

NMIT Board Meeting - Monday 4 July 2022

Room L108 (L Block), NMIT Nelson Campus



04 July 2022 11:30 AM

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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 23 June 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
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.

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

EXECUTIVE TEAM REGISTER OF INTERESTS

Wayne Jackson	<ul style="list-style-type: none"> Director, Aquatx Ltd Director, Aquatx USA Ltd Director, Aquatx Holdings Ltd Director, Aquatx Distribution Corporation Ltd
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As at 23 June 2022



BOARD OF DIRECTORS REGISTER OF INTERESTS	
	<ul style="list-style-type: none"> • 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

As at 23 June 2022



OPEN

Nelson Marlborough Institute of Technology Limited
(the Company)

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

Monday 23 May 2022 at 11.30 am
NMIT Nelson Campus, Room L108

PRESENT

- Board:** T Johnston (Chair), P Smith, J Edgar, T Grant, P Cowper, K Grant
- In Attendance:** W Jackson (Chief Executive), B Johnston (Company Secretary/Executive Director Finance & Campus Services), O Hall (Executive Director Ōritetanga, Teaching and Learners), K Redgrove (Board Secretary)
- In Part Attendance:** S Town (Chief Executive, Te Pūkenga)

1. Welcome, Karakia and Apologies

RESOLVED:

That apologies for absence be accepted from C Newton and the resignation of J Wilson is formally noted, effective 16 May 2022.

2. Declarations of Interests and Disclosures

Board members noted J Wilson's resignation from the Board tendered by J Wilson, effective 16 May 2022 and acknowledged the special position of her role, being the endorsed representative of the eight iwi from Te Tau Ihu. Consideration would need to be given on how this function could continue to maintain relationships with iwi partners, particularly through the transitional process over the next six months. It was suggested that the General Managers for each iwi should be contacted for their views on how that could be achieved, given that a formal Board Director role would not be an enduring one. This would likely sit outside the usual appointment process and it was agreed this would be raised with S Town of Te Pūkenga when he joined the meeting in its confidential session.

3. RESOLUTION TO EXCLUDE THE PUBLIC

RESOLVED:

- 1. That members of the public and press be excluded from the remainder of the meeting and that the NMIT Board move In-committee.**
- 2. Furthermore, NMIT resolves that the Chief Executive, Board Secretary, Executive Directors (full attendance) 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.**

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.

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 Pūkenga 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</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>

		industrial negotiations);	
5.	Minutes of NMIT Board Meeting – 12 April 2022 Action Items	<p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p> <p>Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p> <p>Section 9(2)(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)

		<p>Section 9(2)(a) of the Official Information Act – to protect the privacy of natural persons, including that of deceased natural persons</p>	
6.	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)</p> <p>protect information where the making available of the information</p> <p>would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.</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>

		<p>Section 9(2)(a) of the Official Information Act – to protect the privacy of natural persons, including that of deceased natural persons</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>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>
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>	<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>

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		
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)

The meeting moved into a public excluded session at 12 pm and resumed in a public session at 3.49 pm.

12. Resolutions to be released to the public

Nil.

13. Administrative

13.1 Minutes of NMIT Board Meeting 12 April 2022 – Open

RESOLVED:

That the minutes of the NMIT Board Meeting 12 April 2022 – Open - be confirmed as a true and accurate record.

13.2 Action Items of NMIT Board Meeting

It was agreed that there should be active encouragement for staff, learners and SANITI to make submissions to the existing Draft Carparking Strategy released by Nelson City Council for consultation. This would inform not only how parking in the city would be organised but also bus routes and frequency.

The importance of receiving hardship funding administered by SANITI for students, was noted, particularly during the winter months.

14. SANITI Update

The report was noted.

15. Items for Information:

15.1 Common Seal Report to 31 March 2022

15.2 Common Seal Report to 30 April 2022

It was raised that future reports should note both signatories, to align with the Common Seal Policy.

15.3 Academic Committee Update – 16 March 2022

15.4 Board Workplan 2022 (for information only)

15.5 Table of Commonly Used Acronyms (for information only)

RESOLVED:

That the Common Seal Reports to 31 March and 30 April 2022 and the Academic Committee Update 16 March 2022, be noted.

16. Karakia Whakamutunga

The meeting closed with a karakia whakamutunga. at 4 pm.

Confirmed as a correct record on:

Chairperson – T Johnston

Date of Signature:



Te Kaupapa: SANITI Report

1. PURPOSE:

Function:	For Information
Nā:	Shinn Krammer, Daniel Hall
Te rā:	July 4 th 2022
Purpose:	The purpose of this paper is For information. To provide the Board with an overview of the Association's activities for the period May 23 – July 1 2022.

Summary

COVID-19 coupled with the winter flu season continues to make it a challenging year for students and their families. Supporting students' wellbeing, to successfully complete their semester one programmes of study and to be in a position to return in semester two has been the main focus. With the cost of living continuing to increase it will be tough for many, for the remainder of 2022.

Association would like to acknowledge the ongoing support received from the SANITI Advisory Board members, Tony Gray, Scott Tambisari and Jackie Britz and thank them for their contribution to the Executive training.

Association was pleased to receive a letter from Te Pūkenga on 10 June 2022 stating their continued support of the independent student voice, reconfirming the commitment to work alongside SANITI moving forward and giving an assurance that the current process for compulsory student services fee (CSSF) for Ākonga would remain the same for 2023.

Advocacy Operations

It has been a busy period for the support and advocacy service, with the Association registering 246 issues over the last 5 weeks. While hardship continues to dominate, there has been an increase in academic issues. Association has been working with NMIT to update the Unsatisfactory Academic Progress Policy and Procedures, to take into consideration the current environment and key Te Pūkenga objectives. The expectation is that Te Pūkenga will have a suite of policies for 2023, however it is important that the policies and procedures are equitable and fit for purpose.

Association continues to work with students starting in Semester 2 to navigate the StudyLink process and have the appropriate loans and allowances in place. This process has once again highlighted the need for any course changes/development be checked against the StudyLink loan and allowance criteria.

Programme representative numbers have remained steady throughout the term. Issues raised at the meetings have been followed up and feedback sent out to the representatives. With a number of students completing their courses of study this semester the Association has been working with the NMIT Director of Teaching and Learning to provide active representatives with a certificate in recognition of the role within their Programme Area.

Events and Activities

The event and activities programme has continued uninterrupted in Term two, with events being held on Nelson, Richmond, Base Woodbourne, and Marlborough campuses alongside the online activities. The

Association is pleased with the increased profile of Pink Shirt Day and the positive feedback received from institute staff and students. The online competition run in conjunction with Fire Safety New Zealand (FENZ) to promote home safety was a great success with a student flat in Nikau Apartments winning the main prize. Association has also delivered two international activities, with an Abel Tasman Waka trip run in conjunction with the International Wellbeing Fund (IWF) and a Quiz evening. SANITI worked with NMIT to deliver a range of Matariki activities which included catering in Richmond, Marlborough, and Nelson campus. Association would like to thank everyone involved in this team effort and Te Toki Pakohe for their cultural support. 27 June to 1 July SANITI will be supporting the NMIT Taster week with daily activities on Nelson campus and an event on Blenheim campus on 1 July.

Demand for the employment information service has been steady throughout this period. The Association is already receiving requests for support from international students who will be studying with NMIT in semester two. Association is working with an increasing number of employers who are looking for staff.

Student Voice and Representation

Association ran a successful AGM and Executive election on 17 May 2022, with the 2021 President report and Annual accounts tabled and approved. Hardship within the student body was discussed, with 2/3 of the students present indicating that they would struggle to complete their programmes of study in 2022 due to the increased cost of living. At the request of the meeting additional funds were approved from Association reserves for hardship for the remainder of 2022.

Six Executives were elected with a further Executive member co-opted at the meeting held on 1 June 2022. Diversity within the Executive is reflective of the student body and the priority groups identified by Te Pūkenga. Executive members will be reaching out to the student to further strengthen the student voice.

Shinn Krammer is standing down from the Student President's position on 15 July 2022. The Executive have decided to cover the student representative positions while the appointment process takes place. Association wishes to thank S Krammer for positively contributing as an active Programme Representative, Executive member, Vice President and Student President.

Upcoming Forums and Events

Planning is underway for ReO week at the start of 2nd Semester, the student advisory group initiatives, programme representative meetings and the SANITI 20th Birthday week 15-19 August 2022.

NMIT BOARD MEETING – 4 July 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.
6.	Te Pukenga Amalgamation 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) 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)

NMIT BOARD MEETING – 4 July 2022

7.	<p>Minutes of NMIT Board Meeting – 23 May 2022</p> <p>Action Items</p> <p>Correspondence</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>
8.	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 – 4 July 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>
9.	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>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 – 4 July 2022

		Section 9(2)(a) of the Official Information Act – to protect the privacy of natural persons, including that of deceased natural persons	
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		
12.	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), Risk Manager, Programme Manager, Director Systems and Business Information, Health and Safety Manager be permitted to attend 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.



Te Kaupapa: Common Seal Usage

1. PURPOSE:

Function:	For Information
Nā:	Brian Johnston, Exec Director Finance & Campus Services
Te rā:	4 July 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 May 2022 to 31 May 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

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

Date	Document	Summary of Document	Document Signatory
24/05/22	Deed of Lease	Deed of lease (ground lease) for experimental future vineyard between NMIT & Marlborough Research Centre Trust	Wayne Jackson/Brian Johnston
25/05/2022	Supplementary Agreement	Supplementary agreement between NMIT Limited & Guandong Engineering Polytechnic acknowledging NMIT's "Limited" status	Wayne Jackson/John Inglis



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

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

Thursday, 3 February 2022

Minutes

These are the minutes of a meeting of Te Pūkenga Council held at 9.00 am on Thursday, 3 February 2022 via Zoom videoconferencing

Present:

Council Members

Murray Strong (Chairperson)
Maryann Geddes
Sam Huggard
Peter Winder
John Brockies
Teorongonui Keelan

Kim Ngārimu (Deputy Chairperson)
Kathy Grant
Tania Hodges
Tagaloatele Peggy Fairbairn-Dunlop
Heath Sawyer
Jordan Gush

In Attendance

Stephen Town - Chief
Executive
Warwick Quinn - DCE
Employer Journey and
Experience
Angela Beaton - DCE Delivery
and Academic
Lynnette Brown - Council
Secretariat

Vaughan Payne – DCE Operations
Marina Matthews – Chief Advisor to Chief
Executive
Ana Morrison - DCE Partnerships and
Equity
Tania Winslade - DCE Learner Journey
and Experience
Stephen Henry - Kaiwhakaura,
Transformation & Transition
Gillian Hamilton - Executive Assistant
Sinead Hart – Director – Legal and Risk
(Items 11.1 – 11.2 only)

Phillip Jacques - Interim
Director Finance (Items 10.1 –
10.4 only)

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 Murray Strong.

Open Minutes

1. **Welcome/Apologies/Notices**
The Chair welcomed everyone the meeting and noted apologies from Teorongonui Keelan for part of this meeting.
- 1.1. **Council Calendar and Schedule of Committees**
Noted.
2. **Register of Interests**
The register of interests was noted. Kim Ngārimu provided an update to the register as follows:
Removed: Māori Heritage Council and Heritage NZ
No conflicts with matters on the agenda were declared.
3. **Minutes of the Open meeting held 7 December 2021**
Resolved:
The Council approved the minutes of Te Pūkenga Council meeting held on 7 December 2021 as a true and correct record.

Moved: M Strong
Seconded: K Grant
CARRIED
- 3.1. **Matters Arising**
There were no matters arising.
- 3.2. **Action List – Open**
The Council noted that the open action item is on the agenda for discussion at the upcoming Wellbeing and Safety Meeting to be held on 10 February.
4. **Chief Executive's Report (Verbal)**
The Chief Executive provided a verbal update including:
 - Vaccination policies across the network finalised over December and January
 - Travel restrictions in place due to the Covid-19 environment alert levels including limiting travel to essential travel only and travelling in private vehicles only
 - A monitoring tool developed and being piloted with ITPs to gain a sector wide view of enrolments
 - 2021 Financial results available soon
 - New members of the Operating Model programme team in place

5. *Formal Motion for Moving into Committee*

It was moved by the Chair 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
6.	Administration		
6.1.	Minutes from public excluded meeting held 7 December 2021 and Council Resolution 21 January 2022; and Council e-meeting Minutes of 17 December 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).
6.1.1.	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 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).
6.1.2.	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).

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
6.2.	Draft Council Work Plan 2022	<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).
7.	Chief Executive's Report (Verbal)	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.	Engagement and Partnering		
8.1.	Ministry of Education	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).
9.	Strategy		
9.1.	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).
9.2.	Reform of Vocational Education (RoVE)	Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free	That the public conduct of this item would be likely to result in the disclosure of

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
	– January 2022 Update	and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty	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).
9.3.	Operating Model	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.	Risk Management		
10.1.	Vaccination 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).
10.2.	Te Pūkenga Covid-19 Policy	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).
11.	Financials		
11.1.	Te Pūkenga Parent & Group Financial Results 30 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	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).

Item	General subject of each matter to be considered	Reason for passing resolution in relation to each matter	Grounds under section 48(1) for the passing of the resolution
		between members of any organisation or employees of any organisation in the course of their duty	
11.2.	Review of Borrowing Limits	<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).
11.3.	TEC Interim Thresholds for Capital Projects of Te Pūkenga	<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).
11.4.	Group Debt Financing Arrangements	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.	TEC Q4 Report for the period ended December 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 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).

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
12.	Subsidiaries		
12.1.	Te Pūkenga Work Based Learning Limited Director Appointment - Service IQ	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).
12.2.	Letter of Expectations (Supplementary)	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).
13.	Reports from Committees		
13.1.	Capital Asset Management and Infrastructure Committee Meeting – Draft Minutes of Meeting held 16 and 17 December 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).
14.	Any Other Business	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).

The Chair also moved that certain employees namely Stephen Town, Vaughan Payne, Marina Matthews, Gillian Hamilton, and Lynnette Brown, from Te Pūkenga 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, and Sinead Hart will join the meeting during the public excluded session as required to speak to specific items.

Moved: M Strong

Seconded: K Grant

CARRIED

The meeting closed at 1.40 pm.

Dated: 3 February 2022

Signed as a correct record



Murray W. Strong
Chairman



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

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

Tuesday, 15 March 2022

Minutes

These are the open minutes of a meeting of Te Pūkenga Council held at 9.00 am on Tuesday, 15 March 2022 via Zoom videoconferencing

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	Heath Sawyer
	Teorongonui Josie Keelan	Jordan Gush
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
	Gillian Hamilton - Executive Assistant	Stephen Henry - Kaiwhakaura, Transformation and Transition
	Phillip Jacques - Interim Director Finance (Items 8.2 and 12.1 – 13.2 only)	Janine Kapa - Kaikōkiri/Director - Te Pae Tawhiti (Item 5 only)
	Clarke Raymond - Director Strategy & Information (Item 11.6 only)	Sinead Hart – Director – Legal and Risk (Items 13.1 – 14.1 only)

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 Minutes

1. **Welcome/Apologies/Notices**

The Chair welcomed everyone to the meeting and noted apologies from Tagaloatele Peggy Fairbairn-Dunlop for a brief part of the open session.

2. **Administration**

2.1. **Council Calendar and Schedule of Committees**

Noted.

2.2. **Register of Interests**

The register of interests was noted and no conflicts with matters on the agenda were declared.

2.3. **Annual Declaration of Interests**

The Council:

- a. Received and noted the contents of the declaration of interests provided by each member of Council; and
- b. Noted that Declarations of Related Parties have been provided, reviewed by the Chair (and in the case of the Chair the Deputy Chair) and recorded; and
- c. Noted that all members declared that no gifts exceeding \$100 have been received in the year ended 2021 in the context of their role as a Te Pūkenga Council Member.

No matters of concern were raised with the contents of the declarations.

2.4. **Minutes of the meetings held:**

Open meeting held 3 February 2022
e-meeting 8 February 2022 Resolution Otago Deputy Chair
e-meeting 28 February 2022 WBL Staff Rep
e-meeting December-January Subsidiary Vaccination Policies

Resolved:

The Council:

- a. Approved the minutes of Te Pūkenga Council open meeting held on 3 February 2022 as a true and correct record; and

Moved: M Strong

Seconded: K Grant

CARRIED

- b. Approved the minutes of Te Pūkenga Council e-meeting held on 28 February 2022 in respect of the Staff Representative for Work Based Learning Ltd as a true and correct record; and

Moved: M Strong

Seconded: P Winder

CARRIED

- c. Noted the record of approvals via e-meetings for the Subsidiary Vaccination Policies for December 2021 and January 2022; and
- d. Noted the 8 February Council resolution in respect of the appointment of Otago Polytechnic Limited Deputy Chair.

2.4.1. **Matters Arising**

2.5. **Action List – Open**

No open items

3. **Chief Executive's Report (Verbal)**

The Council received the Chief Executive's verbal report and noted:

- The network continues to manage a challenging start to the year with Omicron and there is good sharing amongst the network on ways to manage this
- Enrolments have returned to 2020 levels, 2021 was an exception to the normal
- There is a hesitancy for learners to return to campus with the current COVID environment. Work continues to reassure learners that the campus is a safe place to study
- Te Pūkenga travel policy is being regularly reviewed alongside COVID levels and it is hoped that a resumption of more flexible travel arrangements can be made soon.

4. **Equity Update**

The Council received the report which provided an update from the February 2022 Equity Workshop including progress of the Equity Strategy development.

The Council agreed to an Equity Strategy workshop on 26 April 2022 and noted some of the activities that are already underway across Te Pūkenga to address inequities for learners which are reported separately on Te Pūkenga Work Plan.

5. **Te Pae Tawhiti Action Plans Quarterly Report Q4 2021**

The Council received the report and noted the next quarterly report will be provided in June 2022.

Management advised that the Māori cultural capability framework is in development and will be launched in 2023. Information is being sought as to current capability within the network.

Council noted the demands on staff due to COVID and particularly Te Pae Tawhiti champions and supported the repriorisation of activities with a more focused and sequenced approach to reporting.

6. **Reports from Committees**

6.1. **Relationship Agreements and Work Programmes for the Interim Learner Advisory Committee (ILAC) and Interim Staff (Kaimahi) Advisory Committee (IKAC)**

The Council received the report and noted Council's feedback in relation to the importance of the sequencing of the work programmes dovetailing into the appropriate Committees and through to Council for discussion and approval.

Resolved:

The Council:

- a. Approved the draft Relationship Agreements and Work Programmes for the Interim Learner Advisory Committee (ILAC) and Interim Staff (Kaimahi) Advisory Committee (IKAC); and
- b. Noted ILAC and IKAC Co-Chairs involvement in developing the relationship agreements and work programmes, and that the draft documents were circulated to all ILAC and IKAC members for review and feedback; and
- c. Noted that the draft relationship agreement is not a legal agreement but will constitute the agreed protocols and means of engagement between Council and the Interim Advisory Committees so there is clarity as to process and expectations.
- d. Delegated authority to the Council Chair and Deputy Chair to finalise any amendments to the documents if required, in consultation with the ILAC and IKAC Co-Chairs, and sign the final documents on behalf of Council.

Moved: M Strong

Seconded: K Grant

CARRIED

6.2. Komiti Māori Work Plan

The Council received the report and noted Komiti Māori has reviewed and discussed its priorities and procedures for 2022 and how it can best discharge its statutory function in advising Te Pūkenga Council.

Resolved:

The Council approved the draft 2022 Komiti Māori Workplan.

Moved: M Strong

Seconded: T Hodges

CARRIED

6.3. Te Poari Akoranga - Minutes from Open Poari Akoranga meeting from 9 February 2022

The Council received the report and noted the key points in relation to:

- Quality Assurance and Academic Regulatory Framework update
- Unification of Programmes update
- Membership approved for three Ohu Whakahaere (subcommittees of the Academic Board), which will be operational before 2023:
 - i. Te Ohu Whakahaere Quality
 - ii. Te Ohu Whakahaere Approvals
 - iii. Te Ohu Whakahaere Rangahau Māori, Research and Postgraduate

Further discussion included:

- Breadth of experience and representation from the work-based learning within the membership
- An update on the considerations being given to supporting the streamlining of processes for decisions to support the unification of programme approval process

The Council:

- a. Received the academic report from Te Poari Akoranga meeting held online via Teams on 9 February 2022; and
- b. Received the approved membership lists for Ngā Ohu Whakahaere Quality, Approvals and Rangahau Māori, Research and Postgraduate.

6.4. Wellbeing and Safety Committee – Draft Minutes of Meeting held 10 February 2022

The Council received a verbal update from the Chair of the Wellbeing and Safety Committee and noted the draft minutes of Te Pūkenga Wellbeing and Safety Committee meeting held on 10 February 2022.

Matters considered by the Committee included:

- Te Pūkenga Officer Engagement on Safety, Wellbeing and Health Matters and approach
- Te Pūkenga Hauora | Wellbeing Framework
- Te Pūkenga Covid-19 Vaccination Policy specifically as it relates to Governance
- Flexible Working Policy and Procedure as delegated to the Committee by the Council
- Rapid Antigen Testing
- Independent of Self-Assessment of health and safety practices across the network

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 outlined below;

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.	Administration		
8.1.	Minutes from public excluded meeting held 3 February 2022 and e-meeting 18 February 2022	<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).

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
8.1.1.	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 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).
8.2.	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	<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).
9.	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).

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
10.	Engagement and Partnering		
10.1.	Workforce Development Council – Tumu Whakarae, Phil Alexander-Crawford, Hanga-Aro-Rau	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	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).
11.2.	Reform of Vocational Education (RoVE) – February 2022 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	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.	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	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

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
		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	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).
12.	Financial Reports		
12.1.	Te Pūkenga Group Draft December 2021 Financial Report	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).
12.2.	Report from Risk and Audit and Recommendations	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).
12.2.1.	Treasury • Treasury Policy Amendment	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	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for

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
	<ul style="list-style-type: none"> Subsidiary Borrowing Limits 	<p>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>	withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
12.2.2.	Annual Report (early draft) and Timeline	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).
12.2.3.	Risk and Audit Terms of Reference	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).
12.2.4.	Audit NZ Engagement Letter 31 December 2021 and 2022 and Audit Fees Proposal 31 December 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)(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).
13.	Risk Management		
13.1.	Policy and Risk 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	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

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
		employees of any organisation in the course of their duty	LGOIMA, as a body to which LGOIMA applies).
13.2.	Status Report on Te Pūkenga Policy Review	<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).
13.3.	Vaccination Update (Verbal)	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).
14.	Subsidiaries		
14.1.	Corporate Governance - AGM Resolution	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).
15.	Reports from Committees		
15.1.	Risk and Audit Committee Meeting – Draft Minutes of Meeting held 22 February 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</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).

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
		employees of any organisation in the course of their duty	
15.2.	Capital Asset Management and Infrastructure Committee Meeting – Draft Minutes of Meeting held 23 February 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).
15.3.	Appointments and Remuneration Committee Meeting – Draft Minutes of Meeting held Friday, 4 March 2022	<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).
15.4.	Te Poari Akoranga - Minutes from Closed Poari Akoranga meeting from 9 February 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).
16.	Reports from Advisory Committees		
16.1.	Learner Appointments	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).

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
16.2.	Komiti Māori Learner Appointment	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.	Inwards Correspondence		
17.1.	Letter to Minister Hipkins 30-01-2022	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).
17.2.	Letter to Minister Hipkins 16-02-2022	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).
18.	Any Other Business	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).
19.	Papers for Information - Document Library	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

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
	<ul style="list-style-type: none"> •Brand Transition Update •Statement of Performance Expectations Final •Te Pūkenga Covid-19 Policy Final 	<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>section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).</p>

And, the Chair moved that certain employees namely Stephen Town, Vaughan Payne, Marina Matthews, Gillian Hamilton, and Lynnette Brown; from Te Pūkenga 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, Paki Rawiri, Stephen Henry, Clarke Raymond, Janine Kapa, and Sinead Hart will join the meeting during the public excluded session as required to speak to specific items.

Moved: M Strong
Seconded: K Ngārimu
CARRIED

The meeting closed at 2.50 pm.

Dated: 27 April 2022

Signed as a correct record



Murray W. Strong
Chairman



MAIN POINTS of an open meeting of the Academic Committee

13 April 2022 at 03.15PM in Room M306 and via Microsoft Teams

PRESENT: Kim Davies Director Academic + Quality (Chair), Juan Liang Academic Staff Member (proxy for Bradley Hannigan Principal Academic Staff Member), Shine Kelly Academic Advisor (proxy for Silvia Gassebner Team Leader Curriculum + Academic Registry), Marja Kneepkens Director Teaching + Learning, Shinn Krammer NMIT Student (joined 03.31PM), Darcy Liddell Quality Enhancement Manager, Chanelle Taylor Senior Academic Staff Member, Sarah Fraser Principal Academic Staff Member, Dan Hall NMIT Student, Nicole Akuhata Director Ōritetanga + Māori Relationships, Mary Woodward Administrator Curriculum + Academic Registry (minute-taker, non-voting)

1. Administrative

- Advised that as per the requirements of the Local Government Official Information and Meetings Act (LGOIMA) 1987 and the Official Information Act 1982 the business of the Academic Committee is public unless there are formal reasons for it to move into 'in committee / confidential' business.

2. Academic and Quality

- 2022 Consistency Review Overview
 - preparation underway for all currently scheduled Consistency Review workshops
 - 2722 New Zealand Certificate in Cellar Operations (Level 3) rated 'Sufficient'
- Self-Assessment Overview
 - majority of the Sub-Degree and Business Support SARs received
- 2022 Degree Monitoring and Monitoring
 - five degree monitoring visits have already taken place with three visits scheduled in May

3. Approved

- Academic Development Proposals
 - New Zealand Certificate in Apiculture (Queen Bee Rearing) (Level 4) [128993 Otago]
 - New Zealand Diploma in Primary Industry Business Management (Level 5) [SIT]
 - New Zealand Diploma in Horticulture Production (Level 5) with strand in Wine Growing [124077 Otago]

Meeting Closed 4.20PM



MAIN POINTS of an In-Committee meeting of the Academic Committee

13 April 2022 at 04.20PM in Room M306 and via Microsoft Teams

PRESENT: Kim Davies Director Academic + Quality (Chair), Juan Liang Academic Staff Member (proxy for Bradley Hannigan Principal Academic Staff Member), Shine Kelly Academic Advisor (proxy for Silvia Gassebner Team Leader Curriculum + Academic Registry), Marja Kneepkens Director Teaching + Learning-Academic, Shinn Krammer NMIT Student, Darcy Liddell Quality Enhancement Manager, Chanelle Taylor Senior Academic Staff Member, Sarah Fraser Principal Academic Staff Member, Dan Hall NMIT Student, Nicole Akuhata Director Ōritetanga + Māori Relationships, Mary Woodward Administrator Curriculum + Academic Registry (minute-taker, non-voting)

8. Sector Updates

- presentation of Te Pūkenga Programmes for Approval and Accreditation for Semester 1 2023 Unified Delivery Report for Academic Managers

Meeting Closed 4.36PM



MAIN POINTS of an open meeting of the Academic Committee

11 May 2022 at 03.15PM in Room M306 and via Microsoft Teams

PRESENT: Marja Kneepkens Director Teaching + Learning (Acting Chair), Sarah Fraser Principal Academic Staff Member, Bradley Hannigan Principal Academic Staff Member, Shine Kelly Academic Advisor (proxy for Silvia Gassebner Team Leader Curriculum + Academic Registry), Shinn Krammer NMIT Student, Darcy Liddell Quality Enhancement Manager (left 3.56PM), Chanelle Taylor Senior Academic Staff Member, , Mary Woodward Administrator Curriculum + Academic Registry (minute-taker, non-voting)

1. Academic and Quality

- Academic Development Tracking Report
 - currently a large number of developments being worked through especially in the Primary Industries Curriculum Area
 - advised first steps underway to manage the operationalisation of moving to some unified programmes in 2023
- NMIT Operating + Financial Parameters (OFP) Report
 - advised in regard to the former Community College (Comcol) Blenheim programmes NMIT will be going through the application process for accreditation to deliver NCEA credits to this cohort

2. Approved

- Capability Letter and Variance Changes for:
 - New Zealand Certificate in Apiculture (Queen Bee Rearing) (Level 4) [125993]
 - New Zealand Diploma in Primary Industry Business Management (Level 5) [NZ2221 v2]
 - New Zealand Diploma in Horticulture Production (Level 5) with strand in Wine Growing [124077]
- 2022 Consistency Review Overview

Meeting Closed 03.57PM

NMIT Board Meeting - Monday 4 July 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				