

NMIT Board Meeting - 22 November 2021

Nelson NMIT CoLab Boardroom



22 November 2021 11:30 AM - 04:00 PM

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OPEN

Nelson Marlborough Institute of Technology Limited
(the Company)

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

11 October at 11.30 am

PRESENT

- Board:** T Johnston (Chair), T Grant, J Wilson, P Smith, C Newton, J Edgar, P Cowper, K Grant (from 12.20 pm)
- In Attendance:** W Jackson (Chief Executive), B Johnston (Company Secretary/Executive Director Finance & Campus Services), K Redgrove (Board Secretary)
- In Part Attendance:** O Hall (Executive Director Ōritetanga, People, Culture & Learner Services), S Smart (Executive Director Programmes and Delivery), D Hemera (Risk Manager), T Zawodny (Programme Manager), S Krammer (President of SANITI)

1. Welcome, Karakia and Apologies

The meeting opened with a karakia. The Chair advised that K Grant would be delayed.

2. Declarations of Interests and Disclosures

T Grant advised she was no longer a member of the Tasman District Council Port Tarakohe Governance Steering Group. It was agreed that the Nelson Polytechnic Educational Society membership, that applied to all Board Directors, should be included on the Register and that the CEO's interests in ECampus (as Director and Chairperson) should also be added.

3. Administrative

- 3.1 Minutes of NMIT Board Meeting 16 August 2021 – Open

RESOLVED:

That the minutes of the NMIT Board Meeting 16 August 2021 – Open - be confirmed as a true and accurate record.

- 3.2 Action Items of NMIT Board Meeting – Consolidated
Noted.

4. SANITI Report

There was some uncertainty noted in relation to the Hardship Fund for Learners Funding (HAFL) and recent reports in the media were referenced.

B Johnston clarified the structure of this funding and the amounts that had been allocated in terms of monthly amounts. He confirmed further work would be undertaken to better qualify the financial status of funds held.

RESOLVED:

That the SANITI Report be received for information.

5. RESOLUTION TO EXCLUDE THE PUBLIC

RESOLVED:

1. That members of the public and press be excluded from the remainder of the meeting and that the NMIT Board move In-committee.
2. Furthermore, NMIT resolves that the Chief Executive, Board Secretary (full attendance), Executive Directors (part attendance), Programme Manager (attendance for item 11.1) and Risk Manager (attendance for items under part 10.) 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.
6.	Minutes of NMIT Board Meeting – 16 August 2021 Action Items	Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities Section 9(2)(b)(ii) of the Official Information Act - protect information 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 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)

		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)	
7.	E-Campus	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)
8.	Annual Budget 2021/2022		
9.	Te Pūkenga Operating Model Proposal	<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) 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 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)
		Section 9(2)(i) of the Official Information Act – enable the	That the public conduct of this item would be likely to result in the disclosure of information for

10.	<p>Risk Management:</p> <p>10.1 Risk Appetite</p> <p>10.2 Risk Management Function</p> <p>10.3 Risk Report Update and Register</p> <p>10.4 Other (verbal) A&R Committee Updates</p> <p>10.5 Complaints and Misconduct Report</p>	<p>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>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> <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>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>
11.	<p>Strategy and Performance:</p> <p>11.1 Strategic Projects Update</p>	<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) protect information where the making</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>

	11.2 Chief Executive's Report 11.3 Management Accounts 11.4 KPI Report	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.	
12	Review of Policies: 12.1 Investment Policy	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)
13.	For Information: 13.1 Health, Safety and Wellbeing Report	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)

The meeting moved into a public excluded session at 12 pm, resumed in a public session at 4.16 pm and confirmed that the resolution to approve its Investment Policy and the associated document be released in the public session.

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

15. Schedule of Meeting Dates 2022 for Publication

It was noted the Remuneration and Appointments Committee would usually meet twice a year, around May and September.

RESOLVED:

That the NMIT Board approves the Schedule of Meeting Dates 2022 for public notification.

16. Items for Information:

16.1 Common Seal Report

RESOLVED:

That the Common Seal Report to 31 August 2021, be received for information.

- 16.2 Te Pūkenga Updates – Minutes from Meetings June/July 2021

RESOLVED:

That the Te Pūkenga Updates – Minutes from Meetings June/July 2021 be received for information.

- 16.3 Academic Committee Updates – July to September 2021

RESOLVED:

That the Academic Committee Updates – July to September 2021 - be received for information.

17. **Karakia Whakamutunga**

The meeting closed with a karakia at 4.19 pm.

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) consultation is completed. Te Pūkenga has sent out a summary of the responses and they are now working on changes. The final Academic Regulations are yet to be approved and published. The advice given to all subsidiaries remains the same not to undertake any major changes to their existing Academic Statute until the Academic Regulations are published.</p> <p>WIP</p>

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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.
5.1 & 5.2.	Minutes of NMIT Board Meeting – 11 October 2021 Action Items	Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities Section 9(2)(b)(ii) of the Official Information Act - protect information 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 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)
6.	Board Business Plan	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 of the OIA noting Te Pūkenga (and its subsidiaries) is specified, in Schedule 2 of
7.	Te Pūkenga Operating Model Update/Minutes of the Te Pukenga CE Chairs Meeting – 9		
8.	November 2021		

NMIT BOARD MEETING – 22 November 2021

9.	<p>Risk Management: A&R Committee Verbal Update and draft Minutes); Risk Appetite Matrix; Complaints and Misconduct Report</p> <p>Strategy and Performance – CE’s Report including Accounts and KPIs</p>	<p>disadvantage, commercial activities</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>	LGOIMA, as a body to which Part 7 LGOIMA applies)
10.	<p>Review of Policies:</p> <p>Delegations to Chief Executive; Academic Statute; Fees Policy; Fraud Policy</p>	<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>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>
11.	<p>Board Members’ Expenditure Report; Health, Safety and Wellbeing Report.</p>	<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)(a) of the Official Information Act – to protect the privacy of natural persons, including that of deceased natural persons</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>

2. Furthermore, NMIT resolves that the Chief Executive, Board Secretary (full attendance), Executive Directors (part attendance), Risk Manager (item 8), Programme Manager (item 9.1), and Business Intelligence Manager (items 9.4 and 9.5) 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.



RECOMMENDATION:

THAT THE NMIT BOARD RESOLVE TO MOVE BACK INTO A PUBLIC SESSION.

Optional:

- THAT THE NMIT BOARD AGREES TO RELEASE THE FOLLOWING RESOLUTIONS INTO THE PUBLIC SESSION:
- THAT THE NMIT BOARD AGREES TO RELEASE THE FOLLOWING REPORTS INTO THE PUBLIC SESSION:



Te Kaupapa: Common Seal Usage

1. PURPOSE:

Function:	For Information
Nā:	Brian Johnston, Exec Director Finance & Campus Services
Te rā:	22 November 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 September 2021 to 30 September 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

The Common Seal was not used during the abovementioned reporting period.

Date	Document	Summary of Document	Document Signatory



Te Kaupapa: Common Seal Usage

1. PURPOSE:

- Function:** For Information
- Nā:** Brian Johnston, Exec Director Finance & Campus Services
- Te rā:** 22 November 2021
- Purpose:** The purpose of this paper is:
To provide the Board with a report on the use of the NMIT Common Seal for the period 1 October 2021 to 31 October 2021.
- Recommendation(s):** It is recommended that the NMIT Board resolve to:
1. Receive this report for their information.

2. EXECUTIVE SUMMARY

Date	Document	Summary of Document	Document Signatory
29/10/21	Invoice to Guangdong Engineering Polytechnic	Invoice for tuition fees for 2021	Wayne Jackson
29/10/21	Invoice to Guangdong Polytechnic Institute	Invoice for tuition fees for 2021	Wayne Jackson
29/10/21	Invoice to Hubei Polytechnic University	Invoice for tuition fees for 2021	Wayne Jackson
29/10/21	Letter to Guangong Engineering Polytechnic	Letter confirming tuition fees for 2021	Wayne Jackson

Te Poari Akoranga MINUTES – Open

11 August 2021 from 10.00am – 11.00am, BCITO, Wellington / Online via Zoom

WELCOME AND ATTENDANCE

Karakia timatanga

Chair welcomed everyone to the meeting.

Whanaungatanga

Present

Dr Angela Beaton (Co-Chair), Jeanette Grace (Co-Chair), Greg Durkin, Lorna Gillespie, Kieran Hewitson, Sue Smart, Deborah Young, Natalie Waran, Glynnis Brook, Neil Carroll, Jordan Gush.

In Attendance

Stephen Town (Chief Executive, Te Pūkenga), Jeanette Fifield (Academic Governance Coordinator, Te Pūkenga), Kelly Hynes (Minute taker).

Observing

Talia East (Wintec).

Apologies

Dahrian Watene.

1. Open Minutes of the Previous Meeting

Scheduled Meeting

Scheduled Meeting – 14 July 2021

Resolution

Moved by Deborah Young, seconded by Kieran Hewitson.

Te Poari Akoranga resolved that the minutes of Te Poari Akoranga meeting held on 14 July 2021 were approved as a true and accurate record.

2. July Academic Report to Te Pūkenga August Council Meeting

- Council received the July Te Poari Akoranga report. The key updates for Council from the July Te Poari Akoranga meeting were noted.

3. Key themes from the simplifying New Zealand qualifications and other credentials workshops

New Zealand Qualifications Authority (NZQA) formal consultation into simplifying New Zealand qualifications and other credentials stakeholder workshops summary noted.

Discussion included:

- Various submissions made from across the network, including from Te Pūkenga



- NZQA yet to publish decision following the consultation process
- Confidence that Te Pūkenga can respond effectively across the network regardless of which option or variant of Option 1 is decided
- Simplifying of qualifications and other credentials is one of the many parts of the Reform of Vocational Education (RoVE)
- Proceeding with unification work across the network, rules and guidelines will be adopted as required
- Communities of practice across the network are being set up to align with Workforce Development Council (WDC) industry areas, and Te Pūkenga operating model will aim to support collaboration and for systems to work well together.

Action: Provide an update for Te Poari Akoranga regarding the views of how interactions between Te Pūkenga and NZQA might look going forward.

4. Regional Skills Leadership Groups (RSLGs) / MBIE reports

Kieran Hewitson provided an overview of Regional Skills Leadership Groups (RSLGs) and the information made available that could inform Te Poari Akoranga and Te Pūkenga going forward.

- RSLGs identify and support ways of meeting future skills and workforce needs
- Part of joint approach to labour market planning, along with education and immigration
- Supported by a team of analysts, advisors, and workforce specialists at the Ministry of Business, Innovation and Employment (MBIE)
- 15 RSLGs across Aotearoa, each are regionally based and identify labour market and skills priorities and top labour market challenges for their region
- Regional insights are collated and presented in local insight reports that identify labour market opportunities and challenges
- RSLGs will develop Regional Workforce Plans that will project labour supply needs to ensure regions have the right skills to meet local opportunities
- It is expected that Te Pūkenga will act on the RSLGs advice and workforce development plans to inform provision
- Local insight reports can help shape regional specialty and collectively identify national need

Closed sessions

Moved by Greg Durkin, seconded by Sue Smart.

Te Poari Akoranga resolved to move to the closed agenda.

IT WAS RESOLVED THAT TO THE EXTENT THAT THE LOCAL GOVERNMENT OFFICIAL INFORMATION AND MEETINGS ACT 1987 (LGOIMA) MAY APPLY, THE PUBLIC BE EXCLUDED FROM THE CLOSED SESSION OF THE MEETING IN ACCORDANCE WITH SECTION 48(1) OF LGOIMA AND THE PARTICULAR INTERESTS PROTECTED BY SECTION 9 OF THE OFFICIAL INFORMATION ACT 1982 (SPECIFICALLY, TO PROTECT THE PRIVACY OF NATURAL PERSONS AND TO PROTECT INFORMATION WHERE THE MAKING AVAILABLE OF SUCH INFORMATION WOULD BE LIKELY UNREASONABLY TO PREJUDICE THE COMMERCIAL POSITION OF TE PŪKENGĀ, WHICH WOULD BE PREJUDICED BY THE HOLDING OF THE RELEVANT PARTS OF THE PROCEEDINGS OF THE MEETING IN PUBLIC.



Te Poari Akoranga MINUTES – Open

8 September 2021 from 10.00am – 11.05am, online via Microsoft Teams

WELCOME AND ATTENDANCE

Karakia tīmatanga

The meeting Chair welcomed everyone to the meeting, including members of the public in attendance.

Whanaungatanga

Angela Beaton informed Te Poari Akoranga of Council approval of three new membership appointments to Te Poari Akoranga at their meeting held on 7 September 2021, welcoming Te Urikore Biddle, Liz McKenzie and Doug Pouwhare to their first meeting of Te Poari Akoranga.

Present

Te Poari Akoranga Members

Dr Angela Beaton (Co-Chair)
Jeanette Grace (Co-Chair)
Te Urikore Biddle
Glynnis Brook
Neil Carroll
Greg Durkin
Lorna Gillespie

Keiran Hewitson
Liz McKenzie
Doug Pouwhare
Sue Smart
Natalie Waran
Dahrien Watene
Deborah Young

Jeanette Grace Chaired the meeting.

In Attendance

Jeanette Fifield (Academic Governance Coordinator, Te Pūkenga).
Phil Alexander-Crawford (Te Pae Tawhiti Internal Integration & QA Lead, Te Pūkenga) from 10.35am to 11.05am.

Member(s) of Public

Chris Williams (Wintec) from 10.00am to 10.10am.

Apologies

Jordon Gush.

1. Open Minutes of the Previous Meeting

Scheduled Meeting

Scheduled Meeting – 11 August 2021.

Resolution

Moved by Deborah Young, seconded by Lorna Gillespie.

Te Poari Akoranga resolved that the minutes of Te Poari Akoranga meeting held on 11 August 2021 were approved as a true and accurate record.



2. August Academic Report to Te Pūkenga September Council Meeting

- Council received the August Te Poari Akoranga report. The key updates for Council from the August Te Poari Akoranga meeting were noted.

The members received a verbal overview of the key updates.

Discussion included:

- Possible updates to Te Pūkenga and NZQA roles and responsibilities in the future.
- Update of Te Hono o Te Kahurangi quality assurance and mātauranga Māori.

3. Te Pūkenga subsidiaries: exemption from full compliance from the requirement to retain all student assessment materials

New Zealand Qualifications Authority (NZQA) offer to Te Pūkenga subsidiaries, exempting them from full compliance with a rule which requires them to retain all student assessment materials.

- Aside from Te Pūkenga Work Based Learning, each Te Pūkenga subsidiary is currently exempt from full compliance with Rule 17 of the Quality Assurance (including External Evaluation and Review (EER) Rules 2021.
- NZQA are offering each subsidiary a further exemption to full compliance with Rule 17 until 31 December 2022 (or until superseded by this Rule).
- An offer to Chief Executives of each subsidiary (including Te Pūkenga Work Based Learning) with a formal exemption notice, offering them the opportunity to accept the exemption condition has been made.
- Further work to clarify Rule 17 and engage with the sector has been deferred momentarily.

Discussion included:

- Further clarity on collection and storage of assessments

4. Terms of Reference: Ngā Ohu Whakahaere (Quality, Approvals, Rangahau Māori, Research and Postgraduate)

The members received and discussed the approved terms of reference for ngā ohu whakahaere, Quality, Approvals and Rangahau, Māori Research and Postgraduate.

Discussion included:

- The inclusion of a performance monitoring statement in the Role section of all ngā ohu whakahaere, for consistency and clarity and to make explicit that continuous improvement is key.
- Readiness to move forward and operationalise the 'standing up' of ngā ohu whakahaere under discussion.
- The reporting process for ngā ohu whakahaere to Te Poari Akoranga.
- Development of a reporting template, for consistency and for use by ngā ohu whakahaere.



Actions:

1. The sub-working group to update the Role section of the approved ngā ohu whakahaere terms of reference, to include a performance monitoring statement.
2. Te Poari Akoranga will undertake a review of the processes of ngā ohu whakahaere twelve (12) months after they have been operationalised.

5. Te Pae Tawhiti – Insights into Te Tiriti o Waitangi and Māori Equity practices throughout our network

The members received a verbal update which focused on the summary video, in particular the six challenges identified, and our capability, strengths and areas for improvement in our network in giving effect to Te Tiriti o Waitangi and practice with potential that we can share across the network. The full Te Pae Tawhiti Insights Report is available and has been publicly released.

For clarification, the findings in the report are insights gathered from a network view received from subsidiaries and does not include insights from Transitional industry training organisations (TITOs).

Discussion included:

- Te Poari Akoranga's responsibility to contribute to and enhance Māori needs and views of programme design and delivery in the network.
- Opportunity for Te Poari Akoranga to ensure our services and organisation works well and responds with excellence to the needs and aspirations of Māori learners, their whanau, iwi and communities, as outlined in the Report.
- Recognise the shift needed to enable transformation across the network in this space.
- Initiate early conversations and engagement with TITOs.
- Positive reflections received from the Building and Construction industry training organization (BCITO).
- How will progress be monitored and who will be responsible for this?

The members received an update outlining the role of the Partnership and Equity committee in relation to Te Pae Tawhiti. Discussion included:

- What is the relationship between Te Poari Akoranga and Te Pae Tawhiti committee?
- How the insights in Te Pae Tawhiti have helped inform respective workstreams, the organisation design and Operating Model for Te Pūkenga.
- Changes within the Partnerships and Equity team, including the resignation of Phil Alexander-Crawford who has accepted a Chief Executive role at one of the Workforce Development Councils.

Closed session

Moved by Greg Durkin, seconded by Angela Beaton.

Te Poari Akoranga resolved to move to the closed agenda.

IT WAS RESOLVED THAT TO THE EXTENT THAT THE LOCAL GOVERNMENT OFFICIAL INFORMATION AND MEETINGS ACT 1987 (LGOIMA) MAY APPLY, THE PUBLIC BE EXCLUDED FROM THE CLOSED SESSION OF THE MEETING IN ACCORDANCE WITH SECTION 48(1) OF LGOIMA AND THE PARTICULAR INTERESTS PROTECTED BY SECTION 9 OF THE OFFICIAL INFORMATION ACT 1982 (SPECIFICALLY, TO PROTECT THE PRIVACY OF NATURAL PERSONS AND TO PROTECT INFORMATION WHERE THE MAKING AVAILABLE OF SUCH INFORMATION WOULD BE LIKELY UNREASONABLY TO PREJUDICE THE COMMERCIAL POSITION OF TE PŪKENGĀ, WHICH WOULD BE PREJUDICED BY THE HOLDING OF THE RELEVANT PARTS OF THE PROCEEDINGS OF THE MEETING IN PUBLIC.



NELSON MARLBOROUGH INSTITUTE OF TECHNOLOGY

ACADEMIC COMMITTEE

MAIN POINTS FROM THE E-MEETING HELD ON 17 to 21 SEPTEMBER 2021

PARTICIPANTS: Sue Smart (chair), Carole Crawford, Kim Davies, Sarah Fraser, Silvia Gassebner, Bradley Hannigan, Shinn Krammer, Susannah Roddick, Chanelle Taylor, Mary Woodward (secretary, non-voting)

This meeting was conducted via e-mail and commenced at 1.14pm Friday 17 September 2021 and closed at 10.20am Tuesday 21 September 2021.

Approved

- Academic Development Proposal Manu Taiko – Toro Parirau New Zealand Certificate in Māori Governance Kaupae 4, Level 4
- New Zealand Certificate in Joinery (Level 4) with strands in Cabinetry, Timber Door and Window, Timber Stairs, and Laminate Fabrication Capability Letter and Variance
- Amendment to Education Services Agreement dated 01 July 2019 between TANZ eCampus Ltd and Nelson Marlborough Institute of Technology Ltd
- Programme Report Committee Report New Zealand Diploma in Aeronautical Maintenance Certification (Level 6) with strands in Aeroplane, Rotorcraft, and Powerplant Turbine, Compass Compensation Training Scheme, Rotorcraft Training Scheme and changes to existing Training Schemes

MEETING CLOSURE – 10.20am Tuesday 21 September 2021

NELSON MARLBOROUGH INSTITUTE OF TECHNOLOGY ACADEMIC COMMITTEE

MAIN POINTS FROM THE E-MEETING HELD ON 27 to 28 SEPTEMBER 2021

PARTICIPANTS: Sue Smart (Chair), Kim Davies, Silvia Gassebner, Olivia Hall, Bradley Hannigan, Shinn Krammer, Susannah Roddick, Chanelle Taylor, Mary Woodward (secretary, non-voting)

This meeting was conducted via e-mail and commenced at 09.40am Monday 27 September 2021 and closed at 04.00pm Tuesday 28 September 2021.

Approved

- Manu Taiko – Toro Parirau Kaupae 4 New Zealand Certificate in Māori Governance Level 4 Application Document, Capability Letter and Variance
- Request for Approval of a Variation to the Standard Programme Academic Entry Criteria Level Five Diploma in Adventure Tourism and Guiding
- Application for Consent to Assess Unit Standards Outdoor Recreation Sub-field to Level 6

MEETING CLOSURE – 04.00PM Tuesday 28 September 2021

NELSON MARLBOROUGH INSTITUTE OF TECHNOLOGY ACADEMIC COMMITTEE

MAIN POINTS FROM THE SKYPE MEETING HELD ON 06 OCTOBER 2021 AT 3.15PM

PRESENT: Sue Smart (Chair), Kim Davies, Silvia Gassebner, Olivia Hall, Bradley Hannigan, Shinn Krammer, Rae Perkins (Proxy for Darcy Liddell), Susannah Roddick, Mary Woodward (minutes non-voting)

APOLOGIES: Carole Crawford, Sarah Fraser, Darcy Liddell, Chanelle Taylor, Pam Wood

NMIT Operating + Financial Parameters (OFP) Request Register

- Advised that currently all requests made to Te Pūkenga have been approved

Self-Assessment, Targeted Evaluation

- 2021 self-assessment tools and templates for Teams to begin end of year self-assessment writing are available on Polly
- Telarc visit is scheduled for 08 to 10 November with all campuses being visited
- Targeted Evaluation preparation continues to be the main activity with preparation workshops held with all participating staff
- The 01 October milestone for the submission of additional documentation, moderation samples and programme profiles to NZQA was met
- Mihi nui to all involved in supporting the preparation for the Targeted Evaluation

Strategy Projects Update

- Workshop on the updated Research Plan process had been held with Curriculum Managers
- Workshop feedback will be a useful tool in making positive changes to the Research process

Meeting closed 3.49PM

NMIT Acronyms *[May 2020]*

ACE	Adult and Community Education
ADP	Academic Development Proposal
AMFM	Annual Maximum Fee Movement
ASM	Academic Staff Member
ATEM	Association of Tertiary Education Management Inc.
AUT	Auckland University of Technology
BAM	Bachelor of Arts and Media
BAppSocSci	Bachelor of Applied Social Science
BCOM	Bachelor of Commerce
BIT	Bachelor of Information Technology
BMETS	Basic Mechanical Engineering Training Skills
BN	Bachelor of Nursing
BUA	Beijing University of Agriculture
CA and ACA	Chartered Accountant and Associate Chartered Accountant
CAA	Civil Aviation Authority
CAANZ	Chartered Accountants Association of New Zealand
CAM	Capital Asset Management
CAP	Competence Assessment (Nursing)
CC	Cross Credit
CD	Curriculum Director
CEA	Collective Employment Agreement
CM	Curriculum Manager
CoVE	Centre of Vocational Excellence
CT	Credit Transfer
CTLT	Certificate in Tertiary Learning and Teaching
CTS	Core Transferable Skills
CVP	Certificate in Vineyard Practice
DAS	Directory of Assessment Standards (NZQA)
DTLT	Diploma in Tertiary Learning and Teaching
EAP	Employee Assistance Programme
ED: P & D	Executive Director: Programmes and Delivery
ED: DM	Executive Director: Demand Management

ED: F and CS	Executive Director: Finance and Campus Services
ED: P & C, O, LS	Executive Director: People and Culture; Oritetanga; and Learner Services
EEdO	Equal Education Opportunities
EEO	Equal Employment Opportunities
EER	External Evaluation and Review
EFTS	Equivalent Full-Time Student
ELP	English Language Programme
Eol	Expression of Interest
EPI	Education Performance Indicator
ESOL	English for Speakers of Other Languages
ESP	Employment Scholarship Programme
FTE	Full Time Equivalent
GSE	Group Study Exchange
GTW	Ground Training Wing (at Woodbourne Air Force Base)
HITO	Hairdressing Industry Training Organisation
HR	Human Resources
IEA	Individual Employment Agreement
ITO	Industry Training Organisation
ITPNZ	Institutes of Technology and Polytechnics of New Zealand
ITPQ	Institutes of Technology and Polytechnics Quality
ITPs	Institutes of Technology and Polytechnics
KEQ	Key Evaluation Question
KPI	Key Performance Indicator
LIIT	Learning Innovation and Insights Team
LLC	Library Learning Centre
LLN	Literacy, Language and Numeracy
LNAAT	Literacy and Numeracy Adult Assessment Training
MDC	Marlborough District Council
ML	Marlborough
MoA	Memorandum of Agreement

MoE	Ministry of Education
MoP	Mix of Provision
MoU	Memorandum of Understanding
MROQ	Mandatory Review of Qualifications
NAMS	New Zealand Asset Management Support
NCC	Nelson City Council
NCEA	National Certificate of Educational Achievement
NEET	Not in Employment, Education or Training (Youth)
NMIT	Nelson Marlborough Institute of Technology
NQF	National Qualifications Framework
NRDA	Nelson Regional Development Agency
NZDB	NZ Diploma in Business 120 credits L5 (new qualification 2017)
NZCALNE	New Zealand Certificate in Adult Literacy and Numeracy Education
NZCATT	New Zealand Certificate in Adult Tertiary Teaching
NZIST	NZ Institute of Skills and Technology
NZQA	New Zealand Qualification Authority
NZQF	New Zealand Qualifications Framework
NZTE	New Zealand Trade and Enterprise
OAG	Office of the Auditor General
OCP	Organisational Counselling Programmes (Counselling Service)
OTEPs	Other Tertiary Education Providers
PAC	Programme Approval Committee
PASM	Principal Academic Staff Member
PEAP	Post EER Action Plan
PBRF	Performance-Based Research Fund
PLATO	Programme of Learning and Teaching Observations
POD	People and Organisation Development
PoS	Programme of Study
PTE	Private Training Establishment

QMS	Quality Management System	TANZ	Tertiary Accord of New Zealand		
RAC	Recognition of Academic Credit	TCWG	Those Charged With Governance		
REANNZ	Research and Education Advanced Network New Zealand Ltd.	TDC	Tasman District Council		
RNZAF	Royal New Zealand Air Force	TE	Targeted Evaluation		
RoVE	Review of Vocational Education	TEC	Tertiary Education Commission		
RPL	Recognition of Prior Learning	TEC/Skill NZ	Training Opportunities Programmes Funded by TEC/Skill NZ		
RSG	Refugee Study Grant	TEI	Tertiary Education Institution		
SAC	Student Achievement Component	TEO	Tertiary Education Organisation		
SANITI	Students Association of Nelson Marlborough Institute of Technology Inc	TEOC	Tertiary Education Organisation Component fund		
SAR	Self-Assessment Report	TES	Tertiary Education Strategy		
SASM	Senior Academic Staff Member	TEU	Tertiary Education Union		
SDR	Single Data Return	TIASA	Tertiary Institutes Allied Staff Association		
SHW	Safety, Health and Wellbeing	TOTSTA	Top of the South Trades Academy		
SME	Subject Matter Expert	TRoQ	Targeted Review of Qualifications		
SMS	Student Management System	TTMU	Te Tiriti o Waitangi Monitoring Unit		
SSB	Standard Setting Body	TTP	Te Toki Pakohe		
SSC	State Services Commission	YG	Youth Guarantee		
SSG	Special Supplementary Grants				
STAR	Secondary Tertiary Alignment Resource				
STCW	Standards of Training and Certification of Watchkeepers				
STEM	Science, Technology, Engineering and Mathematics				
SUTI	Skills Update Training Institute				

SCHEDULE OF 2022 BOARD AND COMMITTEE MEETING DATES

	NMIT Board Proposed Meeting Dates for 2022	Venues
Board	Monday 14-21 February 11.30 am – 4.30 pm	NMIT CoLab Boardroom, Nelson Campus
Audit & Risk	Friday 11-25 March 12.30 – 3.30 pm	Room A122, NMIT Nelson Campus
Board	Monday 28 March 11 April 11.30 am – 4.30 pm	NMIT CoLab Boardroom, Nelson Campus
Audit & Risk	Friday 6 May 12.30 - 3.30 pm	Room A122, NMIT Nelson Campus
Board	Monday 23 May 11.30am – 4.00 pm	Marlborough Campus (TBC)
NPES AGM	Monday 23 May 4.00 – 5.00 pm	Marlborough Campus (TBC)
Audit & Risk	Friday 17 June 12.30 - 3.30pm	Room A122, NMIT Nelson Campus
Board	Monday 4 July 11.30am – 4.30pm	NMIT CoLab Boardroom, Nelson Campus
Board	Monday 22 August 11.30am – 4.00pm	NMIT CoLab Boardroom, Nelson Campus
Audit & Risk	Friday 7 October 12.30 - 3.30 pm	Room A122, NMIT Nelson Campus
Board	Monday 17 October 11.30 am – 4.30 pm	NMIT CoLab Boardroom, Nelson Campus
Audit & Risk	Friday 11 November 12.30 - 3.30 pm	Room A122, NMIT Nelson Campus
Board	Monday 28 November 11.30am – 4.30pm	NMIT CoLab Boardroom, Nelson Campus
Audit & Risk Committee Kathy Grant (Chair) Tracy Johnston Toni Grant Charles Newton		Remuneration & Appointments Committee Patrick Smith (Chair) Joanie Wilson Judene Edgar Tracy Johnston Meeting dates set as required.

GRADUATION (Postponed from December 2021): Thursday 3 February (Marlborough); Thursday 10 February (Nelson)

SEMESTER 1: Starts **21 February** and there will be two pōwhiri in Nelson campus this day.
A welcome pōwhiri will be held at Marlborough on **24 February**.
Semester 1 ends **1 July**.

SEMESTER 2: Starts **18 July** and there will be two pōwhiri in Nelson campus this day.
A welcome pōwhiri will be held at Marlborough on **21 July**.
Semester 2 ends **25 November**.

GRADUATION: Saturday 10 December 2021 (Nelson); Thursday 15 December 2021 (Marlborough)

NMIT Board Work Plan 2022

	21 February 11.30 - 4.30pm	11 April 11.30 - 4.30pm	23 May 11.30 - 4.30pm	4 July 11.30 - 4.30pm	22 August 11.30 - 4.30pm	17 October 11.30 - 4.30pm	28 November 11.30 - 4.30pm
1. Annual Budget						X	
Forecast Review	X	X	X	X	X	X	X
2. Strategic and Operational Risk Review							
Performance review	X	X	X	X	X	X	X
Investment Plan			X				
Strategy Workshop		X			X		
Site Visits (locations to be advised)	X	X	X	X			
3. Risk and Compliance							
Review of risk management systems			X			X	
Review of major risks	X	X	X	X	X	X	X
Insurance report							X
4. Policy framework – approval of updated policies (from A&R Committee):							
Policy – Common Seal (CEO)			X				
Policy – Treaty of Waitangi (ED Oritetanga, People Culture and Learner Services)				X			
Policy – Student Charter (ED Programmes & Delivery))				X			
Policy – Business Continuity (CEO)						X	
5. Board review							
Evaluation of performance					X		
Remuneration: - Review - Shareholder recommendation					X		
6. External audit		X					
7. Regulatory Compliance							
Half year report					X		
Annual report to shareholders		X					
Statement of Corporate Intent (?)					X		

8. Financial and Operational							
Financial performance	X	X	X	X	X	X	X
Operations reporting	X	X	X	X	X	X	X
Significant business development report	X	X	X	X	X	X	X
Significant project report	X	X	X	X	X	X	X
9. Health & Safety							
Health, Safety & Wellbeing reporting	X	X	X	X	X	X	X
Health, Safety & Wellbeing review						X	
10. HR							
Remuneration & Appointments Committee Report			X			X	
HR report				X			
11. Te Toke Pakohe							
NMIT Board with Iwi Chairs meeting		X					
Ōritetanga Plan					X		
12. Administrative & Other							
Meetings Schedule 2023						X	