

NMIT Board Meeting - Monday 22 August 2022

Room L108 (L Block), NMIT Nelson Campus



22 August 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 14 August 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 Director of OP International Campus 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 Iwi Māori Partnership Board, Te Kāhui Hauora O Te Tauihu - representative for Ngāti Apa ki te Rā Tō Board of Te Piki Oranga – Maori Health provider across Te Tauihu, 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 |
|---------------|---|

As at 14 August 2022



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

As at 14 August 2022



OPEN

Nelson Marlborough Institute of Technology Limited
(the Company)

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

Monday 4 July 2022 at 12 pm
NMIT Nelson Campus, Room L108

PRESENT

Board: T Johnston (Chair), J Edgar, T Grant, P Cowper, K Grant, P Smith (from 2.46 pm)

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)

1. Welcome, Karakia and Apologies

The Chair reminded Directors they must complete all outstanding cybersecurity modules as soon as possible, as these were part of an important and ongoing organisational training programme.

RESOLVED:

That apologies for lateness be accepted from P Smith.

2. Declarations of Interests and Disclosures

P Smith declared that the Iwi Health Board was no longer in operation and had been replaced by the Iwi Māori Partnership Board. It will be known as Te Kāhui Hauora O Te Tau Ihu and he would continue as the representative for Ngāti Apa ki te Rā Tō.

K Grant confirmed she was a Director of OP International Campus Limited, a declaration she had made at the most recent meeting of the Audit and Risk Committee.

3. Administrative

3.1 Minutes of NMIT Board Meeting 23 May 2022 – Open

RESOLVED:

That the minutes of the NMIT Board Meeting 23 May 2022 – Open - be confirmed as a true and accurate record.

3.2 Action Items of NMIT Board Meeting – Consolidated – Open

There were no 'Public' Action Items for consideration at this meeting.

4. SANITI Update

The Board wished to formally record and pass on their appreciation of Shinn Krammer's work as SANITI President.

RESOLVED:

That the SANITI Report be received, for information.

5. RESOLUTION TO EXCLUDE THE PUBLIC

RESOLVED:

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

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. |
|----------|---|--|--|
| 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,</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) |

| | | | |
|----|--|--|---|
| | | negotiations (including commercial and industrial negotiations); | |
| 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 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>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. | 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> |

| | | | |
|-----|----------------------------------|---|--|
| | | 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) |

The meeting moved into a public excluded session at 12.10 pm and resumed in a public session at 3.54 pm. The following resolution was released:

RESOLVED:

That the NMIT Board approves the revised Student Charter Policy.

14. Items for Information:

14.1 Common Seal Report to 31 May 2022

14.2 Te Pūkenga Minutes from Meetings 3 February and 15 March 2022

14.3 Academic Committee Update – 13 April and 11 May 2022

14.4 Board Workplan 2022

It was noted Board meetings for the remainder of the year were scheduled for August, October and November.

14.5 Table of Commonly Used Acronyms

RESOLVED:

That the Common Seal Reports to 31 May 2022, Te Pūkenga Meeting Minutes (3 February and 15 March 2022) and the Academic Committee Updates (13 April and 11 May 2022) 2022, be received, for information.

15. Karakia Whakamutunga

The meeting closed with a karakia whakamutunga. at 3.58 pm.

Confirmed as a correct record on:

Chairperson – T Johnston

Date of Signature:



Te Kaupapa: SANITI Report

1. PURPOSE:

| | |
|------------------|--|
| Function: | For Information |
| Nā: | Max Devon |
| Te rā: | August 22 nd 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 2 July – 10 August 2022. |

Summary

Association will be interested in the draft Te Pūkenga Operating Model and will be actively taking up the invitation to provide student feedback alongside the Learner Leadership group.

Association has been working on a wide range of student issues during this period, which highlights the importance of students having access to independent support and advocacy free of any conflicts of interests.

COVID-19, winter sickness and financial pressure continues to be a significant issue for students and their ability to continue and complete their studies in 2022. The Association expects to remain a significant issue in 2023.

Support and Advocacy Operations

Due to the two-week semester break, there was a reduction in the number of new issues, with 129 registered during this period. While hardship continues to dominate, StudyLink processing for 2nd semester students and 1st semester academic issues were the most time consuming.

With HAFL ending on 30 June 2022, the SANITI hardship fund is now supporting all students (domestic and international), with the criteria being reviewed so that the AGM approved fund is sustainable for the remaining of 2022. This has resulted in an increase in the number of food parcels being distributed and COVID parcels being accessed through the Foodbank. Nikau Apartments and host families have been great at supporting the new international students and seeking additional support when needed.

Association has increased the support and advocacy visits to Marlborough over the last month to meet the needs of students and to run a training session in conjunction with Te Puna Manaaki for Base Woodbourne staff.

Programme representative meetings were held on all campuses and online during this period. It was great to see the positive feedback received alongside the concerns. Issues raised are currently being followed up with the relevant areas.

Association has also been working with NMIT to establish and support student groups within the student body.

Demand for the Employment information service is increasing from both international and domestic students. Association is working to link employers with students who are seeking jobs.

Events and Activities

Association ran two online competitions during the semester break, with the Oodies competition being the most contested giveaway.

2nd semester started with four events on Nelson Campus, four events in Marlborough (split between the Blenheim campus and Base Woodbourne), two events on Richmond campus in addition to the online activities. Feedback from students has been very positive, with Richmond students carpooling to attend the Nelson pancake event on 11th August. Association would like to thank Carole Crawford and the NMIT Marlborough team for picking up and running the Donut event at the last minute when the state highway was closed on 9th August.

Association ended up running an additional international Nelson hotspot tour for new students with the assistance of the International Welling Fund (IWF) to meet demand. St Arnaud trip was amended to Mapua, Rabbit Island and a BBQ due to adverse weather conditions.

Student Voice and Representation

Daniel Hall has regretfully resigned from the position of Vice-president however will continue to be on the Executive. Executive appointed Max Devon Acting Chair to cover student representation while elections and appointment process is underway.

Association would like to thank D Hall for their positive contribution as Vice President, continuing Executive, and active Programme Representative.

M Devon represented NMIT students at the Te Pūkenga Leader Leadership forum on 29 July.

Executive meeting held 3 August 2022, with M Devon elected as Vice President.

Upcoming Forums and Events

SANITI has a range of activities for the 20th Birthday week 15-19 August 2022. With events online and on all campuses. Upcoming international activities include a Cinema night, Golden Bay trip and boat trip for Marlborough students.

Association will also be undertaking the annual statistical survey to identify the priorities for 2023.

NMIT BOARD MEETING – 22 August 2022

RESOLUTION TO EXCLUDE THE PUBLIC

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), Risk Manager, Programme Manager and 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.

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. | Minutes of NMIT Board Meeting – 4 July 2022 Action Items | Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information Section 9(2)(j) of the Official Information Act - enable any public service agency or organisation holding the information to carry on, without prejudice or | That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 of the OIA noting Te Pūkenga (and its subsidiaries) is specified, in Schedule 2 of LGOIMA, as a body to which Part 7 LGOIMA applies) |

NMIT BOARD MEETING – 22 August 2022

| | | | |
|----|---------------------------------|---|---|
| | | <p>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> | |
| 7. | 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</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 – 22 August 2022

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| | | industrial negotiations) | |
| 8. | Chief Executive's Report | <p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p> <p>Section 9(2)(j) of the Official Information Act - enable any public service agency or organisation holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations);</p> <p>Section 9(2)(b)(ii) protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.</p> <p>Section 9(2)(a) of the Official Information Act – to protect the privacy of natural persons, including that of</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 – 22 August 2022

| | | | |
|----|--------------------|---|--|
| | | deceased natural persons | |
| 9. | Transition Package | <p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p> <p>Section 9(2)(j) of the Official Information Act - enable any public service agency or organisation holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations);</p> <p>Section 9(2)(b)(ii) protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.</p> <p>Section 9(2)(a) of the Official Information Act – to protect the privacy of natural persons, including that of deceased natural persons</p> | That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 of the OIA noting Te Pūkenga (and its subsidiaries) is specified, in Schedule 2 of LGOIMA, as a body to which Part 7 LGOIMA applies) |

NMIT BOARD MEETING – 22 August 2022

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| | | | |
| 10. | 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) |
| 11. | Risk Register Update | Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities | That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 of the OIA noting Te Pūkenga (and its subsidiaries) is specified, in Schedule 2 of LGOIMA, as a body to which Part 7 LGOIMA applies) |
| 12. | 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) |

NMIT BOARD MEETING – 22 August 2022

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|-----|--------------------|--|--|
| | | | |
| 13. | 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) |



Te Kaupapa: Common Seal Usage

1. PURPOSE:

| | |
|---------------------------|---|
| Function: | For Information |
| Nā: | Brian Johnston, Exec Director Finance & Campus Services |
| Te rā: | 22 August 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 July 2022 to 31 July 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 |
|------------|---|--|------------------------------|
| 21/07/2022 | Agreement between NMIT & Hunan University of Technology | Update/renewal of existing agreement for delivery of courses at Hunan University of Technology | Wayne Jackson John Inglis |
| 21/07/2022 | Appendix to Agreement between NMIT & Hunan University of Technology | Appendix to Agreement | Wayne Jackson John Inglis |



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

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

Wednesday 27 April 2022

Minutes

These are the open minutes of a meeting of Te Pūkenga Council held at 10.00 am on Wednesday, 27 April 2022 in the Boardroom at Wintec, Hamilton and via Zoom videoconferencing

Present

| | | |
|-------------------|--|--|
| Council | Murray Strong (Chairperson) | Kim Ngārimu (Deputy Chairperson) |
| Members | Maryann Geddes | Kathy Grant |
| | Sam Huggard | Tania Hodges |
| | Peter Winder | Tagaloatele Peggy Fairbairn-Dunlop |
| | John Brockies | Heath Sawyer |
| | Teorongonui Keelan | Jordan Gush |
| In | Stephen Town - Chief Executive | Vaughan Payne – DCE Operations |
| Attendance | Angela Beaton - DCE Delivery and Academic | Marina Matthews – Chief Advisor to Chief Executive |
| | Lynnette Brown - Council Secretariat | Ana Morrison - DCE Partnerships and Equity |
| | Gillian Hamilton - Executive Assistant | Tania Winslade - DCE Learner Journey and Experience |
| | Grant Cleland – Creative Solutions (Advisor) | Stephen Henry - Kaiwhakaura, Transformation & Transition |

Karakia

The meeting was opened with a karakia.

Open Minutes

3. Welcome/Apologies/Notices

There were no apologies

4. Administration

4.1. Council Calendar and Schedule of Committees

The Council calendar and schedule of Committees were noted as well as the need to start populating Council diaries with 2023 meetings.

Action 2: Draft Schedule 2023 Council meetings to be established

4.2. Register of Interests

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

4.3. Minutes of the meetings held Open meeting held 15 March 2022

Resolved:

The Council:

a. Approved the minutes of Te Pūkenga Council open meeting held on 15 March 2022 as a true and correct record

Moved: M Strong

Seconded: K Grant

CARRIED

4.3.1. Matters Arising

There were no matters arising.

4.4. Action List – Open

There were no items on the action list.

5. Chief Executive's Report (Verbal)

The Council received the Chief Executive's verbal report which focused on:

- The Programme Business Case which attempts to take a 10-year view 2023-2033. This is currently on track for finalising by the end of June.
- Early mover workstream is going well with Toi Ohomai and Wintec
- Enabling functions workstream is tracking well

- Chairs only online to take place on meeting Friday 6 May 2022

6. **National Strategic Disability Action Plan**

The development of a National Strategic Disability Action Plan is a Tertiary Education Commission (TEC) requirement and a direct response to the Te Rito Outcomes Framework by mitigating and removing the environmental barriers for disabled ākonga, as identified in Te Rito Report – Part Three for Disabled Learners. This item was discussed in the workshop of Council held on 26 April 2022 and noted that dashboard and subsidiary reporting will be included on the June Council agenda.

Resolved:

The Council:

- a. Approved the National Strategic Disability Action Plan.

Moved: S Huggard

Seconded: Teorongonui J Keelan

CARRIED

7. **Reports from Committees**

7.1. **Te Poari Akoranga - Minutes from open Poari Akoranga meeting from 13 April 2022**

The Council received the Academic Report from Te Poari Akoranga meeting held online via Teams 13 April 2022 and noted the key area of focus is establishing outstanding governance structures ahead of 2023.

7.2. **Report from Interim Kaimahi Committee – Quarterly Report**

The Council received the quarterly update report from the Kaimahi Advisory Committee (IKAC) Chairs and noted the verbal update from the Committee Chair. Advisory Committee engagement with the Executive Leadership Team was noted as important to ensure they have an opportunity to contribute to strategic matters.

7.3. **Report from Interim Learner Committee – Quarterly Report**

The Council received the quarterly update report (Dec 2021 to March 2022) from the Interim Learner Advisory Committee (ILAC) Chair and noted the verbal update.

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

The Chair moved that the public be excluded from the remainder of the meeting. This resolution will be made in reliance on section 48(1) of the Local Government Official

Information and Meetings Act 1987 (LGOIMA) and the particular interests protected by section 9 of the Official Information Act 1982 which would be prejudiced by the holding of the relevant parts of the proceedings of the meeting in public. The general subject of each matter to be considered while the public is excluded, the reason for passing the resolution in relation to each matter and the specific grounds under section 48(1) of LGOIMA for the passing of the resolution are as follows:

| Item | General subject of each matter to be considered | Reason for passing resolution in relation to each matter | Grounds under section 48(1) for the passing of the resolution |
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| 9. | Administration | | |
| 9.1. | Minutes from public excluded meeting held 15 February 2022 and 5 April 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). |
| 9.1.1. | <p>Matters Arising</p> <p>Reappointment Co-Chair Learner Committee</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(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). |
| 9.2. | 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 | That the public conduct of this item would be likely to result in the |

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| | | of opinion by or between members of any organisation or employees of any organisation in the course of their duty | 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). |
| 9.3. | 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). |
| 10. | CE Report (Verbal Update) | Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty | That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies). |
| 11. | Engagement and Partnering | | |
| 11.1. | Regional Skills Leadership Group (Shaun Twaddle/Nathan Grennell MBIE) | 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 | That the public conduct of this item would be likely to result in the disclosure of information for |

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| | | any organisation or employees of any organisation in the course of their duty | which good reason would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies). |
| 12. | Strategy | | |
| 12.1. | 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 would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies). |
| 12.2. | Reform of Vocational Education (RoVE) – March 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 would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies). |
| 12.3. | 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 would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies). |

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| | | | would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies). |
| 12.4. | Programme Business Case (Draft) | <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). |
| 12.5. | Academic Delivery Trends and Ako Digital Ecosystem | 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). |
| 12.5.1 | Space Utilisation Strategy | <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</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 |

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| | | carry out, without prejudice or disadvantage, commercial activities | Schedule 2 of LGOIMA, as a body to which LGOIMA applies). |
| 13. | Financial Reports | | |
| 13.1. | Te Pūkenga Financial Report 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)(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). |
| 13.2. | TEC Q1 Report for the period ended March 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). |
| 13.3. | Report from Risk and Audit and Recommendations | <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 |

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| | | | to which LGOIMA applies). |
| 13.3.1 | Ring Fenced Funds | <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). |
| 13.3.2 | Annual Report 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). |
| 14. | Risk Management | | |
| 14.1. | 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 |

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| | | | to which LGOIMA applies). |
| 15. | Reports from Committees | | |
| 15.1. | Risk and Audit Committee Meeting – Draft Minutes of Meeting held 21 April 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). |
| 15.2. | Capital Asset Management and Infrastructure Committee Meeting – Draft Minutes of Meeting held 13 April 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. | Transformation Committee draft minutes of the meeting held 5 April 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). |

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| 15.3.1 | Terms of Reference | <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). |
| 15.3.2 | Minimum Viable Product | <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). |
| 16. | Reports from Advisory Committees | | |
| 16.1. | Report from Interim Learner Committee and draft Minutes of the meeting held 12 April 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). |

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| 16.2. | Report from Interim Kaimahi Committee and draft Minutes of the meeting held 22 March 2022 | 9(2)(a) To protect the privacy of natural persons, including that of deceased natural persons | That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies). |
| 17. | 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 those certain employees from Te Pūkenga namely Stephen Town, Vaughan Payne, Marina Matthews, Ana Morrison, Tania Winslade, Stephen Henry, Angela Beaton, Gillian Hamilton, and Lynnette Brown be permitted to remain at the meeting, after the public has been excluded, because of their specific knowledge in relation to the above items. This knowledge, which will be of assistance in relation to the matters above to be discussed, is relevant to those matters because they have assisted in the progression of such matters.

Moved: M Strong
Seconded: P Winder
CARRIED

The open session meeting closed at 10.20 am and closed session which started at 9.00 am resumed at 10.20 am.

The meeting closed at 2.05 pm.

Dated: 8 June 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)

Wednesday 8 June 2022

Minutes

These are the open minutes of a meeting of Te Pūkenga Council held at 10.00 am on Wednesday, 8 June 2022 in the Boardroom at Ara Institute of Canterbury Limited, Christchurch and via Zoom videoconferencing

Present

Council

Members

IN PERSON

1. Murray Strong (Chairperson)
2. Sam Huggard
3. Peter Winder
4. Teorongonui Josie Keelan
5. Kathy Grant
6. Tania Hodges

ONLINE

1. Kim Ngārimu (Deputy Chairperson)
2. Tagaloatele Peggy Fairbairn-Dunlop
3. Heath Sawyer
4. John Brockies
5. Maryann Geddes

Apologies

Jordan Gush

In

Attendance

Stephen Town - Chief Executive
Angela Beaton - DCE Delivery and Academic
Dave Christiansen – ITP Transition Lead
Phillip Jacques - Interim Director Finance (Items 13.0 only)
Kristine Brothers – Head of Finance (Items 13.0 only)
Warwick Pitts – Director Learner Success and Experience (Item 4.2 and 12.7)
Simone Anderson – (Item 4.2)
Patrick Jones – Director – Portfolio and Performance (Items 12.5 and 12.6 only)
Phil O'Callaghan – Programme Business Case Lead (Items 12.4 - 12.6 only)
Lynnette Brown - Council Secretariat
Gillian Hamilton - Executive Assistant
Alice Mander - President of the National Disabled (Item 11.1 only)

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 - Kaiwhakaurā, Transformation & Transition
Mark McGeady – Director Learner Insights and Evaluation (Item 4.2 and 12.7)
Janine Kapa - Kaikōkiri/Director - Te Pae Tawhiti (Item 4.2 and 12.7)
Clarke Raymond - Director Strategy & Information (Item only 12.6)
Dame Karen Sewell (Item 10.1)
Andrew Lessells, NZ Union of Students Association (Item 11.1 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 Sam Huggard.

Open Minutes

1. **Welcome/Apologies/Notices**

Apologies were noted from Jordan Gush.

2. **Administration**

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

Noted

2.2. **Register of Interests**

The register of interests was noted with updates from Tania Hodges to remove Waikato Institute of Technology Limited and Toi Ohomai Institute of Technology Limited and no conflicts with matters on the agenda were declared.

2.3. **Minutes of the open meeting held meeting held 27 April 2022**

Resolved:

The Council:

1. Approved the minutes of Te Pūkenga Council open meeting held on 27 April 2022 as a true and correct record.

Moved: M Strong

Seconded: P Winder

MOTION CARRIED

2.3.1. **Matters Arising**

There were no matters arising.

2.4. **Action List – Open**

Noted

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

The Council received the Chief Executive's verbal report which focused on:

- The impact of Covid-19 on staff wellbeing, noting that while no changes have been made to the milestones it has been challenging to keep activities on track
- Toi Ohomai/Wintec handover ceremony held on 1 June which was successfully broadcast across the various campuses. The feedback received following the event noted the positive waiora amongst attendees.

4. **Strategy**

4.1. **Te Pae Tawhiti Subsidiary Action Plan Quarter 1 Reporting**

The Council:

- a. Received and discussed Te Tiriti o Waitangi excellence impact report (Quarter 1: January – March 2022); and
- b. Noted the next impact report will be provided in August 2022; and
- c. Received the summary report on Insights into Te Tiriti o Waitangi and Māori Equity practice in the National Office of Te Pūkenga.
- d. Noted Te Pūkenga Work Based Learning report to come.

The Council requested documentary evidence to support the broader statements in the report and that this be made available in the Document Library.

Separate workstreams are underway that will capture the Treaty partnerships and local relationships to ensure continuity following 1 January 2023.

Action 1: Documentary evidence supporting the report to be provided to the Council Secretary to be made available in the document library.

4.2. **Te Rito Outcomes – baseline reporting for learner success and equity**

The Council received the presentation on the first network-wide learner success and equity reporting against Te Rito recommendations.

All members of the network have submitted action plans, but due to lateness not all have been incorporated into this report.

The network action plans also formed the basis for the development of Disability Action Plans for each subsidiary which will be reported separately to Council.

Future reporting to Council will be aligned quarterly with Te Pae Tawhiti Reporting.

4.3. Options for elections of Learner and Kaimahi Advisory Committees

The Council received and discussed the options for elections of the Learner and Kaimahi Advisory Committees noting that there is no legislative timeline.

Resolved:

The Council:

- a. Received the report, and
- b. Considered the options set out in the report regarding the proposed timing for the permanent Learner and Kaimahi Advisory Committee elections; and
- c. Approved the recommended option (Option 3) for elections taking place for the permanent Learner and Kaimahi Advisory Committees at the beginning of Quarter 3 2023 once Work Based Learning Limited has transitioned to Te Pūkenga, with members taking office from the end of Quarter 3 2023; and
- d. Noted that the Interim Learner and Kaimahi Advisory Committees will continue until elections have taken place and members of the new permanent Committees take office; and
- e. Approved extension of current Interim Learner and Kaimahi Advisory Committee members tenure to align with timing of future elections as approved by the Council (c above) until end of Q3 2023.

Moved: M Strong

Seconded: T Hodges

MOTION CARRIED

4.4. Te Piko - Organisation Strategy

The Council received the report 'Te Piko: Our Strategy Pipiri 2022 / June 2022' (Te Piko); presented as part of the 6-monthly review and provided the following feedback:

- Page 13 2021 Milestones *Engagement on national and regional governance model* was not undertaken
- Consideration as to how the Komiti Māori advice in respect of the Harakeke will be incorporated.

This is the third version of Te Piko: Our Strategy Pipiri 2022 / June 2022 to have been brought to the Council noting the ongoing development of the work plan within each iteration and incorporation of some of the strategic elements from the Programme Business Case. It is intended, upon approval, that this version will be published and made available on the external website.

Resolved:

The Council:

- a. Approved Te Piko, noting the feedback; and
- b. Noted that Te Piko in its current format will be replaced in 2023.

Moved: M Strong

Seconded: P Winder

MOTION CARRIED

5. Reports from Committees

5.1. Te Poari Akoranga – Minutes from open Poari Akoranga meeting from 18 May 2022

The Council received the verbal update on the activities of Te Poari Akoranga and noted that the three sub-committees of the Academic Board have been stood up – Approvals, Quality, and Rangahau, Research and Postgraduate.

In response to the question in respect of underperforming programmes, Management advised that such programmes will be reviewed to understand whether any actions can be taken to lift success rates and, if not, options to close the programmes will be considered.

The Council:

- a. Received the report from Te Poari Akoranga meeting held online via Teams on 18 May 2022; and
- b. Noted the positive progress regarding the development of quality systems and processes at Te Pūkenga ahead of 2023, including:
 - Te Kawa Maiooro Academic Regulatory Framework, and
 - Te Arotake Quality Assurance Framework.

5.2. Wellbeing and Safety Committee draft minutes 10 May 2022

The Council noted the draft minutes of the meeting of the Wellbeing and Safety Committee held on 10 May 2022 and received the verbal update from the Chair of the Committee which included:

- Close monitoring of staff wellbeing
- Health, Safety and Wellbeing Lead is undertaking assessments across the subsidiaries
- Early movers – as they are integrated into Te Pūkenga, the Person Conducting a Business or Undertaking (PCBU) obligations are captured under 3.10 of the

Operational Directives with reporting information shared with the Chief Executive and Early Mover Reference Group with the Committee maintaining a watching brief in this area

The Council was encouraged by the steps being taken to improve health and safety and wellbeing for staff and learners noted from their walk around the Ara Campus.

6. Information/Discussion

6.1. Manu Kōkiri – Māori Success and Tertiary Education

The Council received the Manu Kōkiri – Māori Success and Tertiary Education report and noted that further steps need to be taken to continue to deliver on the vision and aspirations.

Resolved:

The Council:

- a. Received the report; and
- b. Noted Taumata Aronui vision and aspirations of Manu Kōkiri; and
- c. Agreed to support Taumata Aronui vision and aspirations for Māori success in tertiary education; and
- d. Agreed to recognise Manu Kōkiri as an important contribution to discussions about the future of vocational education at Te Pūkenga, and that should be shared across Te Pūkenga network; and
- e. Noted the projects within Te Pūkenga Work Plan that have been influenced by the Visions and Aspirations within Manu Kōkiri; and
- f. Noted that the Chair intends to issue a press release to welcome the paper and outline Te Pūkenga activity in support.

Moved: M Strong

Seconded: P Winder

MOTION CARRIED

Action 2: Add Manu Kōkiri – Māori Success and Tertiary Education to the next workshop session agenda

7. 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 |
|--------|--|---|--|
| 8. | Administration | | |
| 8.1. | Minutes from public excluded meeting held 27 April, 9 May, and 12 May 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). |
| 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 | 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). |
| 8.3. | 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). |
| 10. | Strategy | | |
| 10.1. | Governance 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). |
| 11. | Engagement and Partnering | | |
| 11.1. | <p>NZ Union of Students Association – Andrew Lessells</p> <p>Alice Mander, the President of the</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 | 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 |
|---------|---|--|--|
| | National Disabled Students' Association (NDSA) | employees of any organisation in the course of their duty | LGOIMA, as a body to which LGOIMA applies). |
| 12. | Strategy contd | | |
| 12.1. | Te Pūkenga 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). |
| 12.2. | Reform of Vocational Education (RoVE) – March 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). |
| 12.3. | 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). |
| 12.3.1. | Early Movers | 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 |
|-------|---|--|--|
| 12.4. | Programme Business Case | <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). |
| 12.5. | Unification of Fees | <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). |
| 12.6. | Mahaere Haumi (Investment Plan) 2023 (Draft) | <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). |
| 12.7. | Transitional Statement of Intent 2023 – 2026 | 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 |
|-------|---|--|--|
| | | Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities | |
| 12.8. | Te Pūkenga Learner Success and Equity Strategy (Approval) | <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). |
| 12.9. | Te Pae Tawhiti Subsidiary Action Plan Quarterly Reporting | <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)(a) 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 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies). |
| 13. | Financial Reports | | |
| 13.1. | Te Pūkenga Financial Report April 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). |
| 13.2. | Annual Report 2021 | 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 |
|-------|--|--|--|
| | | between members of any organisation or employees of any organisation in the course of their duty | withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies). |
| 14. | Reports from Committees | | |
| 14.1. | Transformation Committee Report and draft minutes of the meeting held 10 May and 30 May 2022 | <p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p> <p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> | That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies). |
| 14.2. | Risk and Audit Committee Meeting – Draft Minutes of Meeting held 25 May 2022 | <p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p> <p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> | That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies). |
| 14.3. | Appointments and Remuneration Committee draft minutes of the e-meeting held 12 May 2022 | <p>Section 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. | Reports from Advisory Committees | | |

| 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 |
|-------|---|--|--|
| 15.1. | Report from Interim Learner Committee | 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). |
| 15.2. | Report from Interim Kaimahi Committee | 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). |
| 15.3. | Report from Komiti Māori | 9(2)(a) To protect the privacy of natural persons, including that of deceased natural persons Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty | That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies). |
| 16. | 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). |

And, the Chair moved that certain employees namely Stephen Town, Vaughan Payne, Marina Matthews, Dave Christiansen, 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 members of the Executive Leadership Team and other invitees will join the meeting during the public excluded session as required to speak to specific items.

The open session meeting closed at 11.00 am and closed session started at 11.05 am and concluded at 2.35pm

Dated: 19 July 2022

Signed as a correct record



Murray W. Strong
Chairman



MAIN POINTS of an open meeting of the Academic Committee

15 June 2022 at 03.15PM in Room M306 and via Microsoft Teams

PRESENT: Kim Davies Director Academic + Quality (Chair), Silvia Gassebner Team Leader Curriculum + Academic Registry, Marja Kneepkens Director Teaching + Learning, Sarah Fraser Principal Academic Staff Member, Bradley Hannigan Principal Academic Staff Member, Shinn Krammer NMIT Student (left 3.55pm), Susannah Roddick Project Lead (proxy for Darcy Liddell), Pam Wood Curriculum Manager Primary Industries (proxy for Carole Crawford), Shine Kelly Academic Advisor (Non-voting), Mary Woodward Administrator Curriculum + Academic Registry (minute-taker, non-voting)

1. Academic and Quality
 - NMIT Operating + Financial Parameters (OFP) Report
 - advised approval received for the addition of the Vocational Pathways (NCEA Level 2) (Service Industries) programme
2. Approved
 - Academic Development Proposal Vocational Pathways (NCEA Level 2) (Service Industries)
3. Consistency Reviews/Degree Monitoring
 - 3627 New Zealand Diploma in Sport & Recreation (Level 5)/3628 New Zealand Diploma in Sport and Recreation (Level 6) workshop went well with good reviewer feedback
 - 3418 New Zealand Certificate in Music (Level 4) review deemed 'Sufficient'
 - Positive feedback received from the monitor for both the 12.05.2022 Bachelor of Viticulture and Winemaking, and the 17.05.2022 Bachelor of Commerce and Master of Applied Management degree monitoring visits

Meeting Closed 04.20PM



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

15 June 2022 at 04.20PM in Room M306 and via Microsoft Teams

PRESENT: Kim Davies Director Academic + Quality (Chair), Silvia Gassebner Team Leader Curriculum + Academic Registry, Marja Kneepkens Director Teaching + Learning, Sarah Fraser Principal Academic Staff Member, Bradley Hannigan Principal Academic Staff Member, Susannah Roddick Project Lead (proxy for Darcy Liddell), Pam Wood Curriculum Manager Primary Industries (proxy for Carole Crawford), Shine Kelly Academic Advisor (Non-voting), Mary Woodward Administrator Curriculum + Academic Registry (minute-taker, non-voting)

1. Academic and Quality

- Approved
 - 2021 Self-Assessment Report Postgraduate Certificate in Professional Supervision
 - 2021 Self-Assessment Report Bachelor of Career Development including Graduate Certificate in Career Development
 - 2021 Self-Assessment Report Bachelor of Viticulture and Winemaking
 - 2021 Self-Assessment Report Bachelor of Social Work

Meeting Closed 04.34PM

NMIT Board Meeting - Monday 22 August 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 | 26 September 11.30 - 4.30pm |
|---|--------------------------------------|-----------------------------------|---------------------------------|---------------------------------|------------------------------------|---------------------------------------|
| 1. Annual Budget | | | | | | X |
| Forecast Review | X | X | X | X | X | X |
| 2. Strategic and Operational Risk Review | | | | | | |
| Performance review | X | X | X | X | X | X |
| Investment Plan | | | X | | | |
| Strategy Workshop | | | | | X | |
| Site Visits (locations to be advised) | X | X | X | X | | |
| Visit – Students’ ‘Taster Day’ – NMIT Nelson Campus | | | | | | X |
| 3. Risk and Compliance | | | | | | |
| Review of risk management systems | | | X | | | X |
| Review of major risks | X | X | X | X | X | X |
| Insurance report | | | | | | |
| 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 |
| Policies: Fee-setting/Fraud Policy/Investment policy | | | | | | |
| 5. External audit | | X | | | | |
| 6. Financial and Operational | | | | | | |
| Financial performance | X | X | X | X | X | X |
| Operations reporting | X | X | X | X | X | X |
| Significant business development report | X | X | X | X | X | X |
| Significant project report | X | X | X | X | X | X |
| 7. Health & Safety | | | | | | |
| Health, Safety & Wellbeing reporting | X | X | X | X | X | X |
| Health, Safety & Wellbeing review | | | | | | X |
| 8. HR | | | | | | |
| Remuneration & Appointments Committee Report | | | X | | | X |
| HR report | | | | X | | |
| 9. Te Toke Pakohe | | | | | | |
| NMIT Board with Iwi Chairs meeting | | | | | X | |
| Ōritetanga Plan | | | | | X | |

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 | | | | |