

NMIT Board Meeting - Monday 23 May 2022

Room L108 (L Block), NMIT Nelson Campus



23 May 2022 11:30 AM - 04:30 PM

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Zoom link available on request.



BOARD OF DIRECTORS REGISTER OF INTERESTS

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

As at 13 May 2022



BOARD OF DIRECTORS REGISTER OF INTERESTS

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

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

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



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

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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.
4.	Te Pukenga Amalgamation	<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>	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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5.	<p>Minutes of NMIT Board Meeting – 12 April 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 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>
6.	Chief Executive's Report	<p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to</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</p>

NMIT BOARD MEETING – 23 May 2022

		<p>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>	<p>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>
7.	CE Performance Review	<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>

NMIT BOARD MEETING – 23 May 2022

		Section 9(2)(a) of the Official Information Act – to protect the privacy of natural persons, including that of deceased natural persons	
8.	Health, Safety and Wellbeing 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)(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)
9.	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)
10.	Review of 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)
11.	Complaints and Misconduct 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)(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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2. Furthermore, NMIT resolves that the Chief Executive, Board Secretary, Executive Directors (full attendance), Risk Manager, Programme Manager, Director Systems and Business Information, Health and Safety Manager and Stephen Town of Te Pūkenga be permitted to remain at the meeting after the public have been excluded because of their specific knowledge in relation their respective subject matter reports and expertise. This knowledge will be of assistance in relation to the matters above to be discussed.



OPEN

Nelson Marlborough Institute of Technology Limited
(the Company)

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

12 April 2022 at 11.30 am (*by Zoom connection only*)

PRESENT

- Board:** P Smith (Acting Chair), T Grant, C Newton, P Cowper, K Grant
- In Attendance:** W Jackson (Chief Executive), B Johnston (Company Secretary/Executive Director Finance & Campus Services), O Hall (Ōritetanga, People, Culture and Learner Services), K Redgrove (Board Secretary)
- In Part Attendance:** C Prichard (Project Lead)

1. Welcome, Karakia and Apologies

P Smith, as Acting Chair, opened the meeting with a karakia.

RESOLVED:

That apologies be accepted from T Johnston, J Wilson and J Edgar.

2. Declarations of Interests and Disclosures

In response to a question raised, B Johnston confirmed his understanding that NMIT were compliant with audit requirements in terms of declarations and the Interests Register.

3. Administrative

3.1 Formal Ratification of E-Resolution – Fair Value Assessment

RESOLVED:

That the NMIT Board notes, for the formal record, that the following resolution was passed by the Board by electronic means on 1 March 2022 as follows:

“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.”

3.2 Minutes of NMIT Board Meeting 22 February 2022 – Open

RESOLVED:

That the minutes of the NMIT Board Meeting 22 February 2022 – Open be confirmed as a true and accurate record subject to minor edits as advised.

3.3 Action Items of NMIT Board Meeting
Noted.

4. Update from the President of SANITI
Noted.

RESOLVED:

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

5. Items for Information:

5.1 Common Seal Reports to 28 February 2022

5.2 Te Pūkenga Minutes from Meeting 7 December 2021

It was noted these were the minutes from the open session of the Te Pūkenga meeting.

5.3 Academic Committee Updates – 19 January – 9 March 2022

The Board Secretary reported that the Academic Committee had received advice in relation to their obligations under the Local Government Official Information and Meetings Act 1987 and the Official Information Act 1982. This may result in a different format for future reporting from this Committee.

5.4 Table of Commonly Used Acronyms (for information only)

5.5 Board Workplan 2022

It was noted the Board Workplan would evolve to reflect progress with the Te Pūkenga amalgamation.

RESOLVED:

That the NMIT Board receives the Common Seal Reports to 28 February 2022, Te Pūkenga Minutes from Meeting 7 December 2021 and Academic Committee Updates – 19 January – 9 March 2022, for information.

6. 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, Executive Directors B Johnston and O Hall (full attendance), Project Lead – C Prichard (item 9.1) 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.

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

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

Item No.	General Subject of each matter to be considered	Reason for passing resolution in relation to each matter	Grounds under section 48(1) for the passing of the resolution.
7.1 & 7.2		Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 of the OIA noting Te

	<p>Minutes of NMIT Board Meeting – 22 February 2022</p> <p>Action Items</p>	<p>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 Information Act – to protect the privacy of natural persons, including that of deceased natural persons</p>	<p>Pūkenga (and its subsidiaries) is specified, in Schedule 2 of LGOIMA, as a body to which Part 7 LGOIMA applies)</p>
8.	Te Pūkenga Amalgamation	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)
9.	Chief Executive's Report	Section 9(2)(j) of the Official Information Act - enable any	

		<p>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>	
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 (standing item - none for consideration at this meeting)		
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	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

		<p>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>Pūkenga (and its subsidiaries) is specified, in Schedule 2 of LGOIMA, as a body to which Part 7 LGOIMA applies)</p>
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The meeting moved into a public excluded session at 11.48 am and resumed in a public session at 3.24 pm.

13. Resolutions to be released to the public:

RESOLVED:

That the NMIT Board approves the Annual Report on the recommendation of the Audit and Risk Committee, subject to clarification of two minor matters currently with the auditors (emphasis of matters and the clarification as to the wording of note 3) and noting the Report remains subject to final audit clearance.

14. Karakia Whakamutunga

The meeting closed with a karakia whakamutunga. at 3.25 pm.

Confirmed as a correct record on

Acting Chairperson (P Smith)

Date of Signature:

April/May SANITI Board Report

Summary

COVID-19 continues to impact student and their families. Association has been working with NMIT to contact programme area's highlighting the support available to students who are struggling. As a result of this initiative a number of follow-ups have taken place and small activities held in targeted areas.

Cost of living continues to be a concern for students. The \$25 increase in Student Allowance or Student Living Costs applied on 1 April 2022 was appreciated but does not reflect the increased costs faced by students. Feedback from student's is that the increased cost of fuel is impacting on their ability to attend class and/or travelling to Placements. The HAFL fund is assisting students impacted by COVID-19, however this fund is scheduled to finish on 30 June 2022. Association is concerned that students will also struggle to heat their flats or pay the increased heating costs this winter.

Advocacy Operations

Campus was quieter during the term break which included two long weekends. Association registered 80 student issues over the last four weeks, hardship continues to dominate but the number of students still requiring assistance with their StudyLink applications is concerning. Association will be following up with StudyLink regional representative before the start of 2nd semester to discuss reoccurring themes.

Term two Programme representative meetings were held on all NMIT campus in the first two weeks of term, with a Zoom forum available in the evening. There are now 83 Programme representatives registered. While the numbers attending the meetings was down on last term, representatives have been in contact with the Association throughout the term. Feedback was positive about the support being provided, there were a number of concerns raised which are being followed up. It was good to see that several Programme areas had met with their representatives. NMIT Director of Academic has followed up with the Curriculum Managers to encourage more engagement.

Events and Activities

Term two started with a welcome back event on Nelson campus, followed by events on Marlborough, Richmond and Base Woodbourne campuses. Online competitions ran throughout the term break and were well received by students. Association supported the Rainbow student forum on 11 May 2022 lead by Te Puna Manaaki and International Nursing Day on 12 May 2022 lead by the Programme area.

Student Voice and Representation

Association continues to engage in a number of Te Pūkenga forums and will be engaging further moving forward in relation to the independent student voice and the priority, cost and distribution of Compulsory Student Services Levies (CSSL).

Association will be submitting on the Nelson City Council Parking Strategy, as one of the suggestions is to have more restricted parking times in the CBD, which would increase the pressure on the limited all day parking around NMIT. Parking is particularly challenging for students who need to drop children off at schools/daycare or who travel in from Blenheim, Murchison, Motueka and Takaka regions.

Associations is holding a promotional event on 16 May followed by AGM on 17 May 2022. Association is also running Pink Shirt Day activities, online and on all campuses during the week of 16-20 May.

Upcoming Forums and Events

Alongside the event programme the Association will be running an online competition in conjunction with Fire Safety New Zealand (FENZ) to promote home fire safety leading into winter and delivering a series of activities to support the NMIT Taster week starting on 27 May.



Te Kaupapa: Common Seal Usage

1. PURPOSE:

Function:	For Information
Nā:	Brian Johnston, Exec Director Finance & Campus Services
Te rā:	23 May 2022
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 March 2022 to 31 March 2022.</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

Date	Document	Summary of Document	Document Signatory
21/03/22	Teaching plan for Hubei Polytechnic University	Teaching plan for Bachelor of Viticulture & Winemaking.	Wayne Jackson



Te Kaupapa: Common Seal Usage

1. PURPOSE:

Function:	For Information
Nā:	Brian Johnston, Exec Director Finance & Campus Services
Te rā:	23 May 2022
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 April 2022 to 30 April 2022.</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

MAIN POINTS of the Microsoft Teams meeting of the OPEN Academic Committee

16 March 2022 at 3.15pm

PRESENT: Kim Davies (Chair), Bradley Hannigan (arrived 3.29PM), Shine Kelly (proxy for Silvia Gassebner), Marja Kneepkens, Shinn Krammer, Darcy Liddell (left 3.59PM), Chanelle Taylor, Pam Wood (proxy for Carole Crawford), Mary Woodward (minute-taker, non-voting)

1. Self-Assessment Overview
 - 80% of final 2021 Self-Assessment Reports have been received
 - The first 2022 Degree Monitoring visit, for the Bachelor of Information Technology programme, is scheduled for 22.03.2022
2. Approved
 - Kia Haumaru! Kia Matatu! SafePlus Micro-credential (Level 4) Request for Approval of Exception to the NMIT Entry Requirements Standards and Exceptions
 - NMIT – eCampus NZ – Education Services Agreement 2022
3. Sector Updates
 - A dedicated Polly space is available for staff to access/update Te Pukenga and network workshops and meetings information
 - Kim Davies now member Te Ohu Whakahaere o Te Poari Akoranga o Te Pūkenga.
 - Kim Davies and Marja Kneepkens nominated onto the NZQA Skills Standards and National Curricula Working Group

Meeting Closed 4.36PM

NMIT Board Meeting - Monday 23 May 2022 - Items for Information

NMIT Board Work Plan 2022

	22 February 11.30 - 4.30pm	12 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		
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. External audit		X					
7. Regulatory Compliance *							
Half year report					X		
Annual report to shareholders		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		

* covered monthly under risk management reporting to Te Pūkenga once the audit is signed off.

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				