

NMIT Board Meeting - 16 August 2021

16 August 2021 11:30 AM - 04:00 PM



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| 12. RESOLUTION TO MOVE BACK INTO PUBLIC SESSION (and Resolutions to be released to public) | | |
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BOARD OF DIRECTORS REGISTER OF INTERESTS

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

As at 4 August 2021



BOARD OF DIRECTORS REGISTER OF INTERESTS

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

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"> Director, Aquatx Ltd Director, Aquatx USA Ltd Director, Aquatx Holdings Ltd Director, Aquatx Distribution Corporation Ltd Director, ModPod Ltd Trustee, Wayne Jackson Family Trust Trustee, Marion Jackson Family Trust Trustee Jackson Investment Trust |
| Grant Kerr | <ul style="list-style-type: none"> G & K Kerr Limited, Director and shareholder |

As at 4 August 2021



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

As at 4 August 2021



Te Kaupapa: Chief Executive's Report

Open

1. PURPOSE:

| | |
|---------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| Function: | For Information |
| Nā: | Wayne Jackson, Chief Executive |
| Te rā: | 03 August 2021 |
| Purpose: | <p>The purpose of this paper is:</p> <p>To provide the NMIT Board with an update on NMIT Chief Executive and the Executive team focus for July 2021</p> |
| Recommendation(s): | It is recommended that the NMIT Board resolve to note the update from the NMIT Chief Executive |

Overview

NMIT is operating at a very high level of intensity during Term three.

This is due to:

- High levels of change preparation leading up to our strategic change programme implementation, from 01 August.
- New significant market opportunities opening up, requiring high up-front time investment.
- Continuing and growing support required by Te Pūkenga.
- Budget and business plan preparation for 2022.

Business performance and forecast

The June Financial report shows that we are tracking \$2.1 million ahead of our net profit target. We effectively need a break-even position for the 2nd half of the year to be around our forecast breakeven position for the full year.

- Week 31 domestic enrolments grew at 27% YTD compared with the same period last year.
- Domestic semester 2 enrolments have grown by only 4% compared with last year.
- TTAF enrolments in Semester 2 have increased by 27% with other non-TTAF domestic enrolments decreasing by 1%.

We are now forecasting a net 15% growth in Domestic EFTS for the year and total EFTS to be slightly below the 2020 levels taking into account the loss of International students

Key performance indicators (KPI's)

Most indicators are showing a year-end result similar to or above last year. The areas are:

- *First Year Retention*
- *Applications to Enrolment Conversion Rates*

CEO Meetings for July

- Te Pūkenga CE meetings
- eCampus
- Aspire Conference
- Unions
- Plant and Food Research
- Marlborough Chamber of Commerce
- NMDHB
- TEC

Strategic Change Plan Progress Update

Progress to date:

- The Programme Manager has commenced full-time in the role.
- A Project Lead has been appointed to the Programme Portfolio Redesign and Reorganisation Project.
- The Change Team is in place.
- Overarching “one source of truth” Strategy document to communicate key priorities of the NMIT 5 year strategy and how they reflect our vision, values and purpose.

Strategic Projects:

1. Programme portfolio management: consolidating into industry relevant groupings
2. Blended delivery: offering mixed modes of delivery
3. Extending offshore delivery: in-person or online. Enrolled with our strategic partners
4. Future skills development: innovating to meet the national post COVID-19 industry strategy
5. Delivery partnerships: with iwi and our communities
6. Working across Te Taihira
7. Te Tiriti o Waitangi – The Treaty of Waitangi
8. Sales and revenue management: identifying new opportunities
9. Relationship & Communications Management: developing key relationships
10. Marketing Management: supporting a full marketing service
11. Change management: aligned with learner centred focus
12. Learner journey: from school to retirement
13. Operational Effectiveness & Efficiency: improve responsiveness and processes, reallocate costs
14. Strategic Information Management: consolidate and create

15. Campus Building and Technology Infrastructure: asset investment
16. Risk Management
17. Manage transition to Te Pūkenga

The focus for this reporting period is on consolidating the project documents and reassessing the draft 'Programme Management Plan' timeline in order to start framing up a 'Critical Path'.

Work is also underway to appoint Project Leads to the Process Re-Engineering project and the project to more effectively manage the Te Pūkenga workstreams.

Te Pūkenga/TEC

Strategic Development

A two day meeting is to be held (at time of writing) for the 9th (CE's and DCE's) and 10th of August (CE's and Chairs). The agenda for the 9th is a briefing for the functional design session to be held on the 11th of August, which will be attended virtually by nominated members of each subsidiary. There is no agenda, (yet) for the Chairs' meeting. A verbal report will be provided to the Board.

Items to note from Operations:

Business Development, Marketing, Relationships:

Marketing/Engagement

2020-2025 Strategy

- A new structure for the DDM team has been developed. Critical replacements and some key appointments are being made.
- Initial Process to rebuild and establish a fully capable marketing and engagement team has commenced
- Marketing focus is on supporting the 2022 business goals of the curriculum and NMIT brand support.

Delivery and Programme Performance:

Delivery and Programmes are now focussed on completing the year with the best outcome for our EPI's and other KPI's.

Programme development has a number of key projects in process.

- The proposed Food Science qualification development is progressing with the appointment of an (internal) Project Manager to steer the development.

Te Pūkenga Pūkenga/TEC/NZQA

- The Self Assessment documentation has been sent off to the NZQA Targetted Review lead. We have yet to hear back on any further information required. We will report verbally if there is any update on this prior to the Board meeting.

Ōritetanga:

Te Pūkenga have published *TE PAE TAWHITI Insights into Te Tiriti o Waitangi and Māori Equity practices throughout our network July 2021*. Key insights over and above those reported to and related to NMIT are:

- 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
- Te Pūkenga needs to give equal consideration to the outcomes, goals and the 'Future State of Māori Education' as articulated in Te PaeTawhiti.
- insights from this reporting process can improve future processes.

The full report is available here <https://xn--tepkenga-szb.ac.nz/assets/Publications/Te-Pae-Tawhiti-Insights-into-Te-Tiriti-o-Waitangi-and-Maori-Equity-practices-throughout-our-network.pdf>

Learner Support and Services

TE RITO

Insights for learners and staff – opportunities to enhance success for all Te Pūkenga learners and Māori learners Part One Ākonga at the Centre Research project June 2021

This report is the first stage of findings from the "Ākonga at the Centre research project in 2020". They were asked what were the enablers and barriers to learner success at all stages of the learner journey. This report provides the first stage of findings from that project. It identifies potential opportunities to enhance success for all learners and Māori learners. Further insights and opportunities related to Pacific and disabled learners will follow this report.

The full report and findings can be found by following this link <https://xn--tepkenga-szb.ac.nz/assets/Publications/Te-Rito-Insights-from-learners-Part-One-Final-Digital.pdf>

People & Culture

- TIASA and TEU negotiations were completed satisfactorily.
- Aromātai Kaimahi May 2021- Te Pūkenga overall staff survey results have been provided but not yet at a subsidiary level. This was the 2nd survey completed by all ITP's (first survey October 2020 and next survey due November 2021).
 - 52.6% participation rate
 - Te Pūkenga focus areas
 - Develop framework for a network well-being programme. This will involve a project group from across the network
 - Develop a programme in support of "leading ourselves and others through change: which is linked to the Change Leadership delivery
 - Communicate in ways that promote understanding of the change and engagement plan together with timelines

Finance & Campus Services

As noted the June Report shows a continuation of the above budget net profit results.

Financial results for July were being prepared at the time of report writing. An updated year end forecast will also be prepared based on the July results.

A separate, confidential, Board paper and short presentation on Cyber-security scenarios is on the Agenda.

Te Kaupapa: SANITI Report

1. PURPOSE:

The Purpose of this paper is: To Provide the Board with an update on what SANITI is doing on campus and online in relation to the Service Level Agreement.

1. Schedule Reporting:

a. Schedule B (Part One) – Independent Advocacy and Support Services

- Less Studylink support is being needed during the mid-year than the start of the year. This is usually due to less enrollments for Semester 2 and learners that do enroll mid-year tend to be more proactive in organizing their Studylink.
- Increase in academic processes in period, including support for students involved in formal NMIT processes.
- Hardship and wellbeing support still in demand and has increased as learners are still finding life difficult especially with living, food and fuel prices rapidly increasing since the start of the year.
- HAFL fund, now closed, last installment of \$25,000 lasted only 6 weeks supporting students with emergency grants, fuel and food.
- SANITI hardship fund supporting domestic and international students with emergency grants, fuel, food and feminine hygiene products.

b. Schedule B (Part Two) – Programme Representatives

- 19-07-21 Programme Rep actions review and August meeting planning for Nelson, Zoom, Richmond, Base Woodbourne and Marlborough.

c. Schedule B (Part Three) – Representation on NMIT (Nelson Marlborough Institute of Technology) Committees

- 01-07-21 CANCELLED Health and Safety Committee
- 01-07-21 CANCELLED Learning and Teaching Committee
- 17.07.2021 Academic Standard and Quality Committee plus e-meetings
- 28-07-21 Student President attended Academic Committee
- 29-07-21 Association Manager and Student President attended Health and Safety Committee

d. Schedule C – Events

Nelson

- 29-06-21 Matariki Event
- 15-06-21 Pancake Lunch
- 18-06-21 Trainee Rangers and Project Moturoa Graduation
- 29-06-21 Matariki Fish Burgers Feed
- Re O-Week Nelson
 - 19-07-21 Mihi Whakatau and Greek Pitas
 - 20-07-21 Burgers
 - 26-07-21 Hotdogs
 - 28-07-21 Quiz Night

Marlborough/Woodbourne

- 23-06-21 Hotdogs
- Re O-Week
 - 22-07-21 Greek Pitas
 - 28-07-21 Burgers

e. Schedule D – Employment + Career Information

- Increasing number of casual jobs becoming available for learners.

f. Schedule E – Operational Management

- Meetings and Communications with Appropriate Management have taken place.
- Weekly meetings taking place with Olivia Hall, Executive Director Ōritetanga, People, Culture and Learner Services.

g. Schedule F – International Activities

- 15-06-21 Social Lunch on Marlborough Campus
- Planning for August International Events have taken place in July.

Additional Information

- Elected Vice President – on 30-06-21, a special executive meeting was held with an election for a Vice President which resulted in Daniel Hall being elected Vice President of SANITI.
- The Ministry of Education invited the student president to attend 2 Student Governance workshops. The first on 15-06-21 and the second originally on 25-06-21 but postponed to 16-07-21.
 - The first workshop had learner leaders attend from many institutes and universities. Where ideal student governance was discussed student to student.
 - The second workshop combined both institute staff and student leaders to discuss student governance and ways of enabling national student collectives.
- The student president has kept up communication with Te Pūkenga on the learner leadership hui and Learner Partnership coordinator.
- The student president and association manager have made input onto the citizenslab feedback site for Te Pūkenga.

NMIT BOARD MEETING – 16 AUGUST 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. |
|----------|------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4.1, 4.2 | Minutes of NMIT Board Meeting – 28 June 2021 Action Items | <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> <p>Section 9(2)(a) of the Official Information Act – to protect the privacy of natural persons, including that of deceased natural persons</p> <p>Section 9(2)(j) of the Official Information Act - enable a Minister of the Crown or any public service agency or organisation holding the information to</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 of the OIA noting Te Pūkenga (and its subsidiaries) is specified, in Schedule 2 of LGOIMA, as a body to which Part 7 LGOIMA applies) |

NMIT BOARD MEETING – 16 AUGUST 2021

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| | | carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) | |
| 7.1 7.2 7.3 7.4 | Strategy and Business summary and Update Marlborough Campus Chief Executive's Report KPI and Financial Reports | Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities Section 9(2)(j) of the Official Information Act - enable a Minister of the Crown or any public service agency or organisation holding the information to carry on, without prejudice or disadvantage, negotiations | 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 of the OIA noting Te Pūkenga (and its subsidiaries) is specified, in Schedule 2 of LGOIMA, as a body to which Part 7 LGOIMA applies) |
| 8 | Te Pūkenga Chair and CE Update | Section 9(2)(b)(ii) 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 of the OIA noting Te Pūkenga (and its subsidiaries) is specified, in Schedule 2 of LGOIMA, as a body to which Part 7 LGOIMA applies) |
| 9.1 9.2 9.3 | Cybersecurity Internal Audit Report Seismic Strengthening | Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without | 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 of the OIA noting Te |

NMIT BOARD MEETING – 16 AUGUST 2021

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| 9.4 | Risk Integration | <p>prejudice or disadvantage, commercial activities</p> <p>Section 9(2)(j) of the Official Information Act - enable a Minister of the Crown or any public service agency or organisation holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations</p> <p>Section 9(2)(b)(ii) 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> | Pūkenga (and its subsidiaries) is specified, in Schedule 2 of LGOIMA, as a body to which Part 7 LGOIMA applies) |
| 9.6 10 | <p>Safety, Health and Wellbeing</p> <p>Complaints and Misconduct Report</p> | <p>Section 9(2)(a) of the Official Information Act – to protect the privacy of natural persons, including that of deceased natural persons</p> <p>Section 9(2)(j) of the Official Information Act - enable a Minister of the Crown or any public service agency or organisation holding the information to carry on, without</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 of the OIA noting Te Pūkenga (and its subsidiaries) is specified, in Schedule 2 of LGOIMA, as a body to which Part 7 LGOIMA applies) |

NMIT BOARD MEETING – 16 AUGUST 2021

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| | | <p>prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p> <p>Section 9(2)(j) of the Official Information Act - enable a Minister of the Crown or any public service agency or organisation holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p> | |
| 9.5 | Risk Register | <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)(j) of the Official Information Act - enable a Minister of the Crown or any public service agency or organisation holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p> | <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 of the OIA noting Te Pūkenga (and its subsidiaries) is specified, in Schedule 2 of LGOIMA, as a body to which Part 7 LGOIMA applies)</p> |

NMIT BOARD MEETING – 16 AUGUST 2021

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| 11 | Nelson Polytechnic Educational Society | Section 9(2)(b)(ii) 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 of the OIA noting Te Pūkenga (and its subsidiaries) is specified, in Schedule 2 of LGOIMA, as a body to which Part 7 LGOIMA applies) |
|----|----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

2. Furthermore, NMIT resolves that the Chief Executive, Board Secretary (full attendance), Executive Directors (part attendance), Programme Manager (item 7.1) and Risk Manager (items 9.4) 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.



OPEN

Nelson Marlborough Institute of Technology Limited
(the Company)

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

28 June 2021 at 11.30 am

PRESENT

- Board:** T Johnston (Chair), T Grant, P Smith, C Newton, K Grant, J Edgar, P Cowper
- In Attendance:** W Jackson (Chief Executive), B Johnston (Company Secretary/Executive Director Finance & Campus Services), K Redgrove (Board Secretary)
- In Part Attendance:** G Kerr (Executive Director Demand Management), O Hall (Executive Director Ōritetanga, People, Culture & Learner Services), G Phillips (Business Intelligence Manager), T Zawodny (Programme Manager)

1. Welcome, Karakia and Apologies

The meeting opened with a karakia. The newly appointed Board Director, Peter Cowper, was welcomed.

2. Declarations of Interests and Disclosures

P Cowper requested the following interests be noted and entered onto the Register of Interests:

Director, Q Design Services Ltd
Director, Quorum Group Ltd

3. RESOLUTION TO EXCLUDE THE PUBLIC

RESOLVED:

1. That members of the public and press be excluded from the remainder of the meeting and that the NMIT Board move In-committee.
2. Furthermore, NMIT resolves that the Chief Executive, Board Secretary (full attendance), Executive Directors (part attendance) and Programme Manager (attendance for item 5.2) 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 to be discussed

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

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

| Item No. | General Subject of each matter to be considered | Reason for passing resolution in relation to each matter | Grounds under section 48(1) for the passing of the resolution. |
|----------|-----------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4.1, 4.2 | Minutes of NMIT Board Meeting – 17 May 2021 Action Items | <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> <p>Section 9(2)(a) of the Official Information Act – to protect the privacy of natural persons, including that of deceased natural persons</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 of the OIA noting Te Pūkenga (and its subsidiaries) is specified, in Schedule 2 of LGOIMA, as a body to which Part 7 LGOIMA applies) |
| 4.3 | Letter of Appointment and Board Resolution - Remuneration | <p>Section 9(2)(a) of the Official Information Act – to protect the privacy of natural persons, including that of deceased natural persons</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 of the OIA noting Te Pūkenga (and its subsidiaries) is specified, in Schedule 2 of LGOIMA, as a body to which Part 7 LGOIMA applies) |
| 5.1 | Chief Executive's Report | Section 9(2)(i) of the Official Information Act – enable the organisation holding | That the public conduct of this item would be likely to result in the disclosure of information for which good reason for |

| | | | |
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| 5.2 | Strategic Project Update | the information to carry out, without prejudice or disadvantage, commercial activities | withholding would exist under section 9 of the OIA noting Te Pūkenga (and its subsidiaries) is specified, in Schedule 2 of LGOIMA, as a body to which Part 7 LGOIMA applies) |
| 5.3 | KPI Reports | | |
| 5.4 | Financial Reporting | <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)(j) of the Official Information Act - enable a Minister of the Crown or any public service agency or organisation holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations</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 of the OIA noting Te Pūkenga (and its subsidiaries) is specified, in Schedule 2 of LGOIMA, as a body to which Part 7 LGOIMA applies) |
| 6.1 | Stakeholders Meetings Report | <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)(j) of the Official Information Act - enable a Minister of the Crown or any public service agency or organisation holding the information to</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 of the OIA noting Te Pūkenga (and its subsidiaries) is specified, in Schedule 2 of LGOIMA, as a body to which Part 7 LGOIMA applies) |

| | | | |
|-----|----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) | |
| 6.2 | Audit and Risk Updates | 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 of the OIA noting Te Pūkenga (and its subsidiaries) is specified, in Schedule 2 of LGOIMA, as a body to which Part 7 LGOIMA applies) |
| 6.3 | 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 of the OIA noting Te Pūkenga (and its subsidiaries) is specified, in Schedule 2 of LGOIMA, as a body to which Part 7 LGOIMA applies) |

The meeting moved into a public excluded session at 11.42 pm. It resumed in a public session at 3.40 pm and the following items were released:

5.3.1 2021 Enrolments Report

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

10. Administrative

10.1 Minutes of NMIT Board Meeting 12 February 2021 – Open

RESOLVED:

That the minutes of the NMIT Board Meeting 17 May 2021 – Open - be confirmed as a true and accurate record.

10.2 Action Items of NMIT Board Meeting - Consolidated – Open The Action Items were reviewed and updated.

11. Items for information

11.1 SANITI Report

There was a reminder of the primary and secondary school term dates, and the disparity between these was noted.

The Board noted that the SANITI Student President would be invited to speak at the next Board meeting in August.

11.2 Te Pūkenga Updates

11.2.1 Te Pūkenga Council Meeting Minutes - 6 April 2021

11.2.2 Te Pūkenga Update - 1 June 2021

11.2.3 Te Pūkenga Letter of Expectation 1 June 2021

11.3 Common Seal Report to 30 April 2021

11.4 Common Seal Report to 31 May 2021

11.5 Board Calendar 2021

RESOLVED:

That the Te Pūkenga Updates, Common Seal Reports for April and May 2021 and Board Calendar 2021 be noted for information.

B Johnston reported he had received confirmation from Te Pūkenga that an Annual General Meeting for the Company was not required for this year.

J Wilson left the meeting at 4.08pm.

12. Whakamutunga

There being no further business, the Chairperson declared the meeting closed at 4.15 pm and a karakia whakamutunga was given by P Smith.

Dated:

Signed as a correct record.

Chairperson



OPEN

ACTION ITEMS FROM NMIT LIMITED BOARD MEETINGS

| FROM NMIT BOARD MEETING – 12 FEBRUARY 2021 (CHAIR – D WEHNER) | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| TASK | RESPONSIBLE | DEADLINE | STATUS UPDATE |
| <p><i>Academic Statute 2021</i></p> <p>For future revision:</p> <p>Section 6: Academic Committee –align to Te Pūkenga as a collaborative and forward-looking enterprise;</p> <p>Section 3: Reference to TFFA</p> <p>Section 1: Note Privacy Act date.</p> | <p>Exec Director P&D</p> | <p>Dec 2021</p> | <p>Te Pūkenga draft Academic Regulations (equivalent of Academic Statute) are at present (August 2021) undergoing consultation. The advice given to all subsidiaries is not to undertake any major changes to their existing Academic Statute until the Academic Regulations are published.</p> <p>WIP</p> |

NELSON MARLBOROUGH INSTITUTE OF TECHNOLOGY ACADEMIC COMMITTEE

MAIN POINTS OF THE MEETING HELD ON 04 NOVEMBER 2020 AT 3.17PM

PRESENT: Sue Smart (Acting Chair), Wayne Jackson, Silvia Gassebner, Bradley Hannigan, Shinn Krammer, Marja Kneepkens, Rae Perkins, Cornelius Prinsloo (left 4.00pm), Susannah Roddick, Chanelle Taylor, Pam Wood (arrived 3.32pm), Kim Davies (arrived 3.32pm (non-voting)), Mary Woodward (minutes non-voting)

APOLOGIES: Carole Crawford, Sarah Fraser, Olivia Hall, Darcy Liddell

Approved

- Recognition of Academic Credit (RAC) Policy and the Recognition of Academic Credit (RAC) Procedure;
- Programme Approval Committee Report for the New Zealand Certificate in Arts and Design (Level 4), New Zealand Diploma in Arts and Design (Level 5), New Zealand Diploma in Arts and Design (Level 6) and Bachelor of Arts and Media Programmes;
- Maritime Course Descriptors 21100 2021;
 - noted that as Maritime courses are delivered against multiple programmes a Master Course Descriptor document has been created to sit alongside the Programme Regulations.

Sector Updates

- the 14 October 2020 NZIST Academic Board Working Group meeting had:
 - reviewed the Māori framework in terms of it becoming the foundational bases of future development;
 - endorsed the ITP research groups request for a letter to be sent to TEC on their behalf regarding the Performance-Based Research Fund (PBRF) criteria change;
 - put the Accounting programme pilot on hold until the beginning of 2021.

Meeting closed 04.08PM

NELSON MARLBOROUGH INSTITUTE OF TECHNOLOGY ACADEMIC COMMITTEE

MAIN POINTS FROM THE MEETING HELD ON 02 DECEMBER 2020 AT 3.17PM

PRESENT: Sue Smart (Acting Chair), Sarah Fraser (arrived 3.24pm), Silvia Gassebner, Shinn Krammer, Marja Kneepkens, Darcy Liddell, Rae Perkins, Cornelius Prinsloo, Susannah Roddick, Chanelle Taylor, Pam Wood (via Skype, left 4.03pm), Kim Davies (non-voting), Mary Woodward (minutes non-voting)

APOLOGIES: Carole Crawford, Olivia Hall, Bradley Hannigan, Wayne Jackson

Self-Assessment, Consistency Review

- draft Self-Assessment Reports (SAR) are due 19 December 2020 with final reports due 12 February 2021;
- Consistency Review Not Yet Sufficient reports received for;
 - 3043 New Zealand Certificate in Te Reo (Rumaki, Reo Rua) (Level 1);
 - 3044 New Zealand Certificate in Te Reo (Immersion, Bilingual) (Level 2) Te Pokaitahi Reo (Rumaki, Reo Rua) (Te Kaupae 2);
 - Teams have until 18 January 2021 to provide further information;
- 2020 Graduate Destination surveys have been updated to include Graduate Profile Outcomes, with surveys sent out week beginning 23 November 2020.

Safety, Health and Wellbeing

- decrease in reported events, 97 have been received to date, 162 had been in the same period in 2019;
- Pasifika Student support is now outsourced to Pasifika Support Services;
- advised that the responsibility of the wellbeing functionality within the organisation will sit within the new Executive Director roles.

Approved

- Stakeholder Engagement Policy;
- Programme Approval Committee Report for the New Zealand Fisheries Observer Micro-Credential.

Sector Updates

- Will Tregidga is now part of the Te Pūkenga Internalisation Working Group which was formed to coordinate a sectoral response to COVID-19 impacts on international education and to further develop the internationalisation strategy for Te Pūkenga, including the linking of qualifications taught with regional skills demands.

Learning and Teaching Committee

- the Learning and Teaching Committee Priorities 2020 – RAG Report were submitted for information;
 - noted that there had been a mixed achievement of the 2020 priorities, with a number of priorities graded amber;
 - this was a good opportunity to do reflective practice on how the Committee adds value and support.

Meeting closed 04.40PM

NELSON MARLBOROUGH INSTITUTE OF TECHNOLOGY ACADEMIC COMMITTEE

MAIN POINTS FROM THE E-MEETING HELD ON 11 TO 13 JANUARY 2021

PARTICIPANTS: Sue Smart (Chair), Carole Crawford, Sarah Fraser, Silvia Gassebner, Bradley Hannigan, Wayne Jackson, Marja Kneepkens, Shinn Krammer, Susannah Roddick

This meeting was conducted via e-mail. The meeting commenced at 2.11pm 11 January 2021 and closed at 2.00pm 13 January 2021.

Approved

- Programme Approval Committee Report for the Project Management for Primary Industries Micro-Credential.

MEETING CLOSURE – 2.00pm 13 January 2021

NELSON MARLBOROUGH INSTITUTE OF TECHNOLOGY ACADEMIC COMMITTEE

MAIN POINTS FROM THE MEETING HELD ON 26 JANUARY 2021 AT 2.00PM

PRESENT: Sue Smart (Acting Chair), Silvia Gassebner, Bradley Hannigan, Marja Kneepkens, Rae Perkins, Susannah Roddick, Sarah Fraser, Shinn Krammer, Pam Wood ((proxy for Carole Crawford) left 3.10pm), Shine Kelly (non-voting), Kim Davies (non-voting), Mary Woodward (minutes non-voting)

APOLOGIES: Carole Crawford, Chanelle Taylor, Wayne Jackson, Darcy Liddell

IN ATTENDANCE: Eleanor Upton

Endorsed

- Sections 1 to 7 of the NMIT Academic Statute 2021.

Approved

- New Zealand Certificate in Business (First Line Management) (Level 4) offshore online delivery (NZQA Qualification Code 2456, NZQA Programme ID 120435) Amendment to Schedule 4A of the Education Services Agreement Between NMIT and eCampus New Zealand.

MEETING CLOSURE – 3.40pm

NELSON MARLBOROUGH INSTITUTE OF TECHNOLOGY ACADEMIC COMMITTEE

MAIN POINTS OF THE MEETING HELD ON 17 MARCH 2021 AT 3.17PM

PRESENT: Sue Smart (Chair), Sarah Fraser, Silvia Gassebner, Shinn Krammer, Marja Kneepkens, Darcy Liddell, Rae Perkins, Susannah Roddick, Chanelle Taylor, Mary Woodward (minutes non-voting)

APOLOGIES: Carole Crawford, Kim Davies, Bradley Hannigan

Received

- Internal Review Report NMIT Aviation School: Part 147;
 - commendation noted in regard to the robust records management and control of essential records and key documents.

Presented for Information

- The 2020 Annual Report on the Research Outputs and Activities from Curriculum Areas;
- The 2020 Learning and Teaching Committee Priorities.

General Business

- Discussion on the Te Pūkenga Citizens' Platform;
- Discussion on the launch of the BOLD Professional Development Initiative.

Meeting closed 04.21PM

NELSON MARLBOROUGH INSTITUTE OF TECHNOLOGY ACADEMIC COMMITTEE

MAIN POINTS FROM THE E-MEETING HELD ON 23 TO 24 MARCH 2021

PARTICIPANTS: Sue Smart (Chair), Carole Crawford, Silvia Gassebner, Bradley Hannigan, Marja Kneepkens, Shinn Krammer, Rae Perkins, Chanelle Taylor

This meeting was conducted via e-mail. The meeting commenced at 2.58pm 23 March 2021 and closed at 3.15pm 24 March 2021.

Approved

- The application to vary the existing Education Services Agreement between TANZ eCampus Limited and Nelson Marlborough Institute of Technology to allow delivery of the New Zealand Certificate in Business (First Line Management) (Level 4) programme offshore by distance with delivery restricted to students recommended by the Pacific Island Forum Fisheries Agency (FFA);
 - it was advised that NMIT holds offshore distance delivery approval for the New Zealand Certificate in Business (First Line Management) (Level 4) programme, with approval having been granted on 25 June 2020;
 - it was noted that NMIT now wishes to sub-contract the delivery of the New Zealand Certificate in Business (First Line Management) (Level 4) programme to TANZ eCampus as a variation of the existing Education Services Agreement between TANZ eCampus and NMIT which was executed in July 2019;
- The application to seek authorisation to forward an application to NZQA for approval of the variation for TANZ eCampus to provide the New Zealand Certificate in Business (First Line Management) (Level 4) qualification where TANZ eCampus does not itself hold accreditation was approved.

MEETING CLOSURE – 3.15pm 24 March 2021

NELSON MARLBOROUGH INSTITUTE OF TECHNOLOGY ACADEMIC COMMITTEE

MAIN POINTS FROM THE MEETING HELD ON 26 MAY 2021 AT 3.15PM

PRESENT: Sue Smart (Chair), Kim Davies (left 4.21pm), Sarah Fraser, Silvia Gassebner (arrived 4.18pm), Bradley Hannigan, Marja Kneepkens, Darcy Liddell, Rae Perkins, Susannah Roddick, Chanelle Taylor, Mary Woodward (minutes non-voting)

APOLOGIES: Carole Crawford, Kim Davies (for leaving early), Silvia Gassebner (for lateness), Shinn Krammer, Pam Wood

Presented for Information

- Te Pūkenga endorsement is now required on all NMIT developments to ensure NMIT is not going outside its operating parameters;
- the Graduate Certificate in Management programme will be a significant development for 2021;
- Type 2 changes were ongoing especially in regard to the standardisation of entry requirements.

Approved

- the Exception to the Standard Programme Academic Entry Criteria – New Zealand Certificate in Study and Career Preparation (Level 4) under Exception Provision A: The programme is a direct pathway to a programme with a higher Academic Entry and the duration of the pathway programme is no more than 6 months;
 - it was noted that as the New Zealand Certificate in Study and Career Preparation (Level 4) is a pathway onto the Bachelors of Nursing, Social Work and Counselling programme which each have a NCEA Level 3 academic entry requirement; she would not want Students coming from NCEA Level 1 and enrolling onto the programme.

Self-Assessment, Consistency Reviews, Targeted Evaluation, Degree Monitoring

- 2020 Self-Assessment Reports Approved
 - Bachelor of Commerce including Graduate Diploma in Accounting, Graduate Diploma in Management, Graduate Diploma in Marketing, Graduate Diploma in Professional Accounting
 - Bachelor of Career Development including Graduate Certificate in Career Development
 - Bachelor of Information Technology including Postgraduate Diploma in Information Technology Security Management, Graduate Diploma in Information Technology, New Zealand Diploma in Information Technology Technical Support (Level 6) New Zealand Diploma in Web Development and Design (Level 5)
 - Postgraduate Programmes including Master of Applied Management, Postgraduate Diploma in Applied Management, Postgraduate Certificate in Applied Management, Postgraduate Diploma in International Business
 - Paetahi Tumu Kōrero Bachelor of Counselling
 - Postgraduate Certificate in Professional Supervision
 - Bachelor of Arts and Media including New Zealand Diploma in Arts and Design (Level 6), New Zealand Diploma in Arts and Design (Level 5)
- Consistency Reviews to date currently have 100% success on achieving 'sufficient;'
- the Targeted Evaluation will take place between 20 - 27 September;
- the two recent Monitors visits for the Bachelor of Nursing and the Bachelor of Arts and Media programmes had been positive.

Standing Committees

- the outcome of the 2020 AS+Q Committee Spot Check on Course Results was presented.

Meeting closed 05.00PM

NELSON MARLBOROUGH INSTITUTE OF TECHNOLOGY ACADEMIC COMMITTEE

MAIN POINTS FROM THE MEETING HELD ON 30 JUNE 2021 AT 3.15PM

PRESENT: Kim Davies (Acting Chair), Sarah Fraser, Silvia Gassebner, Bradley Hannigan, Marja Kneepkens, Darcy Liddell, Rae Perkins, Pam Wood (via Skype), Mary Woodward (minutes non-voting)

APOLOGIES: Sue Smart (Chair), Carole Crawford, Shinn Krammer, Susannah Roddick, Chanelle Taylor

NMIT Operating + Financial Parameters (OFF) Request Register

- Te Pūkenga approval received for:
 - application for approval and accreditation to deliver the Graduate Certificate in Management;
 - application for the addition of an Arts strand to the New Zealand Certificate in Skills and Career Preparation (Level 4) programme;
 - review of the Maritime programmes leading to Type 2 changes;
 - development of significant changes of year 3 of Bachelor of Computer Graphics Imagery

Approved

- Academic Development Proposal New Zealand Certificate in Apiculture (Level 3);
- New Zealand Certificate in Apiculture (Level 3) Capability Letter and Variance.

Self-Assessment, Targeted Evaluation

- Artificial Intelligence Micro-credential has successfully been through the yearly NZQA micro-credential review process;
- 2020 Self-Assessment Reports Approved;
 - Bachelor of Aquaculture and Marine Conservation including Postgraduate Diploma in Sustainable Aquaculture, Diploma in Aquaculture (Fish Farming and Fishery Management)
 - Bachelor of Social Work be approved;
 - Bachelor of Viticulture and Winemaking including New Zealand Certificate in Horticulture Production (Fruit Production) (Level 4) New Zealand Certificate in Cellar Operations (Level 4) New Zealand Certificates in Cellar Operations (Level 3);
- the Targeted Evaluation Summary Report had been the main focus since last reporting and will be sent to Executive for sign-off. The report has been reviewed by Curriculum Directors and Sue Smart. The submission date for the report and the TEO Details Form which includes evidence of internal/external moderation activity and outcomes/findings/policies etc is 12 July 2021;
- work is also underway to collate the additional evidence required for the Targeted Evaluation on the progress made on the four areas for recommendation from the last EER.

Sector Updates

- discussion on how to give opportunity to engage in the draft Te Pūkenga Academic regulations feedback process.

Meeting closed 05.00PM

NELSON MARLBOROUGH INSTITUTE OF TECHNOLOGY ACADEMIC COMMITTEE

MAIN POINTS OF THE E-MEETING HELD ON 16 TO 20 JULY 2021

PARTICIPANTS: Kim Davies (Acting Chair), Carole Crawford, Silvia Gassebner, Bradley Hannigan, Marja Kneepkens, Shinn Krammer, Darcy Liddell, Rae Perkins, Susannah Roddick, Sue Smart, Chanelle Taylor

This meeting was conducted via e-mail. The meeting commenced at 10.39am 16 July 2021 and closed at 04.00pm 20 July 2021.

2020 Self-Assessment Report Approved

- Bachelor of Nursing including Certificate in Nursing (Competence Assessment Programme) Training Scheme

MEETING CLOSURE – 4.00pm 20 July 2021



Te Kaupapa: Common Seal Usage

1. PURPOSE:

| | |
|---------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Function: | For Information |
| Nā: | Brian Johnston, Exec Director Finance & Campus Services |
| Te rā: | 16 August 2021 |
| Purpose: | <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 June 2021 to 31 July 2021.</p> |
| Recommendation(s): | <p>It is recommended that the NMIT Board resolve to:</p> <ol style="list-style-type: none"> 1. Receive this report for their information. |

2. EXECUTIVE SUMMARY

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

| Date | Document | Summary of Document | Document Signatory |
|----------|-------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| 03/06/21 | Articulation Agreement between NMIT Ltd and Sichuan University College of International Studies | Agreement to admit students into NMIT's Bachelor of Commerce who have successfully completed the Sichuan University College of International Studies, La Trobe University Diploma in Business | Wayne Jackson |
| 15/07/21 | Evaluation Report | HBPU and NMIT Ltd evaluation of the relationship | Wayne Jackson |

Nelson Marlborough Institute of Technology Limited Board Calendar | 2021

| | J | F | M | A | M | J | J | A | S | O | N | D |
|------------------------------------------------------------|---|-------|-------|---|-------|-------|---|-------|---|-------|-------|---|
| 1. Meeting Schedule | | | | | | | | | | | | |
| 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 | | | | | | | |
| 2. Strategy | | | | | | | | | | | | |
| 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 | | |
| 2. Budget (Annual) | | | | | | | | | | | | |
| Development (approval of key assumptions) | | | | | | | | X | | | | |
| Adoption | | | | | | | | | | X | | |
| Review/monitor (Forecast Review) | | X | X | | X | X | | X | | X | X | |
| 3. Risk and Compliance | | | | | | | | | | | | |
| 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 | | | | | | | | | | |
| 4. Policy framework | | | | | | | | | | | | |
| 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 | | | | | | | | | |

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

PROPOSED 2022 BOARD & COMMITTEE MEETING DATES

| | NMIT Board Proposed Meeting Dates for 2022 (venues TBC) | |
|-------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Board | Monday 14 February 11.30 am – 4.30 pm | |
| Audit & Risk | Friday 11 March 12.30 – 3.30 pm | |
| Board | Monday 28 March 11.30 am – 4.30 pm | |
| Audit & Risk | Friday 6 May 12.30 - 3.30 pm | |
| Board | Monday 23 May 11.30am – 4.00 pm | |
| NPES AGM | Monday 23 May 4.00 – 5.00 pm | |
| Audit & Risk | Friday 17 June 12.30 - 3.30pm | |
| Board | Monday 4 July 11.30am – 4.30pm | |
| Board | Monday 22 August 11.30am – 4.00pm | |
| Audit & Risk | Friday 7 October 12.30 - 3.30 pm | |
| Board | Monday 24 October 11.30 am – 4.30 pm | |
| Audit & Risk | Friday 11 November 12.30 - 3.30 pm | |
| Board | Monday 28 November 11.30am – 4.30pm | |
| Audit & Risk Committee Kathy Grant (Chair) Tracy Johnston Toni Grant Charles Newton Peter Cowper(?) | | Remuneration & Appointments Committee Patrick Smith (Chair) Joanie Wilson Judene Edgar Tracy Johnston Meeting dates set as required. |