

## NMIT Board Meeting - Tuesday 12 April 2022

By Zoom Only - Link is with Outlook Calendar Appointment



12 April 2022 11:30 AM - 04:30 PM

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



<b>BOARD OF DIRECTORS REGISTER OF INTERESTS</b>	
	<ul style="list-style-type: none"> <li>Member Nelson Polytechnic Educational Society(NPES)/</li> </ul> <p><b>Iwi Affiliation</b></p> <ul style="list-style-type: none"> <li>Ngāti Rarua and Ngāti Rarua Atiawa Iwi Trust, Tamariki beneficiaries</li> </ul>
Kathy Grant	<ul style="list-style-type: none"> <li>Whitireia Community Polytechnic Ltd, Director</li> <li>Wellington Institute of Technology Ltd, Director</li> <li>Te Pūkenga, Council Member</li> <li>Trustee of various private trusts (former clients)</li> <li>Central Lakes Trust, Trustee</li> <li>Director, Southern Cross CLT Limited</li> <li>Member Nelson Polytechnic Educational Society (NPES)</li> <li>Director of Waitaki District Health Services Limited</li> </ul>
Charles Newton	<ul style="list-style-type: none"> <li>Charles Newton Consulting Ltd: Director</li> <li>Member Nelson Polytechnic Educational Society(NPES)/Member NPES Executive Committee</li> </ul>
Joanie Wilson	<ul style="list-style-type: none"> <li>Ngāti Koata Trust, Chair</li> <li>Ministry of Education NMWC Region, Strategic Advisor, Maori</li> <li>Te Tau Ihu Intergenerational Strategy, Iwi Steering Group Member</li> <li>Chair Te Kāhui Mātauranga Te Tau Ihu Education Group</li> <li>Wakatū Incorporation, Shareholder</li> <li>Member Nelson Polytechnic Educational Society(NPES)</li> <li>Involvement with the Whakatū Incorporation Trustee/Director Programme</li> </ul> <p><b>Possible Conflict of Interest:</b></p> <ul style="list-style-type: none"> <li>A family member on Staff at NMIT</li> </ul>
Patrick Smith	<ul style="list-style-type: none"> <li>Patrick Smith Human Resources Ltd, Managing Director</li> <li>Nelson Marlborough Health’s Iwi Health Board, Ngāti Apa ki te Rā Tō representative</li> <li>Board of Te Piki Oranga – Maori Health provider across Te Taihū, Ngāti Apa ki te Rā Tō representative</li> <li>Oakdale Grove Property Limited, Director</li> <li>Member Nelson Polytechnic Educational Society(NPES)/Member NPES Executive Committee</li> </ul>
Peter Cowper	<ul style="list-style-type: none"> <li>Director, Q Design Services Ltd</li> <li>Director, Quorum Group Ltd</li> <li>Trustee of Private Trust</li> <li>Member Nelson Polytechnic Educational Society(NPES)/Member NPES Executive Committee</li> </ul>
<p><i>All Directors – remuneration rates (directors fees) as set by Te Pūkenga.</i></p> <p><i>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.</i></p>	



**BOARD OF DIRECTORS REGISTER OF INTERESTS**

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

**EXECUTIVE TEAM REGISTER OF INTERESTS**

Wayne Jackson	<ul style="list-style-type: none"> <li>• Director, Aquatx Ltd</li> <li>• Director, Aquatx USA Ltd</li> <li>• Director, Aquatx Holdings Ltd</li> <li>• Director, Aquatx Distribution Corporation Ltd</li> <li>• Director, ModPod Ltd</li> <li>• Trustee, New Jackson Trust</li> <li>• Trustee, Jackson Investment Trust</li> <li>• Director and Chairperson - ECampus</li> </ul>
Olivia Hall	<ul style="list-style-type: none"> <li>• Te Rūnanga o Ngāti Rārua, Chair</li> <li>• Tasman Bays Heritage Trust (Nelson Provincial Museum), Chair</li> <li>• Board Member NMDHB</li> <li>• Wakatu Inc, Shareholder (minor)</li> <li>• National iwi Chairs Forum, Member</li> <li>• Mātauranga Iwi Leaders Group, Chair</li> <li>• Nelson Marlborough Health's Iwi Health Board, NMHB representative</li> </ul>
Brian Johnston	<ul style="list-style-type: none"> <li>• None</li> </ul>

E-RESOLUTION OF THE BOARD

Passed by electronic means, in accordance with clause 11.7 of its constitution.

RECOMMENDATION:

**“That the Board approves the Fair Value Assessment as it applies to the fixed assets of Nelson Marlborough Institute of Technology Ltd included in the financial statements at 31 December 2021.”.**

Responses received by electronic means from Board Directors:

Director	Date, time and means of communication	Vote
T Johnston (Chair)	E-mail Tuesday 1 March 2022 9.07 am	“I approve this resolution.”
T Grant		
J Edgar	E-mail Tuesday 1 March 2022 12.28 pm	“Approved this resolution.”
P Cowper	E-mail Tuesday 1 March 9.57 am	“I am happy to approve this resolution.”
P Smith		
C Newton	E-mail Wednesday 2 March 12.28 pm	“I approve the motion.”
J Wilson		
K Grant	E-mail Tuesday 1 March 8.30 pm	“Thanks for that clarification Brian, happy to support the resolution.”

**11.7 Resolutions in writing**

A resolution in writing, signed or assented to by a majority of the Directors, is as valid and effective as if it had been passed at a meeting of the Board duly convened and held. Any such resolution may consist of several documents (including PDF, facsimile or other similar means of communication) in like form, each signed or assented to by one or more Directors. A copy of any such resolution must be entered in or kept with the records of Board proceedings. The Company must within seven days after any resolution is passed in accordance with this clause, send a copy of the resolution to each Director who has not signed or assented to the resolution but failure to do so will not invalidate the resolution.



**OPEN**

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

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

**22 February 2022 at 11.30 am** (by Zoom connection only)

**PRESENT**

- Board:** T Johnston (Chair), T Grant, P Smith, C Newton, P Cowper, K Grant
- In Attendance:** W Jackson (Chief Executive), B Johnston (Company Secretary/Executive Director Finance & Campus Services), C Elworthy (EA to CEO in the absence of the Board Secretary)
- In Part Attendance:** D Hemera (Risk Manager), T Zawodny (Programme Manager), S Krammer (President of SANITI), G Phillips (Director Systems and Business Information), S Edwards (Health, Safety and Wellbeing Manager)

**1. Welcome, Karakia and Apologies**

The meeting opened with a karakia.

**RESOLVED:**

**That apologies be accepted from J Edgar and J Wilson.**

**2. Declarations of Interests and Disclosures**

For the purpose of this meeting, T Grant reminded the Board of her interests in the Wakatu Corporation and Ngāti Rarua, as noted in the Register of Interests.

**3. Administrative**

- 3.1 Minutes of NMIT Board Meeting 22 November 2021 – Open

**RESOLVED:**

**That the minutes of the NMIT Board Meeting 22 November 2021 – Open - be confirmed as a true and accurate record.**

- 3.2 Action Items of NMIT Board Meeting – Consolidated

It was noted that the updated Academic Statute for 2022 had been approved by Board.

- 3.3 Formal Ratification of Board Resolution and Updated Covid-19 Policy

**RESOLVED:**

**That the NMIT Board:**

- a) notes, for the formal record, that the following resolution was passed by the Board by electronic means on 16 December 2021 as follows:  
“*That the Board approves the COVID-19 Vaccination Policy*”; and
- b) Approves the Covid-19 Vaccination Policy, as at today’s date.

The Chair thanked the NMIT team, acknowledging it had been a difficult operating environment in which to work.

### 3.4 Fraud Audit Questionnaire

K Grant, as Chair of the Audit and Risk Committee, commented that she would be more comfortable if the Board authorised her to sign on behalf of Board.

In response to a question raised, B Johnston advised that the Risk Register contained risks that were more specific whereas the Fraud Questionnaire was very broad. W Jackson advised that the Risk Register should include how fraud issues were to be mitigated, with the associated controls. He said the Internal Audit programme was another control.

K Grant confirmed the Audit and Risk Committee provided full updates to the Board as a matter of course.

**Action:** B Johnston to ensure there is a fraud update from the Audit and Risk Committee to the Board.

In relation to a recent fraud issue with the Facebook account, W Jackson advised that this had been mitigated by replacing the process of credit card deductions with invoicing.

**RESOLVED:**

**That the NMIT Board:**

- a) **approves the response to the Audit Questionnaire on Fraud; and**
- b) **authorises the Chairperson of the Audit & Risk Committee, K Grant, to sign this on behalf of the Board.**

### 4. Comcol Marlborough

W Jackson provided an update on the opportunity to acquire the business of Comcol Marlborough, which was closing down because of a decline in funding. He advised that Comcol was part of a strategic opportunity aligned with the Letter of Expectations and the future funding model. It would address the gap of school leavers with limited education who are now looking for opportunities to study. Discussions with the Tertiary Education Commission (TEC) and the Private Training Establishments were under pressure and this was a natural progression for Independent Tertiary Providers (ITPs) to extend their footprint into this area.

He explained there was also an opportunity for these learners to be channelled into further education post completion at Comcol.

In response to a question raised regarding expanding Comcol's scope, he confirmed other programmes were being developed in the areas of literacy and numeracy, job preparation and readiness. He advised NMIT had received expressions of interest to collaborate, from organisations in Blenheim and that approval was with Te Pūkenga, with TEC having already indicated their support. At this stage, NMIT had taken on the learners but were not taking over the property.

Concern was raised that the Comcol model had provided a smaller educational campus and the transition to a larger campus may cause issues for learners. W Jackson offered reassurance that this would be addressed. He went on to clarify that the 27 EFTS were provisioned for YG learners and that the Ministry of Social Development (MSD) and other organisations had been providing funding. There was a risk that numbers would drop and this was why NMIT had limited their commitment. Despite this, he anticipated Comcol would create many more opportunities.

It was noted that some groups may require extra pastoral care and support and if a significant number were Māori, Ngāti Rarua could assist.

**RESOLVED:**

**That the NMIT Board receives the report 'Comcol Marlborough' for information.**

### 5. Update from the President of SANITI

*S Krammer entered the meeting at 12.08pm*

S Krammer advised that issues of hardship remained prominent, complicated by uncertainty as to what justifies hardship arising from Covid-19. He said that the cost of living for learners is a major issue. SANITI, Te Pūkenga and TEC were liaising to establish if further funds can be accessed to help with this. SANITI were seeking confirmation from TEC that the increased cost of living and hardship was related to the pandemic. To date, SANITI have been using their own Hardship Fund. He advised that processes are now more efficient due to additional staff resourcing.

S Krammer reported on feedback from students regarding vaccine pass mandates, advising there was a continuing need to explain that NMIT were following the Ministry of Health and Ministry of Education mandates and guidelines. In response to a question raised, he confirmed the recent meeting of the Student Executive was to discuss how to provide support for learners that are unable to come onto Campus.

S Krammer confirmed that SANITI were assessing the impact of mask mandates and social distancing, these being learners' main concern when arriving on campus. Measures were in place to promote distancing and prevent large gatherings. W Jackson added that, where possible, learners who were unable to be on campus were undertaking study on-line.

*S Krammer left the meeting at 12.08pm*

**RESOLVED:**

**That the NMIT Board receives the update report from the President of SANITI, for information.**

**6. Strategy Projects Update – Programme Plan**

*T Zawodny joined the meeting at 12.09pm.*

The Board noted there were further Strategy Projects updates in the Chief Executive's report, to be considered in the in-committee section of this meeting.

T Zawodny explained the distinction between milestones that were determined by NMIT and those attributed to Te Pūkenga. She gave a more detailed summary of the six programmes of work that would continue beyond 2022 and an update on progress on a number of other project workstreams.

T Zawodny advised that the Project Management Office were looking at interdependencies and how these are impacting on staff and their time. In response to questions raised she said the aim of a process redesign was to remove unnecessary administration processes which would free up staff time and clarified that, in relation to strategic labour relationships, engagement with the unions when appropriate, was embedded in the process.

W Jackson said he was involved in a project designed to ensure forthcoming changes advised by Te Pūkenga would be captured early to ensure that NMIT strategic projects continued to align. T Zawodny confirmed that at the start of each project assessment and alignment with Te Pūkenga direction would be a primary consideration.

*T Zawodny left the meeting at 12.30pm*

**RESOLVED:**

**That the NMIT Board receives the Strategy Projects Update – Programme Plan, for information.**

**7. Items for Information: 7.1 – 7.4**

**RESOLVED:**

**That the NMIT Board receives the following, for information:**

- a) **Common Seal Reports to 31 January 2022**
- b) **Te Pūkenga Updates – Minutes from Meeting 2 November 2021**
- c) **Academic Committee Updates – 3 November to 1 December 2021**
- d) **Table of Commonly Used Acronyms**



### 7.5 Schedule of Meeting Dates and Board Workplan 2022

It was confirmed the Board meeting on Tuesday 12 April 2022 should remain as scheduled.

It was agreed that the following items could be removed from the Workplan 2022:

- Item 5 – Board Review
- Item 7 – Statement of Corporate Intent
- Item 12 – Meetings Schedule 2023

**Action:** Board Secretary to update the Workplan 2022 to remove items 5, 7 and 12 as outlined in the minutes.

## 8 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), Risk Manager (item 12), Programme Manager (item 11.2), Business Intelligence Manager (items 11.6 and 11.7) and Health and Safety Manager (item 14.5) 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.

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.
9.1 & 9.2	Minutes of NMIT Board Meeting – 22 November 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	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>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>	
10	MRCT/NMIT Venture	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)
11	Chief Executive's Report	<p>Section 9(2)(j) of the Official Information Act - enable 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>	

12 & 13	Risk Management/Policies	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)
14	Te Pūkenga Updates	<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)

*The meeting moved into a public excluded session at 1.03pm and resumed in a public session at 4.39pm.*

**16. Karakia Whakamutunga**

*The meeting closed with a karakia whakamutunga. at 4.42pm.*

Confirmed as a correct record on

\_\_\_\_\_  
**Chairperson**

**Date of Signature:**



**OPEN**

**ACTION ITEMS FROM NMIT LIMITED BOARD MEETINGS**

<b>FROM NMIT BOARD MEETING – 22 FEBRUARY 2022 (CHAIR – T JOHNSTON)</b>			
<b>TASK</b>	<b>RESPONSIBLE</b>	<b>DEADLINE</b>	<b>STATUS UPDATE</b>
<u>Fraud Audit Questionnaire</u> Ensure there is a fraud update from the Audit and Risk Committee to the Board <i>[also noted in the Audit and Risk Committee Action List]</i> .	B Johnston	Board Meeting April 2022	An update will be given.
<u>Items for Information</u> Update the Workplan 2022 to remove items 5, 7 and 12 as outlined in the minutes.	Board Secretary		Completed.

## **March/April SANITI Board Report**

### **Summary**

Over the last couple of months students at NMIT have been hit hard with the reality of catching COVID-19 or having family members impacted by COVID-19. This has resulted in many having to isolate, which has impacted on their studies.

The feedback from students overall has been positive with the Association receiving comments from students on how well NMIT has conducted themselves facilitating with students. The increase in online options for students has been well received. Association is aware that it will continue to be challenging for NMIT students and staff over the next few months as the government transitions through the traffic light systems.

The current priority for students is cost of living and getting by with food and fuel. The government's initiative in relation to a 50% discount for public transportation and a reduction in fuel taxes for three months is a good start but the Association will be advocating for these savings to continue beyond this timeframe.

### **Advocacy Operations**

It has been a busy couple of months for the advocacy and support service with 408 issues registered. Hardship and StudyLink have dominated these issues. The Association has been working with NMIT to distribute the HAFL funding, delivering food to isolated students and working with the regional foodbanks to make sure students have had the support they need.

Alongside the hardship, the Association is working with students and their tutors regarding employment information and opportunities. Students have commented that with the challenges/stresses of COVID-19 in the community it has been difficult to work alongside their studies, with an increase in the number of students who have had to withdraw and/or defer their studies to a later date.

### **Events and Activities**

The Association ran a full orientation event programme, under the red traffic light, with an increased online presence, but are looking forward to having live music back on campus in Term Two with the upcoming changes.

### **Student Voice and Representation**

2022 Programme representative is up and running with 79 students currently registered between Nelson, Richmond and Marlborough campuses. Meetings/trainings have now been held on all the campuses and online. The Association would like to thank Marja Kneepkens for her work with the Academic staff to promote student representative engagement within their programme areas.

Association has been actively involved with Te Pūkenga, taking part in a number of working parties.

### **Upcoming Forums and Events**

The Association has rescheduled AGM to 17 May 2022 to allow for increased student engagement.



## Te Kaupapa: Common Seal Usage

### 1. PURPOSE:

- Function:** For Information
- Nā:** Brian Johnston, Exec Director Finance & Campus Services
- Te rā:** 12 April 2022
- 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 February 2022 to 28 February 2022.
- 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
03/02/22	Agreement between NMIT Limited & Hubei Polytechnic University	Agreement regarding proposed international campus.	Wayne Jackson
03/02/22	Charter for International Campus	Charter for operation of international campus by NMIT Limited & Hubei Polytechnic University.	Wayne Jackson
03/02/22	Application to Chinese Ministry of Education	Application to Chinese Ministry of Education for approval to operate international campus.	Wayne Jackson
03/02/22	Teaching plan for Hubei Polytechnic University	Teaching plan for delivery of Bachelor of Computer Generated Imagery.	Wayne Jackson
03/02/22	Teaching plan for Hubei Polytechnic University	Teaching plan for Bachelor of Arts & Media (Visual Design).	Wayne Jackson
03/02/22	Teaching plan for Hubei Polytechnic University	Teaching plan for Network Engineering.	Wayne Jackson
03/02/22	Teaching plan for Hubei Polytechnic University	Teaching plan for Software Engineering.	Wayne Jackson



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

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

Tuesday, 7 December 2021

#### Present

##### Council Members

Murray Strong (Chairperson)	Kim Ngārimu (Deputy Chairperson)
Maryann Geddes	Kathy Grant
Sam Huggard	Tania Hodges
Peter Winder	Tagaloatele Peggy Fairbairn-Dunlop
John Brockies	Jordan Gush
Heath Sawyer	Dr Teorongonui Josie Keelan

##### In Attendance

Stephen Town - Chief Executive	Vaughan Payne – DCE Operations
Warwick Quinn - DCE Employer Journey and Experience	Marina Matthews – Chief Advisor to Chief Executive
Angela Beaton - DCE Delivery and Academic	Ana Morrison - DCE Partnerships and Equity
Lynnette Brown - Council Secretariat	Tania Winslade - DCE Learner Journey and Experience
Phillip Jacques - Interim Director Finance (Items 15 – 15.3.3 only)	Gillian Hamilton - Executive Assistant
Rachel Clarke – Project Manager CAMS (Item 15.3.3)	Sinead Hart – Director – Legal and Risk (Items 11.1 – 12.1)
Warwick Pitts – Kaikōkiri - Director Learner Strategy and Experience (Item 11.1 only)	Clarke Raymond – Director Strategy and Information (Item 12.1 only)
Leon Fourie International Working Group, (Toi Ohomai) (Item 12.4 only)	Stephen Henry – Director – Project Management Office (Item 11.1 and 12.1 only)
Peter Richardson International Working Group, (Toi Ohomai) (Item 12.4 only)	Sean Kirk – Chief Financial Officer WBL (Item 15.2 only)
	Grant Klinkum Chief Executive NZQA (Item 15.4)

#### Quorum

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

## Karakia

The meeting was opened with a karakia by Kim Ngārimu.

### Open Agenda

1. **Welcome/Apologies/Notices**

The Chair welcomed everyone the meeting and noted there were no apologies.
- 1.1. **Council Calendar and Schedule of Committees**

Noted.
2. **Register of Interests**

The register of interests was noted. MA Geddes declared her interest in agenda item 15.1.1 Service IQ Transfer Agreement as a member of the Board. No conflicts with matters on the agenda were declared and there were no changes to the interest register.
3. **Minutes of the Open meeting held 2 November 2021 and e-meeting of 26 November 2021 Kaimahi Membership**

**Resolved:**

Council approved the minutes of Te Pūkenga Council open meeting held on 2 November 2021 and e-meeting of 26 November 2021, Kaimahi Membership, as a true and correct record.

**Moved:** M Strong  
**Seconded:** P Winder  
**CARRIED**
- 3.1. **Matters Arising**

There were no matters arising.
- 3.2. **Action List – Open**

There were no open items on the action list. Council, however, noted the importance of understanding the definition of the term 'wellbeing' when considering cultural safety and wellbeing by the Safety and Wellbeing Committee.
4. **CE Verbal Update**

The Chief Executive provided a verbal update acknowledging that staff are looking forward to the end of year break and noted that Te Poari



Akoranga meeting was not held this month, however an update of activities is on the agenda.

5. **Strategy**

5.1. **Te Rito Learner Outcomes Framework**

The Council received Te Rito Learner Outcomes Framework and provided feedback relating to:

- Ability to fund the initiatives; and
- Measures for Māori success

Management advised that discussions are ongoing to prioritise activities and identify areas that will deliver the most impact.

6. **Reports from Committees**

6.1. **Draft Minutes of the Safety and Wellbeing Committee held 16 November 2021 and Wellbeing and Safety Committee Workplan 2022**

The Chair of the Committee noted that the minutes capture the issue of wellbeing as to the definition, monitoring, and the need to understand how this is managed across the subsidiaries.

A Health and Safety Report covering the network, as well as Te Pūkenga as the parent, is presented to the Committee quarterly and will provide updates on management systems.

The Council discussed the proposal to independently assess health and safety practices across the network and the need for a more detailed scope to identify areas of focus and priority.

**Resolved:**

The Council:

- a. Noted the draft minutes of Te Pūkenga Safety and Wellbeing Committee held on 16 November 2021; and
- b. Noted the workplan for Te Pūkenga Council Safety and Wellbeing Committee, and
- c. Approved the undertaking of an independent assessment of wellbeing and safety at each subsidiary noting that the scope will be refined in line with Council feedback.

**Moved:** M Strong

**Seconded:** J Brockies

**CARRIED**

**Action 1:** Scope to independently assess health and safety practices across the network to be further refined

7. **Formal Motion for Moving into Committee**

The Chair moved that the public be excluded from the remainder of the meeting. This resolution 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	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
8.	<b>Administration</b>		
8.1.	Minutes from public excluded meeting from 2 November 2021 and e-meeting of 8 November 2021	<p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
8.1.1.	Matters Arising	<p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</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</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).

		supplied or who is the subject of the information	
8.2.	Action List	Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
8.3.	Draft Council Work Plan 2022	Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty  Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
9.	Engagement and Partnering		
9.1.	New Zealand Qualifications Authority	Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
10.	CE Report (Verbal Update)	Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of

			LGOIMA, as a body to which LGOIMA applies).
11.	Strategy		
11.1.	Integrated Work Plan	<p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</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>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
11.2.	Reform of Vocational Education (RoVE) – October 2021 Update	Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
11.3.	Operating Model Next Steps	Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
11.4.	Te Piko Organisation Strategy	Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).

11.5.	Digital Strategy	Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
11.6.	International Strategy	Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
11.7.	Brand Transition Strategy	Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty  Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
12.	Risk Management		
12.1.	Position Statement on Vaccination	Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
12.2.	Risk Register	Section 9(2)(g)(i) of the Official Information Act – maintain the	That the public conduct of this item would be

		<p>effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</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>likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).</p>
13.	Policies		
13.1.	Policy Action Plan and Status Report	<p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</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 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).</p>
13.2.	Te Pūkenga Flexible Working Policy and Procedure	<p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</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 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).</p>
14.	Financials		
14.1.	Te Pūkenga Parent & Group Financial Results 31 October 2021	<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)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any</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 (noting the Council is specified, in Schedule 2 of LGOIMA, as a</p>

		organisation or employees of any organisation in the course of their duty	body to which LGOIMA applies).
14.2.	Te Pūkenga Work Based Learning Budget 2022	<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)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
14.3.	Report from Risk and Audit Committee - Recommendations	<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)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
14.3.1.	Budget 2022 including SAC L3+ Funding	<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)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
14.3.2.	Programme Business Case Update	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

		<p>prejudice or disadvantage, commercial activities</p> <p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p>	<p>withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).</p>
14.3.3.	High Priority Building Investment Case	<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)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</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 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).</p>
14.4.	Draft 2022 Statement of Performance Expectations	<p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</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 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).</p>
15.	Subsidiaries		
15.1.	<p>Te Pūkenga Work Based Learning Limited</p> <p>Service IQ Transfer Agreement</p> <p>Competenz Trust</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)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of</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 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).</p>



		any organisation in the course of their duty	
16.	Reports from Committees		
16.1.	Delivery and Academic Update	Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
16.2.	Risk and Audit Committee Draft Minutes of the meeting held 26 November 2021	Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities  Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
16.3.	Appointments and Remuneration Committee Minutes of the meeting held 8 November and draft minutes of 26 November 2021	9(2)(a) To protect the privacy of natural persons, including that of deceased natural persons  Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
16.3.1.	Chief Executive Key Performance Indicators 2022	9(2)(a) To protect the privacy of natural persons, including that of deceased natural persons	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
17.	Outwards Correspondence		

17.1.	Letter to Minister Hipkins 9 November 2021	<p>9(2)(a) To protect the privacy of natural persons, including that of deceased natural persons</p> <p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
17.2.	Letter to Minister Hipkins 16 November 2021	<p>9(2)(a) To protect the privacy of natural persons, including that of deceased natural persons</p> <p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
18.	Any Other Business	<p>9(2)(a) To protect the privacy of natural persons, including that of deceased natural persons</p> <p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).

The Chair moved that certain employees from Te Pūkenga, namely Stephen Town, Vaughan Payne, Marina Matthews, Gillian Hamilton, and Lynnette Brown; be permitted to remain at the meeting, after the public has been excluded, because of their specific knowledge in relation to the above items. This knowledge, which will be of assistance in relation to the matters above to be discussed, is relevant to those matters because they have assisted in the progression of such matters.

And Warwick Quinn, Angela Beaton, Phillip Jacques, Ana Morrison, Tania Winslade, Stephen Henry, Sinead Hart, Clarke Raymond, Warwick Pitts, Rachel Clarke, Sean Kirk, Grant Klinkum, Leon Fourie, and Peter Richardson will join the meeting during the public excluded session as required to speak to specific items.

The open session closed at 9.30 am and the public excluded session opened at 9.30 am and closed at 3.00 pm.

**Dated:** 3 February 2022

Signed as a correct record

A handwritten signature in black ink, appearing to read 'Murray W. Strong', written in a cursive style.

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**Murray W. Strong**  
Chairman

MAIN POINTS of the meeting of the Academic Committee

19 January 2022 at 3.15pm

PRESENT: Kim Davies (Chair), Nicole Akuhata, Sarah Fraser, Bradley Hannigan, Shine Kelly (proxy for Silvia Gassebner), Marja Kneepkens, Shinn Krammer, Darcy Liddell, Chanelle Taylor, Pam Wood (via Skype, proxy for Carole Crawford)

1. Administrative
  - Kim Davies, Director of Academic and Quality, will be new chair of Academic Committee
  - Nicole Akuhata, Manager of Ōritetanga, welcomed onto Committee
2. Academic and Quality
  - Micro-Credential Development Proposals presented for information:
    - Aeronautical Engineering Fundamentals Theory Micro-Credential (working title)
    - Aeronautical Engineering Fundamentals Practice Micro-Credential
    - SafePlus Micro-Credential
3. Approved
  - NMIT Code of Ethical Conduct for Research
4. Self-Assessment
  - 2021 Self-Assessment Reports due to A+Q by 01 March 2022
  - Advised final Targeted Review report currently with Te Pūkenga
  - Summary of 2021 Telarc Report presented
5. Resignation
  - Acknowledgement and thank you to Rae Perkins for their work on the Committee

**Meeting Closed 4.35PM**

MAIN POINTS of the Skype meeting of the Academic Committee

16 February 2022 at 3.22pm

PRESENT: Kim Davies (Chair), Sarah Fraser, Bradley Hannigan, Shine Kelly (proxy for Silvia Gassebner), Marja Kneepkens, Shinn Krammer, Darcy Liddell, Chanelle Taylor

1. Academic and Quality
  - Te Pūkenga has approved the request to deliver the three existing Marlborough Community College programmes
  - Development for accreditation to start delivery of the New Zealand Diploma in Horticulture (Level 5) and the New Zealand Diploma in Horticulture Production (Level 5) in semester 2 is underway
2. Self-Assessment
  - The 2021 Targeted Evaluation report is available on Polly Knowledge Base
  - The decision has been made to discontinue the annual Telarc audit
3. Approved
  - Programme Approval Committee Report – Aeronautical Engineering Fundamentals Micro-credential Aeronautical Maintenance Fundamentals Micro-credential
  - Capability Letter for delivery of three Community Colleges of New Zealand Limited (Comcol) Programmes; NZ Certificate in Hospitality (Level 2) Foundation Skills (Level 2) Introduction to Career Pathways, Foundation Skills in Sport, Recreation and Coaching (Level 2)
4. General Business
  - Acknowledgement of the work done by those involved in the organising of the recent graduation events.

**Meeting Closed 4.09PM**

Main Points of the e-meeting of the Academic Committee

23 February 2022 at 9.11AM via email closed 24 February 2022 at 11.57AM

**PARTICIPANTS:** Kim Davies (Chair), Nicole Akuhata, Bradley Hannigan, Shine Kelly (proxy for Silvia Gassebner), Chanelle Taylor, Carole Crawford, Darcy Liddell, Sarah Fraser, Shinn Krammer

1. Approved

- Type 1 Changes to Community Colleges of New Zealand Certificate in Hospitality (Level 2) (115453) Programme of Study
- Type 1 Changes to Community Colleges of Foundation Skills (Level 2) Introduction to Career Pathways (124416) Programme of Study
- Type 1 Changes to Community Colleges Foundation Skills in Sport, Recreation and Coaching (Level 2) (122647) Programme of Study

**Meeting Closed 11.57AM**

Main Points of the e-meeting of the Academic Committee

08 March 2022 at 9.41AM via email closed 09 March 2022 at 10.00AM

PARTICIPANTS: Kim Davies (Chair), Nicole Akuhata, Carole Crawford, Silvia Gassebner, Bradley Hannigan, Marja Kneepkens, Shinn Krammer, Chanelle Taylor ,

1. Approved

- Report of a Meeting of the Programme Approval Committee for the Kia Haumau! Kia Matatū! SafePlus Micro-Credential held 04 February 2022

**Meeting Closed 10.00AM**

## NMIT Acronyms [May 2020]

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

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

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



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

NMIT Board Meeting - Tuesday 12 April 2022 - Items for Information

**NMIT Board Work Plan 2022**

	<b>22 February</b> 11.30 - 4.30pm	<b>12 April</b> 11.30 - 4.30pm	<b>23 May</b> 11.30 - 4.30pm	<b>4 July</b> 11.30 - 4.30pm	<b>22 August</b> 11.30 - 4.30pm	<b>17 October</b> 11.30 - 4.30pm	<b>28 November</b> 11.30 - 4.30pm
<b>1. Annual Budget</b>						X	
Forecast Review	X	X	X	X	X	X	X
<b>2. Strategic and Operational Risk Review</b>							
Performance review	X	X	X	X	X	X	X
Investment Plan			X				
Strategy Workshop					X		
Site Visits (locations to be advised)	X	X	X	X			
<b>3. Risk and Compliance</b>							
Review of risk management systems			X			X	
Review of major risks	X	X	X	X	X	X	X
Insurance report							X
<b>4. Policy framework – approval of updated policies (from A&amp;R Committee):</b>							
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	
<b>5. External audit</b>		X					
<b>7. Regulatory Compliance</b>							
Half year report					X		
Annual report to shareholders		X					
<b>8. Financial and Operational</b>							
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
<b>9. Health &amp; Safety</b>							
Health, Safety & Wellbeing reporting	X	X	X	X	X	X	X
Health, Safety & Wellbeing review						X	
<b>10. HR</b>							
Remuneration & Appointments Committee Report			X			X	
HR report				X			
<b>11. Te Toke Pakohe</b>							
NMIT Board with Iwi Chairs meeting					X		
Ōritetanga Plan					X		

NMIT BOARD MEETING – 12 April 2022

**RESOLUTION TO EXCLUDE THE PUBLIC**

1. The general subject of each matter to be considered while the public is excluded, the reason for passing the resolution in relation to each matter and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 (LGOIMA)/Official Information Act 1982 (OIA) for the passing of the resolution are as follows:

Item No.	General Subject of each matter to be considered	Reason for passing resolution in relation to each matter	Grounds under section 48(1) for the passing of the resolution.
7.1 & 7.2	<p>Minutes of NMIT Board Meeting – 22 February 2022</p> <p>Action Items</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) 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)(j) of the Official Information Act - enable 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)(a) of the Official</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 – 12 April 2022

		Information Act – to protect the privacy of natural persons, including that of deceased natural persons	
8. 9.	Te Pūkenga Amalgamation Chief Executive’s 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 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>	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)

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10.	Risk Management	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)
11.	Review of Policies <i>(standing item - none for consideration at this meeting)</i>	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)
12.	Health, Safety and Wellbeing Report/Complaints and Misconduct 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  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)

2. Furthermore, NMIT resolves that the Chief Executive, Board Secretary, Executive Directors (full attendance), Project Lead – C Prichard (item 9.1), Programme Manager - T Zawodny (item 9.2) and Health and Safety Manager - S Edwards (item 12.1) 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.