> | \$33.33   | 1.2% <span style="color: green;">■</span> |
| Other Budget revenue | \$1.13     | \$1.14 <span style="color: red;">●</span>    | -0.9% <span style="color: red;">■</span>  | \$3.42    | -0.3% <span style="color: red;">■</span>  |

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### Revenue per EFTS ①

[Link to report](#)

| Revenue per EFTS | Actual YTD | Budget YTD                                     | YTD Progress                              | Budget FY |
|------------------|------------|--|---|-----------|
| SAC funded       | \$13,009   | \$13,192 <span style="color: green;">●</span>  | -1.4% <span style="color: red;">■</span>  | \$13,306  |
| Youth Guarantee  | \$13,754   | \$13,446 <span style="color: green;">●</span>  | 2.3% <span style="color: green;">■</span> | \$12,832  |
| International    | \$14,425   | \$16,486 <span style="color: orange;">●</span> | -12.5% <span style="color: red;">■</span> | \$16,227  |

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### Costs and Expenses ①

[Link to report](#)

| Costs and Expenses (m)           | Actual YTD | Budget YTD                                   | YTD Progress                               | Budget FY | YTD vs FY Progress                         |
|----------------------------------|------------|--|--|-----------|--|
| Total                            | \$12.40    | \$12.93 <span style="color: green;">●</span> | -4.1% <span style="color: green;">■</span> | \$39.50   | -1.3% <span style="color: green;">■</span> |
| Direct Costs                     | \$5.56     | \$5.48 <span style="color: green;">●</span>  | 1.5% <span style="color: green;">■</span>  | \$16.54   | 0.5% <span style="color: green;">■</span>  |
| Overhead Costs                   | \$6.83     | \$7.45 <span style="color: red;">●</span>    | -8.3% <span style="color: red;">■</span>   | \$22.97   | -2.7% <span style="color: red;">■</span>   |
| Overhead Costs - Programme Areas | \$0.88     | \$1.08 <span style="color: green;">●</span>  | -18.5% <span style="color: red;">■</span>  | \$3.39    | -5.9% <span style="color: red;">■</span>   |
| Overhead Costs - Support Areas   | \$5.95     | \$6.37 <span style="color: green;">●</span>  | -6.6% <span style="color: green;">■</span> | \$19.57   | -2.1% <span style="color: green;">■</span> |

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### Net Profit ①

[Link to report](#)

| Net Profit (m) | Actual YTD | Budget YTD                                   | YTD Progress                                | Budget FY | YTD vs FY Progress                          |
|----------------|------------|--|---|-----------|---|
| Total          | -\$1.39    | -\$2.29 <span style="color: green;">●</span> | -39.3% <span style="color: green;">■</span> | -\$2.48   | -36.3% <span style="color: green;">■</span> |

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Target Indicator:  
 ● Less than 80%  
 ● Between 80% and 95%  
 ● More than 95%

## 2021 KPI Summary

### Applications to Enrolments Conversion Rates ⓘ

[Link to report](#)

| Level              | Applications | Enrolments | Secured | AtoE | AtoE Target | Progress | EtoS | EtoS Target | Progress |
|--------------------|--------------|------------|---------|------|-------------|----------|------|-------------|----------|
| Total              | 9335         | 5783       | 4864    | 62%  | 61%         | 1%       | 84%  | 82%         | 2%       |
| Non-Māori/Pasifika | 7819         | 4724       | 4015    | 60%  | 59%         | 2%       | 85%  | 83%         | 2%       |
| Māori              | 1262         | 916        | 722     | 73%  | 72%         | 0%       | 79%  | 76%         | 3%       |
| Pasifika           | 303          | 178        | 155     | 59%  | 66%         | -8%      | 87%  | 78%         | 9%       |
| Under 25           | 3324         | 2177       | 1775    | 65%  | 64%         | 1%       | 82%  | 81%         | 0%       |
| International      | 2204         | 342        | 255     | 16%  | 27%         | -11%     | 75%  | 82%         | -7%      |

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### Cancelled & Withdrawn Programme Enrolments ⓘ

[Link to report](#)

| Enrolments         | Total | Cancelled | Target | Progress | Withdrawn | Target | Progress |
|--------------------|-------|-----------|--------|----------|-----------|--------|----------|
| Total              | 5,663 | 15.0%     | 14.9%  | 0.2%     | 0.8%      | 3.4%   | -2.6%    |
| Non-Māori/Pasifika | 4,633 | 14.2%     | 14.4%  | -0.2%    | 0.7%      | 2.8%   | -2.2%    |
| Māori              | 888   | 20.3%     | 17.7%  | 2.6%     | 1.4%      | 6.1%   | -4.7%    |
| Pasifika           | 173   | 11.6%     | 14.9%  | -3.4%    | 1.2%      | 7.2%   | -6.0%    |
| Under 25           | 2,150 | 17.3%     | 15.7%  | 1.7%     | 1.0%      | 3.0%   | -2.1%    |
| Disability         | 206   | 14.6%     | 17.7%  | -3.1%    | 1.5%      | 5.2%   | -3.7%    |
| International      | 334   | 24.3%     | 17.9%  | 6.4%     | 0.0%      | 0.2%   | -0.2%    |

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### Actual EFTS vs Budget & Forecast ⓘ

[Link to report](#)

| EFTS            | Actuals | Forecast | Progress | Budget  | Progress |
|-----------------|---------|----------|----------|---------|----------|
| Total           | 2,078.4 | 2,708.1  | -23%     | 2,442.8 | -15%     |
| SAC             | 1,758.1 | 2,189.1  | -20%     | 1,987.3 | -12%     |
| Youth Guarantee | 40.2    | 66.4     | -39%     | 59.9    | -33%     |
| ACE             | 27.9    | 57.1     | -51%     | 52.3    | -47%     |
| STAR/ITO/Other  | 94.3    | 127.4    | -26%     | 100.0   | -6%      |
| International   | 157.9   | 268.1    | -41%     | 243.3   | -35%     |

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### Learner Attendance & Register Marking Completion ⓘ

[Link to report](#)

| Learner Attendance | Registers | Marked | Attendance | Target | Progress |
|--------------------|-----------|--------|------------|--------|----------|
| Total              | 6841      | 97%    | 86%        | 87%    | -1%      |
| Domestic           | 6391      | 97%    | 85%        | 85%    | 0%       |
| International      | 2381      | 98%    | 95%        | 96%    | -1%      |

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### Student Survey - Learner Satisfaction ⓘ

[Link to report](#)

| Student Surveys | Nos of Responses | Learner Satisfaction | Target | Progress |
|-----------------|------------------|----------------------|--------|----------|
| Total           | 693              | 95%                  | 90%    | 5%       |

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## 2021 KPI Summary

Target Indicator:

- Less than 80%
- Between 80% and 95%
- More than 95%

### Engagement Activity Link to report

| Engagement Activity | Lead Interactions | Active Leads | Applications | Conversion of Active Leads to Application | Target                                  |
|---------------------|-------------------|--------------|--------------|---|---|
| Total               | 1,372             | 1,224        | 491          | 40%                                       | TBC <span style="color: grey;">●</span> |
| Career conversation | 378               | 358          | 201          | 56%                                       | TBC <span style="color: grey;">●</span> |
| Event               | 233               | 213          | 99           | 46%                                       | TBC <span style="color: grey;">●</span> |
| Inbound email       | 761               | 688          | 211          | 31%                                       | TBC <span style="color: grey;">●</span> |

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### Marketing & Engagement Link to report

| Market                | Actual YTD | Target FY                               | Comments |
|-----------------------|------------|---|----------|
| Attribute recognition | -          | 50% <span style="color: grey;">●</span> | -        |
| Net promoter score    | -          | 60% <span style="color: grey;">●</span> | -        |
| Unprompted awareness  | -          | 80% <span style="color: grey;">●</span> | -        |

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### Relationship Strength Link to report

| Measure                    | Actual 2021                        | Target             |
|----------------------------|------------------------------------|--------------------|
| % Category 1 Relationships | %                                  | 75%                |
| <b>Key Relationships</b>   | <b>Relationship Strength (1-5)</b> | <b>Review Date</b> |
| Learners                   |                                    |                    |
| Iwi                        |                                    |                    |
| Employers                  |                                    |                    |
| Te Pūkenga/TEC             |                                    |                    |
| Māori                      |                                    |                    |

### Relationship Strength Matrix

| RELATIONSHIP STRENGTH                         | PARTNERSHIP   | PERCEPTION OF VALUE | RELATIONSHIP LOSS EFFECT     | REACTION TO REPLACEMENT | COMPETITIVE BIDDING  | REPLACEMENT BY THEMSELVES | WOULD RECOMMEND              |
|---|---|---------------------|------------------------------|-------------------------|--|---------------------------|------------------------------|
| <b>5</b><br>Essential<br>"Trusted Partner"    | Proactive strategic co-development (partnership with power) | Breakthrough        | Catastrophic difficulties    | Fights                  | Rare or "through the motions" bidding, typically shape procurement | No                        | Yes - proactively            |
| <b>4</b><br>Important<br>"Strategic Supplier" | Proactive input (access to power)                           | Major               | Major challenges             | Resists                 | Sometimes solo vendors, sometimes "shape" bidding process          | Unlikely                  | Yes - reactively             |
| <b>3</b><br>Workable<br>"Preferred Supplier"  | Reactive input (some access to power)                       | Some                | Some challenges              | May resist              | Typically - sometimes preferred with early knowledge               | May listen to overtures   | Maybe - depends on situation |
| <b>2</b><br>Limited "Supplier"                | None (trivial executive access)                             | Trivial to none     | No challenges                | Unlikely to resist      | Typically - some early knowledge                                   | Likely                    | Probably not                 |
| <b>1</b><br>Poor / Negative                   | Avoidance of interaction                                    | Negative            | Benefits outweigh challenges | Positive                | Avoidance of including you   | Yes                       | No                           |
| <b>0</b><br>No Relationship                   | N/A   | N/A                 | N/A                          | N/A                     | N/A  | N/A                       | N/A                          |

| RELATIONSHIP STRENGTH                          | PARTNERSHIP  | PERCEPTION OF VALUE | RELATIONSHIP LOSS EFFECT     | REACTION TO REPLACEMENT | COMPETITIVE BIDDING  | REPLACEMENT BY THEMSELVES | WOULD RECOMMEND              |
|--|--|---------------------|------------------------------|-------------------------|--|---------------------------|------------------------------|
| <b>5</b><br>Essential<br>“Trusted Partner”     | Proactive strategic co-development<br>(partnership with power) | Breakthrough        | Catastrophic difficulties    | Fights                  | Rare or “through the motions” bidding, typically shape procurement | No                        | Yes - proactively            |
| <b>4</b><br>Important<br>“Strategic Supplier”  | Proactive input<br>(access to power)                           | Major               | Major challenges             | Resists                 | Sometimes solo source, sometimes “shape” bidding process           | Unlikely                  | Yes - reactively             |
| <b>3</b><br>Worthwhile<br>“Preferred Supplier” | Reactive input<br>(some access to power)                       | Some                | Some challenges              | May resist              | Typically – sometimes preferred with early knowledge               | May listen to overtures   | Maybe – depends on situation |
| <b>2</b><br>Trivial “Supplier”                 | None<br>(trivial executive access)                             | Trivial to none     | No challenges                | Unlikely to resist      | Typically – rare early knowledge                                   | Likely                    | Probably not                 |
| <b>1</b><br>Poor / Negative                    | Avoidance of interaction                                       | Negative            | Benefits outweigh challenges | Positive                | Avoidance of including you   | Yes                       | No                           |
| <b>0</b><br>No Relationship                    | N/A  | N/A                 | N/A                          | N/A                     | N/A  | N/A                       | N/A                          |



## Te Kaupapa: SANITI Report

Open

|                    |   |
|--------------------|---|
| Function:          | For Information   |
| Nā:                | Shinn Krammer, Student President  |
| Te rā:             | 29 April 2021   |
| Purpose:           | <p>The purpose of this paper is:</p> <p>To Provide the Board with an update on what SANITI is doing on campus in relation to the Service Level Agreement.</p> |
| Recommendation(s): | It is recommended that the NMIT Board resolve to note the update from the Student President   |

### Schedule Reporting:

- **Schedule B (Part One) – Independent Advocacy and Support Services**
  - Studylink challenges are still consistently coming through advocacy support. Especially in relation to adults returning to Study and Students with complex family situations.
  - Before the holidays was high traffic of other advocacies including academic issues, hardship, and tenancy issues.
- **Schedule B (Part Two) – Programme Representatives**
  - 09/03/21 Marlborough Programme Representative meeting.
  - 15/03/21 President (Shinn Krammer) met with Woodbourne Programme Representative Focus Group.
  - First Nelson Programme Representative meeting held on 24/04/21 with over 50 Nelson students attending.
  - On 28/04/2021, SANITI compiled the replies and statuses of all the actions taken from the Programme Representative meeting and sent out the document to all Nelson Programme representatives.
  - Ongoing work with Learner Services and NMIT facilities to action as much feedback as possible from Representative meetings.
- **Schedule B (Part Three) – Representation on NMIT (Nelson Marlborough Institute of Technology) Committees**
  - SANITI representative attended the Health and Safety Committee meeting on 04/03/21.
  - Student President attended Learning and Teaching Committee on 04/03/21.
  - Student President attended Academic Committee Meeting on 11/03/21.
  - SANITI representative attended the Health and Safety Committee meeting on 04/04/21.

- Student President attended Learning and Teaching Committee on 04/04/21.
- Learning and Teaching Committee, and Health, Safety and Wellbeing Representative Committee Meetings overlapping on the same day.
- 20/04/21 Student President attended Academic Committee Appeals Hearing.
  
- **Schedule C – Events**
  - 11/03/21 Evening BBQ and Bands Event.
  - 16/03/21 Richmond Campus Event was held, (free curry lunch).
  - 17/03/21 Base Woodbourne Event was held, (free curry lunch).
  - 29/04/21 Alison and Shinn attend Base Woodbourne Graduation, (pizza provided for the evening).
  
- **Schedule D – Employment + Career Information**
  - Cherie Baker has taken up a new position at NMIT with Hospitality. The SANITI team wishes her the best.
  - New Employment Coordinator with the Association (Eve McGovern).
  
- **Schedule E – Operational Management**
  - Ongoing meetings and communication held with Executive Director - Customer Experience and Excellence, Learner Services Team, and other managers as appropriate with our services provision.
  
- **Schedule F – International Activities**
  - 10/03/21 International Social Dinner.
  - Waka Trip postponed to 15/05/21 due to bad weather.

#### **Additional Information**

- 3/04/21 AGM held with new Student Executive elected by the student body (free fried chicken provided to those in attendance). 89 Students registered in attendance.
- First Student Executive meeting to be held on 12/05/21.
- Audited accounts were tabled and approved. Have been submitted to the Charity Services Register.





## **Te Pūkenga - New Zealand Institute of Skills and Technology (Te Pūkenga)**

### **Minutes of a meeting of the Council of Te Pūkenga (the Council)**

**Tuesday 2 March 2021 at 9.00am**

#### **Minutes**

These are the minutes of a meeting of the Te Pūkenga Council held on Tuesday 2 March 2021 by zoom video conferencing.

#### **Present**

**Members present:** Murray Strong (Chair), Kim Ngārimu (Deputy Chair), Kathy Grant, Maryann Geddes, Peter Winder, Sam Huggard, Tania Hodges and John Brockies.

Murray Strong Chaired the meeting.

**In attendance:** Stephen Town (Chief Executive), Merran Davis (DCE Transformation and Transition), Angela Beaton (DCE Delivery and Academic), Warwick Quinn (DCE Employer Journey and Experience), Tania Winslade (DCE Learner Journey and Experience), Ana Morrison (DCE Partnerships and Equity), Vaughan Payne (DCE Operations), Gillian Hamilton (Executive Assistant/Council Secretariat), Phillip Jacques (Interim Director Finance), Graham Bethune (Director, Communications and Marketing), Sinead Hart (Senior Legal Counsel), Chris Collins (EIT CE 10.40am – 11.30am), Prof Natalie Waran (EIT 10.40am – 11.30am), Fred Koenders (EIT 10.40am – 11.30am).

#### **Quorum**

The Chair noted that a quorum of members was present at the meeting and declared the meeting open.

#### **Karakia (Agenda Item 1)**

The Chair opened the meeting with the Te Pūkenga karakia.

#### **Welcome/Apologies/Notices (Agenda Item 2)**

The Chair welcomed Sinead Hart, Senior Legal Counsel to her first meeting.

The Chair welcomed other attendees of the meeting, including the members of the public in attendance.

#### **Minutes of the meeting held on 2 February 2021 (Agenda item 3)**

The Members noted the minutes from the open section of the 2 February 2021 Council meeting.

#### **Resolution**

*Moved by Tania Hodges, seconded by Kathy Grant*

The Council resolved that the minutes from the open section of the 2 February 2021 Council meeting are approved as a true and accurate record.

#### **Register of Interests (Agenda Item 4)**

Members confirmed that all interests were recorded in the Council interests register in the Council meeting papers.

#### **Te Poari Akoranga Report (Agenda Item 5)**

The Members discussed the Poari Akoranga report and minutes from the meeting held on Wednesday 17 February 2021.

In particular, Members:

- Noted the update from the meeting held via zoom on Wednesday 17 February 2021;
- Requested language to focus on 'excellence' instead of 'good' moving forward;
- Noted there are currently over 3000 programmes that lead to approximately 1100 qualifications, half in the level 1 – 6 space and the other half in level 7 and above (awaiting data for confirmation of numbers); and
- Requested changes to the Terms of Reference including a language change to include reference to excellence and innovation and the definition of 'mana ōrite' in this context.

#### **CE Verbal Update (Agenda Item 6)**

The Members received a verbal update from the Chief Executive.

In particular, the Chief Executive:

- Noted the pace of the workstreams has picked up considerably;
- Noted the first two wānanga of the co-design group have been held with three more to come; and
- Noted sector forums have been meeting including People and Culture, Communications and Marketing, CIOs and CFOs.

#### **Recommended changes to Appointment and Remuneration Committee Terms of Reference (Agenda Item 7)**

The Members considered a proposed change to the Terms of Reference for the Appointment and Remuneration Committee.

In particular, Members:

- Requested an addition to the Terms of Reference to recommend removal of Board Directors and receive resignations from Board Directors to be noted; and

- Requested the Council are informed when there is a vacancy on any Board.

**Resolution**

*Moved by Murray Strong, seconded by Maryann Geddes*

The Council resolved to approve the changes to the Terms of Reference with the one addition listed above relating to removal and resignation of directors.

**Recommended changes to Risk and Audit Committee Terms of Reference (Agenda Item 8)**

The Members considered a proposed change to the Terms of Reference for the Risk and Audit Committee.

**Resolution**

*Moved by Murray Strong, seconded by Peter Winder*

The Council resolved that the changes to the Risk and Audit Terms of Reference are approved.

**Approval for new Treasury bank accounts and signatories (Agenda Item 9)**

The Members received a proposal to approve the establishment of bank accounts for the purpose of placing term deposits in accordance with the Treasury policy.

**Resolution**

*Moved by Murray Strong, seconded by Peter Winder*

The Council resolved to approve:

- the establishment of bank accounts with the following banks for the purpose of placing term deposits in accordance with Te Pūkenga Treasury Policy:
  - i. ANZ Bank New Zealand Limited
  - ii. ASB Bank Limited
  - iii. Bank of New Zealand
  - iv. Westpac New Zealand Limited
  - v. The Hongkong and Shanghai Banking Corporation
  - vi. Kiwibank Limited
  - vii. Rabobank New Zealand Limited; and
- the Chief Executive, Deputy Chief Executive Operations and Interim Director Finance be appointed as signatories to the above accounts.

**Items for Information (Agenda Item 10)**

**Appointment of interim co-chair, Te Poari Akoranga (Agenda Item 10.1)**

The Council noted the appointment of Dr Shane Edwards as co-chair of Te Poari Akoranga approved at the February 2021 Council meeting.

## Resolution to Exclude Public in accordance with the Public Excluded Agenda (Agenda Item 11)

### Resolution

Moved by Murray Strong, seconded by Kathy Grant

The Council resolved that the public be excluded from the remainder of the meeting 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 | 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  |
|------|---|---|--|
| 14.  | Minutes from public excluded meeting from 2 February 2021 | Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the 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). |
| 15.  | CE verbal 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<br><br>Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the 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). |
| 16.  | Te Pae Tawhiti – Tiriti Partnerships                      | Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the 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). |

| Item | 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  |
|------|---|---|--|
| 17.  | Subsidiary Reserved Matters                               | Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information<br><br>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). |
| 18.  | Subsidiary Board Member Appointments                      | Section 9(2)(a) of the Official Information Act – To protect the privacy of 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). |
| 19.  | Items to be moved to Open Agenda for next Council meeting | Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the 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). |

The Council resolved that Te Pūkenga employees Stephen Town, Vaughan Payne, Merran Davis, Ana Morrison, Tania Winslade, Warwick Quinn, Angela Beaton, Phillip Jacques, Graham Bethune, Sinead Hart and Gillian Hamilton be permitted to remain at the meeting, after the public has been excluded, because of their specific knowledge in relation to the above items. This knowledge, which will be of assistance in relation to the matters above to be discussed, is relevant to those matters because they have assisted in the progression of such matters. Te Pūkenga Council also resolved that Chris Collins, Fred Koenders and Prof Natalie Waran will join for item 16.2. Their knowledge, which will be of assistance in relation to the matters above to be discussed, is relevant to those matters because they have assisted in the progression of such matters.

### **Whakatuwhera and close of open part of meeting (Agenda Item 12)**

The open part of the Te Pūkenga Council meeting was closed at 9.40am.

The public excluded session commenced at 9.50am with a short break between 10.30am and 10.35am.

## **Public Excluded Agenda**

The minutes relating to the Public Excluded Agenda are set out in Schedule 1 to these minutes.

## **Whakatuwhera**

There being no further business the Chair declared the Te Pūkenga Council meeting closed at 12.25pm.

**Dated: 6 April 2021**

Signed as a correct record



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**Murray W. Strong**  
**Chairman**

NMIT BOARD MEETING – 17 MAY 2021

## RESOLUTION TO EXCLUDE THE PUBLIC

1. 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 the Local Government Official Information and Meetings Act 1987 (LGOIMA)/Official Information Act 1982 (OIA) 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   |   |   |
| 7.4      | 7.4.1 Risk Register Report<br>7.4.2 Audit and Risk Update                                       |   |   |
| 8.       | Financial Reports:<br><br>8.1 Management Accounts to 31 March 2021<br>8.2 2022 Budget Programme | Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information |   |
| 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  | 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  |

NMIT BOARD MEETING – 17 MAY 2021

|     |                   | disadvantage, commercial activities  | LGOIMA, as a body to which LGOIMA applies)  |
|-----|-------------------|--|---|
| 9.2 | Te Pukenga Update | <p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p> <p>Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p> | 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) |

2. Furthermore, NMIT resolves that the Chief Executive, Board Secretary (full attendance) and Executive Directors (part attendance) of be permitted to remain at the meeting, after the public have been excluded because of their specific knowledge in relation their respective subject matter expertise. This knowledge will be of assistance in relation to the matters above to be discussed.