NMIT COUNCIL MEETING OPEN AGENDA

THURSDAY, 10 MAY 2018

Time: 10.00am – 11.00am
Venue: NMIT Marlborough Campus, Room A103

ITEM	TOPIC
Administrative	
1.	Apologies
2.	Register of Interests and Conflicts of Interests
3.	Confirmation of Minutes of meeting held 22 March 2018
4.	Action items
5.	Council & Audit Committee work-plan for 2018
Safety, Health & Wellbeing	
6.	Safety, Health & Wellbeing Dashboard
7.	Minutes from the Safety, Health & Wellbeing Leadership Group meeting held 21 March 2018
Strategic	
8.	Draft Council Code of Practice & Standing Orders
Performance Reporting	
9.	Interim Chief Executive's Report
10.	Educational Performance update
11.	EFTS & Financial update as at 31 March 2018
For Information	
12.	Summary of Labour's Education Manifesto
13.	Scope and process for the VET system review
14.	SANITI Report
15.	Media Monitoring Report

ITEM	TOPIC
16.	Glossary & frequently used academic definitions

PART II: IN COMMITTEE

To consider and if thought fit, to pass the following resolution:
That members of the public and the press be excluded from the following part of the proceedings of this meeting namely:

- In Committee Minutes & Matters Arising
- Global Campus – early exit
- Aviation Engineering
- Council Self-Assessment 2017
- Interim CEO Priority Projects progress report
- Audit Committee membership replacement
- Interim Chief Executive's Report (In Committee)
- NMIT Risk Register
- Complaints & Misconduct Report
- Group & Service Team Reports
- eCampus Board papers
- Inward Correspondence

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

General subject each matter to be considered	*Reason for passing this resolution in relation to each matter*	*Grounds under section resolution (sec 48(1) of the Local Government Official Information And Meetings Act 1987)*
Sector Issues		
Financial Matters		*Commercial sensitivity*

MEETING TIMETABLE

Time:	10.00am – 11.00am	Open Council meeting discussions
	11.00am – 12.00pm	In Committee Council discussions
	12.00pm – 12.30pm	Lunch with stakeholders (MDC, MRC, NZ Winegrowers)
	12.30pm – 2.30pm	In Committee Council discussions continue
	2.30pm	Conclusion of meeting

COUNCIL MEMBER REGISTER OF INTERESTS	
Daryl Wehner	• Port Nelson Ltd: Chief Financial Officer • Chartered Accountants Australia and New Zealand: Member • Tasman Bay Stevedoring Co. Ltd: Director
Andrew Rowe	• CEO Cuddon Limited – engineering firm which may from time to time be involved in tender processes with NMIT which would be declared at the time • Cuddon Limited has some contracts with a Crown research body – AgResearch which is unrelated to education sector • Hockey New Zealand: Board Member • Offers accommodation to NMIT nursing students during placements in Marlborough • Marlborough Youth Trust: Director
Paul Steere	• Nelson Airport Ltd: Chair & Director • The NZ King Salmon Group: Director • Clean Seas Tuna Ltd: Director • Kaynemaile Ltd: Director • Alan Scott Wines: Board Member • Seafood Research Strategic Advisory Committee (advising the Board of Seafood Innovations Ltd): Member • New Zealand King Salmon Exports Limited: Director • New Zealand King Salmon USA Incorporated: Director • Aquaculture Advisory Group South Pacific Committee Suva and Nouméa: Member
Gabrielle Hervey	• Suter Art Gallery Trust Board: Deputy Chair • Chair of the Wine Nelson Marketing Group • Cecil Woods Nominees Ltd • Nelson Golf Club: Board Member • New Zealand International Affairs Institute (Nelson branch): Secretary **Possible Conflicts of Interest:** • Suter Art Gallery – Some NMIT art students work on projects and exhibitions • Wine Nelson has some contact with NMIT hospitality students • New Zealand International Affairs Institute (Nelson branch) at times rent NMIT meeting space
Charles Newton	• Education consultant
Abbey Paterson	**Possible Conflict of Interest:** • A family member on Staff at NMIT

23 March 2018

Win Greenaway	• Economic Development Manager for Ngati Rarua • Blenheim Business Association: Board Member **Possible Conflicts of Interest:** • Chairperson of Ngati Rarua works for NMIT • A Trustee of Ngāti Rarua is an employee of NMIT
Des Ashton	• Ashton Technologies Ltd (Aviation, Defence, Engineering and Business Consultant): Director • NZ Aeronautical Trusts Ltd: Director **Possible Conflicts of Interest:** • Next door neighbour and friend on Staff at NMIT • Some Ashton Technologies clients have potential training business interests with NMIT – will declare these individually if they arise

DIRECTORATE REGISTER OF INTERESTS	
Andrew Luke	• Trustee, Te Runanga O Ngāti Rārua • Kahui Māori Member, Sustainable Seas National Science Challenge
Carole Crawford	• Director, Singer Solutions Ltd
Liam Sloan	• None
Vicki Bryson	• None
Virginia Watson	• Director and Shareholder, Watson Ltd, Trading as Fire Design Services • Chartered Member, New Zealand Institute of Directors • Member, Top of the South Trades Academy (TOTSTA) Governance Group • Member, Education Nelson/Marlborough Governance Group

23 March 2018

UNCONFIRMED MINUTES OF NELSON MARLBOROUGH INSTITUTE OF TECHNOLOGY COUNCIL MEETING HELD AT NMIT NELSON CAMPUS ON 22 MARCH 2018, COMMENCING AT 9.37AM.

PRESENT

D Wehner (Chair), A Rowe, P Steere, G Hervey, A Paterson, C Newton, D Ashton, W Greenaway

IN ATTENDANCE

L Sloan (Interim Chief Executive), V Bryson (Director of Finance and Business Improvement), A Cooke (Minute Taker)

1. APOLOGIES

None

2. REGISTER OF INTERESTS AND CONFLICTS OF INTERESTS

W Greenaway declared a new conflict, that being; a Trustee of Ngāti Rarua is now an employee of NMIT.

The register will be updated to reflect the above change.

3. CONFIRMATION OF MINUTES OF MEETING HELD ON 22 FEBRUARY 2018

Resolved: That the Minutes of the meeting held on 22 February 2018, as circulated and read by members, be confirmed.

4. ACTION ITEMS

The Interim Chief Executive provided a verbal update against each action item.

Council noted the action items.

5. COUNCIL WORK-PLAN FOR 2018

Council recommended updating the stakeholder engagement session scheduled for November to include local employers. The work-plan will be updated to reflect this.

6. SAFETY, HEALTH & WELLBEING DASHBOARD

There has been a small number of unreported car incidents whereby NMIT vehicles have sustained some minor damage; a discussion took place at the Safety, Health and Wellbeing Leadership Group meeting in regards to potentially incentivising those people who report such incidents, while noting the risk of people not reporting incidents.

Council discussed the feedback that's been received to date in regards to NMIT implementing a drug and alcohol policy. It was noted that there is resistance from TEU, for implementing such policy. Council noted the concerns raised by the TEU, but after due consideration, recognised its responsibility as a Council to ensure pastoral care for all staff and students, therefore, Council gave a clear directive that drug and alcohol testing on pre-employment is to

be mandatory, while acknowledging the practicalities of this still need to be worked through. The Interim Chief Executive is to provide a progress report back to Council at its May meeting.

Council received the safety, health and wellbeing report provided.

7. COUNCIL REPRESENTATION ON THE S, H & W LEADERSHIP GROUP FROM 1 MAY 2018

D Ashton expressed interest in being the Council representative on the Safety, Health and Wellbeing Leadership Group from 1 May 2018. Council endorsed this.

The Council Chair thanked A Rowe for his input and commitment to the group.

Resolved: That Council;

a) Appointed D Ashton to be the new Council representative on the Safety Health and Wellbeing Leadership Group from 1 May 2018.

8. INTERIM CHIEF EXECUTIVE'S REPORT

The Council Chair provided an update from the workshops he has attend, hosted by TEC. Council thanked D Wehner for his involvement in the workshops to date, and acknowledged that the regular updates provided by the Chair were very useful and informative.

Council noted the report provided.

9. EDUCATIONAL PERFORMANCE UPDATE

It was noted that where possible, targets, trends and timelines should be included in the report.

Council noted the good progress that's been made against the EPIs but also in the development of the report itself.

10. EFTS & FINANCIAL UPDATE AS AT 28 FEBRUARY 2018

EFTS are tracking well against the same time last year. Ongoing conversations are taking place with TEC around securing additional EFTS. NMIT has acquired additional EFTS for Te Reo programmes.

There are still some concerns around competitive EFTS but this is being monitored closely, with TEC being kept informed as to how NMIT is tracking.

Financials are being monitored closely, with a focus on ensuring NMIT's forecasting throughout the year is happening at manager level, with support from the Director of Finance and Business Improvement.

NMIT submitted its first Fees Free report to TEC on 21 March, to date, $1.8m has been 'spent' out of NMIT's $2.8m allocation. Council expressed that they are keen to see if the fees free initiative influences any trends in regards to EFTS and enrolments.

Open meeting broke at 10.29am.

11. VERBAL REPORT FROM AUDIT COMMITTEE MEETING HELD 22 MARCH 2018

The Open meeting recommenced at 1.36pm.

A Rowe provided a verbal update from the meeting held earlier in the day, with particular reference to a review that is going to take place of all NMIT policies and procedures with the aim to consolidate where possible, and with a review of the approval body for each policy at the same time.

12. SANITI REPORT

A Paterson advised that conversations are taking place with the Head of Department for Trades, Engineering and Aviation in regards to NMIT's Hospitality Team supporting SANITI events in the future.

Council noted the SANTI report provided.

13. MEDIA MONITORING REPORT

The media report is to be represented back to Council at its next meeting.

IN COMMITTEE

Resolved: That members of the public and press be excluded from the following part of the proceedings of this meeting, namely:

In Committee Minutes & Matters Arising
Investment Plan – 2019 and beyond
Interim CEO Priority Projects progress report
2017 Annual Report and year-end accounts
Audit Committee membership replacement
Interim Chief Executive's Report (In Committee)
Legislative Compliance update
NMIT Risk Register
Complaints & Misconduct Report
Verbal report from Audit Committee In Committee meeting held 22 March 2018
Group & Service Team Reports
Outward Correspondence

The general subject of each matter to be considered while the public be excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under Section 48(1) of the Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject matter to be considered	*Reason for passing this resolution in relation to each other*	*Grounds under Section resolution (sec.48(1)) of the Local Government Official Information and Meetings Act 1987*
Financial & Sector Matters	*Commercial sensitivity*	

Resolved: That Council move out of 'In Committee'

There being no further business, the meeting closed at 1.57pm

Confirmed: _____ Dated: 10 May 2018

ACTION ITEMS FROM OPEN NMIT COUNCIL MEETING – 22 MARCH 2018

Chair: Daryl Wehner

ACTION ITEMS

ACTION ITEMS FROM 22 MARCH 2018 MEETING

	TASK	RESPONSIBLE	DEADLINE
1.	Update the work-plan to include local employers as part of the stakeholder engagement session for the November Council meeting.	L Sloan	Completed
2.	Provide a progress report back to Council at its May meeting in relation to the Drug & Alcohol Policy.	L Sloan	Completed

Annual Calendar for Council and Audit Committee - 2018

	February	March	April	May	June	August	October	November
Meetings 2018	**Thurs 22 February**	**Thurs 22 March**	**Fri 20 April**	**Thurs 10 May**	**Thurs 14 June**	**Thurs 9 August**	**Thurs 4 October**	**Thurs 15 November**
	10.00am Marlborough Campus	**Audit 8.00am Council 9.30am Nelson Campus**	**Strategic Planning Workshop (Location to be confirmed)**	**10.00am Marlborough Campus**	**Audit 8.00am Council 9.30am Nelson Campus**	**9.30am Nelson Campus**	**Audit 8.00am Council 9.30am Nelson Campus**	**10.00am Marlborough Campus**
Strategic Review/Investment Plan	Review		Review		Review		Revise & Review	
Annual Budget	Draft Yr End				Reforecast		Audit Cttee review & recommendation to Council	
CEO Performance Agreement			Complete CEO Appraisal					Review and prepare new agreement
Council Review of Appointments	Review					Review		Revise and Review
Council Performance Review (SAR)				Revise and Review (SAR)				
Performance Review of Directorate								Review
NMIT's Educational Performance Indicators (EPIs)	Review	Review	Review	Review (include a set of Performance Panel notes)	Review	Review	Review (include a set of Performance Panel notes)	Review
Annual Report	Council to review draft	Audit Cttee review & recommendation to Council		Printed copy to all members of Council				
Council Member Induction				Undertake				
Stakeholder Engagement				Mayor / CE Marlborough District Council	Chief Executive's of NRDA & NTCC	TEC Chief Executive & Investment Manager	Mayor / CE of NCC / TDC	MRC / NZWG / Employers
Health & Safety walk-abouts	Undertake	Undertake	Undertake	Undertake	Undertake	Undertake	Undertake	Undertake
Health & Safety Policy					Review			
Audit/Financials							Agree new budget	
Audit New Zealand Management Report					Audit Committee receive report and agree actions		Audit Ctte report on actions taken	
Audit New Zealand 2018 Audit Arrangement					Audit Cttee recommendation re fees and approval by Council		Audit Cttee to discuss and develop Audit Plan with Auditors	
Internal Audit Programme							Audit Committee Review 3 year programme	
Legislative Compliance		Report to Council			Report to Council			Report to Council
Academic Board Statute Approval								Council to approve
TEC					Chair & CEO meeting with NMIT Council	Investment Manager		

NB: Other key dates: Nelson Semester 1 Powhiri - Mon 26 Feb; Nelson Semester 2 Powhiri - Mon 23 July; Marlborough Semester 1 Powhiri - Thurs 1 March; Marlborough Semester 2 Powhiri - Thurs 26 July
2018 Graduation dates: Te Toki Pakohe - 8 December; Marlborough - 13 December; Nelson - 18 December

HEALTH AND SAFETY WORKFORCE DASHBOARD

MARCH 2018

SUMMARY OF ALL CRITICAL RISKS

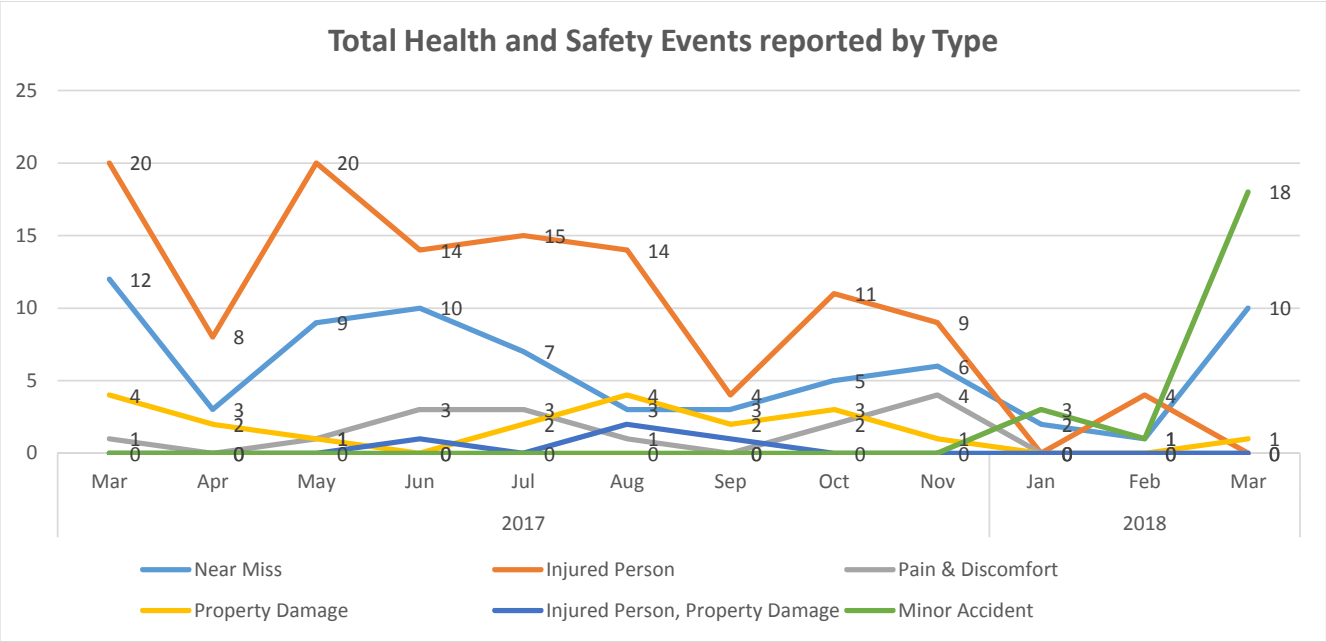
Risk	Description	Management Overview	*Level of assurance	Issues/Comments
Hazardous substance use	Use of multiple chemicals and compressed gasses for cleaning, maintenance, repair, laboratory, art, flares and contact with biohazards	Inventories reviewed annually and Safety Data Sheets (SDS) held and readily available	🟢	14 of the 19 chemicals inventories have been reviewed for 2018. The remaining 5 to be completed by the end of May
Land transport	Vehicle fleet, including buses, vans, cars, trailers. Risk of vehicle / vehicle and person / vehicle collision in car parks used by students and team members	Safe Driving and Fleet Management Policy, Driver Approval form (including licence details) required to drive an NMIT vehicle (passenger licence to drive bus), car park permit system on Nelson campus, speed limit and judder bars.	🟡	11 NMIT fleet drivers will have completed driver evaluations in NMIT vans with a professional driving instructor in April. The reports from the instructor are due in May. Subsequent driver evaluations will be ongoing as required.
Machinery use	Use of multiple machines in Automotive, Engineering, Carpentry, Aviation, Creative Industries, Facilities workshops.	Annual audit of workshops by H&S team, includes inspection of machine guarding. Hazard register maintained and reviewed annually.	🟡	Where machinery does not have interlock guarding, other control measures have been implemented, such as retrofit guarding without interlock, close supervision of students by tutors, enforced wearing of PPE. The old machinery will be progressively phased out and replaced with new machinery fitted with guards and interlocks.
Water based activities	See this report's drill down			
Land Adventure activities	Rock climbing, off track tramping, skiing, scrub clearing.	SOPs used and externally audited for high risk activities. Risk assessments and Intentions forms completed prior to activity. Call care used for overnight activities. Smartrak GPS satellite devices are available for emergency response for remote activities.	🟡	Staff are following up with OutdoorsMark about audit report that we still have not received.
Fire fighting training	Advanced fire fighting including use of Breathing Apparatus and controlled fires in specialist facility.	Medical examination required prior to training. Annual audit of Fire training facility by H&S team. Competent trainers. Regular equipment inspections.	🟢	Engineers report completed on Fire facility. Facility fit for use for at least 5 years.

* 🟢 High 🟡 Satisfactory 🔴 Low

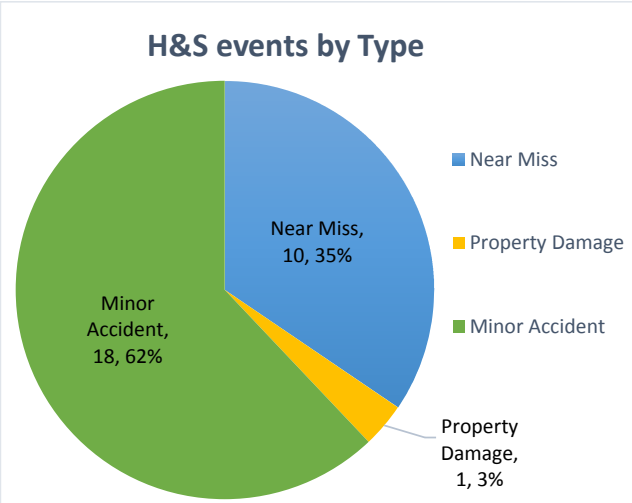
CRITICAL RISK DRILL DOWN: LAND ADVENTURE ACTIVITIES RISK

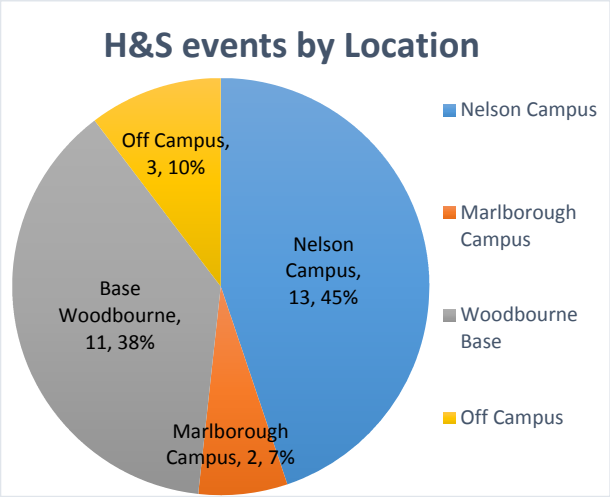
Description	Person exposed	Management Overview	Gaps/improvement/ progress	*Level of assurance	Incidents/issues/ events
Sea survival, Powerboat training, Liferaft handling, fast rescue boat training, kayaking, white water rafting, water sampling.	Students, Tutors, Technicians and support staff.	Maritime Transport Operator Plan approved by Maritime NZ for NMIT vessels. Basic boat handling training pre-requisite for advanced training for students. All instructors hold Skipper restricted limits. A higher level qualification/certificate than course being taught is held by all instructors. Hazard registers maintained and reviewed. Risk assessments and Intentions forms prior to activity. Non-swimmers identified prior to water based activities and extra precautions taken, such as required to wear lifejackets on coastal field trips where there is any risk of falling in water. Call care used for AVT overnight activities.	All incidents occurred during Adventure tourism water based activities. Since 01/01/2018 concerned parties, H&S team, and DHOD/HOD meet to conduct robust investigation. Minutes are recorded and added to the event record in Assura. Maritime and AVT risks are discussed and reported on weekly during H&S agenda item on programme area meetings. New Smartrak GPS devices purchased for monitoring and emergency response for remote activities.	🟡	Incidents in last 12 months: • raft punctured by sharp rocks • Student hit in face with paddle while rafting • Santi staff dislocated shoulder after raft flipped • Student practicing rolls in kayak, swam out of kayak above undercut rock • Tutor on beach pinned to ground by tree being moved in river • Student dislocated shoulder while swimming • 2 incidents where kayaks got stuck between or against rocks • Student with slight bee allergy got stung on the neck before kayaking

SUMMARY OF HEALTH AND SAFETY EVENTS/INCIDENTS



MARCH 2018





Note: All events on Nelson Campus are grouped together to be consistent with reporting for other Campuses. Previously Nelson Campus location was used for carpark and grounds, and buildings were separately identified.

Event Summary	Occurred This Period	YTD
Accident	19	27
Injuries	**18**	**26**
LTI (Medical)	0	0
LTI (Non Medical)	0	0
Non LTI (Medical)	0	4
Non LTI (First Aid)	9	11
Non LTI (Non Medical)	9	11
Property Damage	**1**	**1**
Environmental	**0**	**0**
Near Miss	10	13
Pain & Discomfort	0	0

Summary	Findings
Overview	There were no near misses where the risk was assessed as urgent or critical. Any injuries were only minor, i.e. received first aid treatment or was so insignificant they did not receive any treatment. March is the first full month of the semester and it not unusual that there is an increase in minor accidents while students are learning new skills.

EVENT LEARNING AND IMPROVEMENT

LEADERSHIP AND ENGAGEMENT

Action	Findings/outcomes/ issues raised
SHW Leadership meeting	Safety, Health and Wellbeing Objectives for 2017 were reviewed. Proposed objectives for 2018 were discussed. Progress against objectives to be reported on at subsequent meetings. Draft Drug and Alcohol Policy and procedure discussed. Next step to coordinate working groups of students and staff to gauge response to the policy and how it would work for them. Feedback provided from Health and Safety Business Leaders Forum on sessions attended by Interim CE and H&S Advisor.
H&S Committee meeting	Many areas provided progress report of the chemical inventories review. Smartrak GPS satellite devices purchased for AVT and Maritime will be made available for other areas when not in use. Creative Industries working with updating competency records for equipment based on records used in Construction courses. Health area have been using RiskAssess software to do risk assessments for laboratory practicals / demonstrations/ experiments. Health technician is working with Aquaculture, Creative Industries, Fitness, Beauty, and Hair to get them using the software. Proposed changes to risk assessment matrix and descriptors were reviewed and accepted. Next step to get changes approved for H&S Manual planned for May.

CONTRACTOR SAFETY MANAGEMENT (Nelson Campus only)

Action	Contractor monitoring findings
15 inductions	Although some contractors complete the induction on site, many are requesting their induction be emailed to them so that it can be completed prior to coming on site.
Monitoring	Continuing to work with contractors to provide Job Safety Analysis prior to commencing work. Had to remind one contractor about NMIT requirement for operator using scissor lift to have current qualification.

OTHER ACTIVITIES

Safety Observations

Type	Created in Period	YTD
Safe Practice	1	1
Unsafe Practice / Hazard	9	18
Suggestion	1	2
Total	**11**	**21**

Audits and Inspections

Type	Created in Period	YTD
Area Inspection	0	0
Audit - External	0	0
Audit - Internal	1	1
Trial Evacuations	0	0
Site Inspection	1	1
Total	**2**	**2**

MINUTES

Meeting Purpose: Safety, Health and Wellbeing Leadership Group

Date:	21 March 2018	**Location:**	CE Office
Chair:	Liam Sloan	**Minutes:**	Jude Spencer
Start Time:	4.00pm	**Finish Time:**	5.25pm

Attendees:	Liam Sloan, Andy Rowe, Carole Crawford, Jackie Britz, Pam Graham, Moonika Jaroslavskaja, Jude Spencer
Apologies:	Peter Wilcox

Agenda Items	**Who / When**
Previous Meeting Minutes **Safety, Health and Wellbeing Leadership Group – 4 October 2017** • Minutes of 4 October 2017 meeting approved by group. • PG advised 16 people had registered interest in driver training and which was due to start in April. **Health and Safety Committee Minutes - 25 Sept, 25 Oct, 20 Nov 2017; 7 Feb 2018** • Minutes received by the group. • Work stress was more predominant around October/November. Jackie advised Professional Development had been identified and delivered to address some of those issues. ILT working in small groups to identify negative patterns and workshopping solutions to resolve them. • There were issues with unreported damage to vans and difficulty identifying when the damage occurred. • Pam noted the lack of consistency in student inductions across Campus. Pam to follow up with SANITI regarding last year's info pack. Carole to follow up with Departments to make sure all students receive health and safety information as part of every induction. *4.20pm Carole joined the meeting.*	Pam/Carole
Council representation on Safety, Health and Wellbeing Leadership Group • Andy to follow up representation with Council.	Andy
Safety, Health and Wellbeing Objectives and Targets 2018 • The group reviewed progress made on objectives and targets for 2017. • It was confirmed that NMIT is compliant with new requirements under changed HSNO regulations. • Discussed using Toolbox software to track hazardous substances. Pam to investigate options for consolidating the hazardous substances inventory and report back. Pam noted there were no concerns with the management of hazardous substances at the moment.	

MINUTES

• Near miss target partially achieved. Andy noted if vehicle incidents are not being reported that it could be a high-risk to NMIT. Group discussed ways of rewarding good reporting.
• Pam advised proposed 2018 objectives which included:
  ○ Centralising all hazard registers into Assura
  ○ Increasing skills and knowledge on accident investigations. Will hold workshops on updating Assura and provide training on running investigations.
  ○ Increase in safety observation reporting. Could select a good safety observation to receive a reward. Observations could also include noting good practice or suggestions for improvement.
  ○ Increase health and safety skills of health and safety reps – aiming for 100% workplace inspections in 2018.
• Pam to report on progress against objectives at subsequent meetings.
• Discussed wellbeing objectives for 2018. Jackie to determine a wellbeing objective and advise Pam.
	Jackie/Pam

Drug and Alcohol Policy and Procedure Development
• Discussed progress on the development of a Drug and Alcohol Policy and Procedure. Andy noted that the policy was developed not because there was a particular problem at NMIT but because it was NMIT's responsibility is ensure staff and students were safe.
• Discussed questions from Unions and SANITI including:
  ○ Who determined just cause and if they were they qualified to do so.
  ○ How will information be kept secure?
  ○ Need to focus on support in the policy.
  ○ How is zero tolerance defined? Needs to be a maximum limit based on age.
• Jackie noted NMIT would provide education for staff and students alongside the policy.
• Jackie to co-ordinate a working group of students and staff from different areas to gauge response to the policy and how it would work for them.
	Jackie

Feedback from Health and Safety Business Leaders Forum • Liam reported on his attendance at the recent Forum which had a focus on setting targets and reviewing them as a management tool. • Pam attended a different session at the same forum on a new approach to safety that focused on learning from what goes right at work presented by Jono Brent. Pam provided a link to a similar presentation by Jono Brent. It was suggested the concepts could also be shared with ILT.	
Any Other Business • SANITI has asked for a student representative on the Health and Safety Committee. Pam to check with Abbey as to whether Jaycob is representing all students on Health and Safety Committee.	Pam

REPORT TO NMIT COUNCIL | 10 MAY 2018
ITEM 8

DRAFT COUNCIL CODE OF PRACTICE & STANDING ORDERS

LIAM SLOAN, INTERIM CHIEF EXECUTIVE

PURPOSE

To provide Council with a draft Code of Practice and set of Standing Orders to consider for adoption.

SUMMARY

A draft Council Code of Conduct and set of Standing Orders has been drafted for Council's consideration and adoption. The standing orders have been drafted to align with current legislative requirements under the Education Act.

Council noted the need to have such governing documents in place, to ensure that all Council members are aware of expectations, and reinforces good governance practice.

ALIGNMENT TO NMIT'S PRIMARY STRATEGIC OBJECTIVES

Primary Strategic Objectives	Y / N	Comments
Build a high-performing customer-focused team	N	By adopting a Code of Conduct and a set of Standing Orders, Council ensures they uphold good governance practices and sets clear expectations of members.
Deliver a personalised customer experience through the learner life cycle	N	
Enable learning that develops and inspires capable and connected graduates	N	
Optimise our programme mix to meet work and world ready outcomes	N	
Grow partnerships that provide opportunities and solutions	N	

RECOMMENDATIONS

That Council members:

a) Review the draft Code of Conduct and Standing Order documents
b) Advise of any amendments or omissions
c) Agree on a review period for each document
d) Adopt the Code of Conduct and Standing Orders, subject to any suggested amendments.

DRAFT

NMIT COUNCIL CODE OF PRACTICE

Drafted: April 2018

INTRODUCTION

This Code of Practice applies to members of the Nelson Marlborough Institute of Technology Council ("the Council"). Its purpose is to provide guidance on the standards of behaviour that are expected from the members of the Council. It is not intended to be an exhaustive statement of all responsibilities which Council members must observe, but merely highlight certain standards of appropriate conduct and practice.

The object of the Code is to ensure that the Council:

(a) acts in a manner consistent with the need for Nelson Marlborough Institute of Technology to both maintain the highest ethical standards and to permit public scrutiny to ensure the maintenance of those standards (as required by section 161 of the Education Act);

(b) acts in a manner consistent with the need for accountability by Nelson Marlborough Institute of Technology and the proper use of resources allocated to it (as required by section 161 of the Education Act); and

(c) enhances mutual trust, respect and tolerance between Council members and between Council members and staff and students of Nelson Marlborough Institute of Technology.

This Code of Practice continues in force until amended by the Council.

DRAFT

CODE OF PRACTICE

This part of the code sets out the Council's agreed standards of behaviour and practice.

Duty to Uphold the Law

Council members must comply with all relevant statutory and other legal obligations in discharging their responsibilities as a Councillor.

Standing Orders

Council members must adhere to any standing orders adopted by Council.

Honesty and Integrity

Council members should not place themselves in situations in which their honesty and integrity may be questioned, should not behave improperly and should on all occasions avoid the appearance of such behaviour.

Ethics

The Council seeks to promote the highest standards of ethical conduct amongst its members. Council members should make all decisions on merit including decisions in relation to Council membership, awarding contracts, or recommending individuals for rewards or benefits. Council members should not confer any reward or advantage, financial or otherwise, on themselves or anyone else, by virtue of their Council position. Accordingly, members must:

- claim only for legitimate travel and childcare expenses (section 179 of the Education Act provides that a member of Council may be paid allowances for travel and childcare expenses).
- not influence, or attempt to influence, any Nelson Marlborough Institute of Technology employee to take actions that may benefit the member, or the member's family or business interests.
- not use Polytechnic resources for their personal business.
- not solicit, demand, or request any gift, reward or benefit by virtue of their position and notify the Chief Executive if any gifts are accepted. Refer CP0012.04 Conflict of Interest.

Accountability

Council members should be as open as possible about their actions and those of the Council, and should be prepared to justify their actions. Council members should be accountable to the public for their actions and the manner in which they carry out their responsibilities, and should cooperate fully and honestly with the scrutiny appropriate to Council members.

Personal Judgment

Council members can and will take account of the views of others, but should reach their own conclusions on the issues before them, and act in accordance with those conclusions.

Respect for others

Council members should promote equality by not discriminating unlawfully against any person and by treating people with respect regardless of their race, age, religion, gender, sexual orientation, or

disability.

Disclosures of Interest
Council members must maintain a clear separation between their personal interests and their duties as a member of Council. This is to ensure that Council members undertake their responsibilities free from bias (whether real or perceived).

Members should familiarise themselves with section 175 of the Education Act concerning conflicts of interest and understand the effect of that section in relation to dealings with Nelson Marlborough Institute of Technology, and in particular, their ability to be present at, and to vote and take part in, Nelson Marlborough Institute of Technology Council meetings.

Where any conflict of interest (whether actual or potential) arises that is not subject to section 175 of the Education Act, the appropriate way of dealing with it will depend on the nature and extent of the conflict. In some cases a declaration of interest coupled with voluntarily abstaining from involvement in the matter will be appropriate.

Standard of Care and Skill
Council members must discharge their Council duties with a high standard of professional care and skill. Council members should devote time, thought and studies to their duties and responsibilities as a councillor. Council members must discharge their duties diligently and competently, act with integrity, loyalty and trustworthiness, and be open and honest in relation to all matters involving Nelson Marlborough Institute of Technology.

Claims
Council members must advise the Chief Executive or Chair of Council as soon as they become aware of any claim, whether actual or potential, or any circumstances which might lead to such a claim, against, or in any way involving, Nelson Marlborough Institute of Technology.

Relationships with Other Members
Successful teamwork is a critical element in the success of any organisation. No team will be effective unless mutual respect exists between members. With this in mind, Council members will conduct themselves in ways that:

- maintain public confidence in the Council
- are open and honest
- allow Council members the ability to express honestly held views during debate on any issue
- focus on issues rather than personalities
- avoid aggressive, offensive or abusive conduct.

Relationships with Staff
The effective performance of the Council also requires a high level of cooperation and mutual respect between Council members and staff. To ensure that level of cooperation and trust is maintained Council members must:

- recognise that the Chief Executive is the employer of Nelson Marlborough Institute of Technology's employees, and as such only the Chief Executive may hire, dismiss, instruct or censure an employee;
- make themselves aware of the obligations that the Chief Executive has as an employer and observe those requirements at all times;
- observe any guidelines that the Chief Executive puts in place regarding contact with employees;
- treat all employees with courtesy and respect (including the avoidance of aggressive, offensive or abusive conduct towards employees);
- respect the impartiality and integrity of Nelson Marlborough Institute of Technology's staff and not do anything which compromises, or could be seen as compromising, the impartiality of an employee;
- avoid publicly criticising any employee in any way, but especially in ways that reflect on the competence and integrity of the employee; and
- raise concerns about employees only with the Chief Executive, and concerns about the Chief Executive only with the Council.

Council members should be aware that any breach of this section of the Code may compromise Nelson Marlborough Institute of Technology's obligation to act as a good employer and may expose Nelson Marlborough Institute of Technology to civil litigation and audit sanctions.

Encourage openness, challenge and independent thinking in board composition and decision-making.
The Council is to take such steps as may be appropriate to ensure that the Council maintains an openness to new ideas and a willingness to critically examine its performance.

Recognise the appropriate division between board and management
The Council is to provide high level counsel to the CEO, to constantly monitor the performance of the CEO against the Council's requirements and expectations and to take timely action if the objectives of the Institute are not being achieved or a correction to management is required.

The Council recognises that all Council members should have access to the CEO and, with the CEO's knowledge, to senior management. Each Council member is to respect the division of responsibility between Council and management. The Council is to review its relationship with management annually.

Concern for the Public Interest and Students' Wellbeing
The Council has a duty in the performance of its functions and the exercise of its powers to ensure proper standards of concern for the public interest and the wellbeing of students attending Nelson Marlborough Institute of Technology are maintained.

Health and Safety
Health and Safety governance is a priority for the Council. The Council will take a leading role in health & safety by reviewing and approving the safety management plan and understanding the effectiveness of the Institutes systems and performance. Further the Council supports the "Health

and Safety Guide: Good Governance for Directors" produced by the Institute of Directors and the Ministry of Business, Innovation and Employment.

Act in Nelson Marlborough Institute of Technology's Best Interests

Council members must act in the best interests of Nelson Marlborough Institute of Technology, free of conflicting or compromising responsibilities, influences and loyalties. Councillors must act in good faith and give undivided loyalty to, and serve the interests of, Nelson Marlborough Institute of Technology when carrying out their role as Council members.

Council members must abide by majority decisions of the Council and shall support the decisions of the Council by observing the principle of collective responsibility. [There is an expectation that] Council members will not publicly express views contrary to the decisions of Council.

Contact with the Media

The media plays an important role in ensuring the accountability of the Council and in maintaining required standards of integrity. In order to carry out this role the media needs access to accurate, timely information about the affairs of Council.

- The Chairperson is the first point of contact for the Council's view on any issue. Where the Chairperson is absent, any matters will be referred to the Deputy Chairperson or relevant Committee Chairperson.
- The Chairperson may refer any matter to the relevant committee Chairperson or to the Chief Executive for comment.
- Comments to the media must not breach this Code of Practice or the Standing Orders. For example no Council member may disclose confidential information, or compromise the impartiality or integrity of staff.

Confidential Information

In the course of their duties Council members will from time to time receive information that may need to be treated as confidential. This will generally be information that is either commercially sensitive or is personal to a particular individual or organisation. Council members must not use or disclose confidential information for any purpose other than the purpose for which the information was supplied to the Council member.

Council members should be aware that failure to observe these provisions will impede the performance of Council by inhibiting information flows and undermining public confidence in the Council. Failure to observe these provisions may also expose the Council to action under the Privacy Act 1993 and civil litigation.

This duty of confidentiality does not extend to information received by a Council member in open meeting, or information that is made available publicly or is classified as no longer confidential by Nelson Marlborough Institute of Technology.

Breach of Code of Practice

The Education Act confers on the Council the power to regulate its own procedures (except as provided in section 178 of the Act). Where a Council member breaches this Code of Practice the

Chairperson may take whatever action he or she regards as appropriate.

If the Council regards a breach of this Code as serious, it may convene a Standing Orders Committee to investigate the matter.

Engage in the development, approval and monitoring of the Institutes strategy

Recognise and manage risk through identification, monitoring and control.
The Council is to develop processes to identify and manage potential and relevant risks to the Institute through the Audit Committee. Identified material risks, changes to the risk profile of the Institute and any outstanding controls are to be reported to Council at each meeting.

Monitor and regularly evaluate board and management performance
The Council is to establish and review from time to time performance criteria for itself and individual Council members including the Chair and review performance against those criteria at least annually.

Encourage efficiency in Council and the Institutes operations and in the Institute's operating environment
The Chairperson is to be responsible for ensuring that Council meetings are sufficiently well-planned and conducted in a manner that ensures the most effective and efficient use of Council time and energy. The Chairperson is to take particular responsibility for leading the Council and setting the tone for the conduct of its meetings and the way in which issues are debated. The Chairperson is to be responsible for ensuring that adequate minutes of the proceedings of meetings of the Council are taken.

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NMIT COUNCIL STANDING ORDERS

Drafted: April 2018

FOREWORD

The object of the provisions of the Education Act relating to educational institutions is:

> *"to give them as much independence and freedom to make academic, operational, and management decisions as is consistent with the nature of the services they provide, the efficient use of national resources, the national interest, and the demands of accountability"* (section 160 of the Education Act).

In addition section 161 of the Education Act provides:

> *"(1) It is declared to be the intention of Parliament in enacting the provisions of this Act relating to institutions that academic freedom and the autonomy of institutions are to be preserved and enhanced.*
>
> *(2) For the purposes of this section, "academic freedom", in relation to an institution, means—*
> - *(a) The freedom of academic staff and students, within the law, to question and test received wisdom, to put forward new ideas and to state controversial or unpopular opinions:*
> - *(b) The freedom of academic staff and students to engage in research:*
> - *(c) The freedom of the institution and its staff to regulate the subject-matter of courses taught at the institution:*
> - *(d) The freedom of the institution and its staff to teach and assess students in the manner they consider best promotes learning:*
> - *(e) The freedom of the institution through its chief executive to appoint its own staff.*
>
> *(3) In exercising their academic freedom and autonomy, institutions shall act in a manner that is consistent with—*
> - *(a) The need for the maintenance by institutions of the highest ethical standards and the need to permit public scrutiny to ensure the maintenance of those standards; and*
> - *(b) The need for accountability by institutions and the proper use by institutions of resources allocated to them.*
>
> *(4) In the performance of their functions the Councils and chief executives of institutions, Ministers, and authorities and agencies of the Crown shall act in all respects so as to give effect to the intention of Parliament as expressed in this section."*

The standing orders provide the Nelson Marlborough Institute of Technology Council and its committees with procedures that enable them to govern their affairs effectively, efficiently and to be accountable in a way that is consistent with the provisions of the Education Act and Part 7 of the Local Government Official Information and Meetings Act.

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INTRODUCTION

These Standing Orders have been adopted by the Nelson Marlborough Institute of Technology Council under Section 178(11) of the Education Act which provides that:

"Except as provided by this section, a Council shall determine its own procedures."

These Standing Orders were adopted on and apply as from XXX. Any previous orders which conflict with or which duplicate any provision in these Standing Orders are repealed from that date.

These standing orders cite, or in some cases paraphrase provisions of the Education Act 1989 and the Local Government Official Information and Meetings Act 1987. Where direct quotations from the legislation are cited in these standing orders they are shown in *italics*.

1. **Application of Standing Orders to Meetings and Members**

These Standing Orders will apply to all meetings of the Nelson Marlborough Institute of Technology Council, and, except where inconsistent with the context, meetings of all its Committees. They may be suspended by a majority of the members present at a meeting.

It should be noted that the requirements in Part 7 of the Local Government Official Information and Meetings Act discussed in these Standing Orders apply to meetings of Nelson Marlborough Institute of Technology's Committees, as well as its Council. However they do not apply to any Council or Committee meeting at which no resolutions or decisions are made (section 45(2) of the Act).

2. **Chairperson's Ruling Final**

The Chairperson shall decide all questions of interpretation of these Standing Orders; or questions where these Standing Orders make no provision or insufficient provision.

3. **Appointment of Chairperson and Deputy Chairperson**

3.1 The Council shall elect a Chairperson and a Deputy Chairperson by secret ballot from among its members (section 177(2) of the Education Act). The Chief Executive of Nelson Marlborough Institute of Technology, and Council members who are staff or students of Nelson Marlborough Institute of Technology are ineligible for these positions (section 177(3) of the Education Act).

3.2 A Chairperson or Deputy Chairperson holds office for a stated period (Not exceeding the term of the member's current term as a members of the Council), unless:

(a) they resign, by giving a signed written resignation notice to the Chief Executive;

(b) they cease to be a Council member;

(c) they are appointed as the Chief Executive of Nelson Marlborough Institute of Technology;

(d) they become a staff member or student of Nelson Marlborough Institute of Technology; or

(e) the Council passes a resolution of no confidence in them (section 177(4) and 177(5) of the Education Act 1989).

3.3 After a Chairperson or Deputy Chairperson has held office for the stated period, they continue to hold office until the Council elects a new Chairperson or Deputy Chairperson (section 177(5) of the Education Act 1989).

3.4 There is no limit on how many times a Council member may be the Chairperson or Deputy Chairperson. The Council may re-elect a Chairperson or Deputy Chairperson (section 177(4)) of the Education Act.

4. **Convening of Meetings**

4.1 Council meetings are convened by the Chairperson, who is under a duty to "convene such meetings as he or she thinks necessary for the efficient performance of the functions of Council" (section 178(2) of the Education Act).

Meetings are held at such times and places as the Chairperson determines (section 178(1) of the Education Act).

The Chairperson must convene a meeting if requested to do so (in writing) by not fewer than 3 members of Council (section 178(3) of the Education Act). The request shall specify the general nature of the business to be discussed at the meeting.

4.2 If, for any reason, the Chairperson of Council is not available, the Deputy Chairperson has the Chairperson's power and duty to convene meetings under order 5.1 (section 178(4) of the Education Act).

4.3 Meetings of Committees are to be held at places and times appointed by Council or the Committee's Chairperson. If the Chairperson of the Committee is not available, the Committee's Deputy Chairperson has the Chairperson's power to convene meetings.

5. **Public Notification of Meetings**

5.1 Section 46 of the Local Government Official Information and Meetings Act requires meetings of the Nelson Marlborough Institute of Technology Council and its Committees to be publicly notified (see the Act's definition of "publicly notify" in the Interpretation section of these Standing Orders).

A list of all Council and Committee meetings to be held in a calendar month (including their dates, times and places) must be publicly notified at least 5 days before (but not more than 14 days before) the end of the previous month. However any meetings to be held on or after the 21st of the month, may **instead** be publicly notified at least 5 working days before (but not more than 10 working days before) the meeting is held.

The Act provides different public notification requirements for any extraordinary meetings (see sections 46(3), 46(4) and 51A of the Local Government Official Information and Meetings Act, reproduced in Appendix A).

There is no requirement to publicly notify a Council or Committee meeting at which no resolution or decisions are going to be made at (section 45(2) of the Local Government Official Information and Meetings Act).

5.2 No meeting is invalid if it was not notified in the required way. However, if the Council becomes aware that a Council or Committee meeting was not publicly notified it must give a public notice as soon as practicable stating:

(a) that the meeting was not notified in the required way;

(b) why the meeting as not notified in the required way; and

(c) the general nature of business that was transacted at the meeting (section 46(6) of the Local Government Official Information and Meetings Act).

6. **Public Access**

6.1 All Council and Committee meetings must be open to the public (including the news media), unless:

(a) the public has been validly excluded from the meeting (section 47 of the Local Government Official Information and Meetings Act); or

(b) no resolutions or decision are going to be made at the meeting (section 45(2) of the Local Government Official Information and Meetings Act).

6.2 The grounds for validly excluding the public from a meeting or part of a meeting are set out in section 48 of the Local Government Official Information and Meetings Act (which is reproduced in Appendix B of these Orders). The main grounds are if there is a "*good reason"* for withholding information that will be disclosed at the meeting from the public under the Official Information Act. Such a "*good reason*" exists if the public interest in making that information available is outweighed by the need to withhold the information for one of the following reasons:

(a) To protect individuals' privacy.

(b) So as not to prejudice the commercial position of the person who supplied (c) the information to Nelson Marlborough Institute of Technology.

(c) To enable the Polytechnic to carry on commercial negotiations without prejudice or disadvantage.

6.3 A resolution must be passed before the public can be excluded. The resolution must be in the form set out in Schedule 2A of the Local Government Official Information and Meetings Act (which is reproduced in Appendix C of these Orders). It must be put to the meeting at a time when the meeting is open to the public and the text of the resolution shall be available to members of the public, and shall form part of the meeting's minutes.

6.4 The Council is able to pass a resolution so that certain people can remain after the public has been excluded if they have knowledge that will assist the Council or the Committee (the

procedure for doing this is discussed in Appendix C of these Orders) (section 4B of the Local Government and Meetings Act).

7. **Disclosure of Interest by Members**

7.1 Council members and Committee members must disclose if they have an interest in a matter being considered, or about to be considered by the Council or the Committee (Section 175 of the Education Act). As soon as possible after the relevant facts have come to the member's knowledge, they must disclose the nature of the interest at a meeting of the Council or Committee.

7.2 A Council or Committee member has an interest in a matter if, and only if:

(a) they are the Chief Executive or a member of the staff of Nelson Marlborough Institute of Technology and the matter relates to the conditions of their service; or

(b) they have any other direct or indirect pecuniary interest in the matter (section 175(3) of the Education Act).

7.3 The disclosure must be recorded in the minutes of the meeting and the interested member must not:

(a) be present during any deliberation of the Council or Committee with respect to that matter; or

(b) take part in any decision with respect to that matter,

unless the Council decides otherwise.

7.4 A Council member (other than the Chief Executive) may be dismissed if they fail to disclose an interest without reasonable excuse (section 174(3)(d) of the Education Act).

8. **Chairperson to Preside**

8.1 The Chairperson presides at every meeting that he or she is present at. Meetings will be chaired by the Deputy Chairperson if the Chairperson is absent. If the Deputy Chairperson is also absent, the members present shall appoint one member to chair that meeting (Section 178(6)-(8) of the Education Act).

8.2 If the Deputy Chairman or another member is chairing a meeting they shall have the powers, duties and discretions that the Chairperson would have if they were chairing the meeting.

9. **Agendas**

9.1 An agenda for each Council meeting shall be prepared by the Secretary of Council, in consultation with the Council Chairperson and the Chief Executive. The agenda shall set out the business to be brought before the meeting.

9.2 The Secretary of each Committee shall prepare an agenda for each meeting of that Committee in consultation with the Committee's Chairperson.

9.3 The Chief Executive or Secretaries to Council and Committees must indicate on every agenda the items that they reasonably expect will be discussed with the public excluded (section 46A(9) Local Government Official Information and Meetings Act).

9.4 At least 5 days before a meeting the Secretary shall provide each member with an agenda and all associated materials relevant to the business of the meeting. Every member is to give the Secretary an address to send agendas and other material relating to meetings to.

9.5 Agendas and associated reports must be made available for public inspection in accordance with section 46A of the Local Government Official Information and Meetings Act. It provides that members of the public must be able to:

(a) inspect agendas and associated reports (and take notes from them) without paying a fee; and

(b) be given a copy of agendas and associated reports if they pay the prescribed fee (if any);

at Nelson Marlborough Institute of Technology's office during normal office hours from at least two working days before the meeting.

However, a report does not need to be available for public inspection if the Secretary reasonably expects that the report concerned will be discussed in a part of the meeting when the public is excluded.

9.6 During a meeting the Secretary must give a copy of its agenda to each member of the public that requests one (section 49(c) Local Government Official Information and Meetings Act).

10. **Order of Business**

At meetings the business will be dealt with in the order set out on the agenda unless the Chairperson agrees to change the order of business, or a motion is carried without debate to give a matter precedence.

11. **Items not on the Agenda**

Only business on the Agenda may be transacted at any Council or Committee meeting with one exception. The Council or Committee may discuss matters not on the agenda if:

(a) the Chairperson explains (at a time when the meeting is open to the public) why discussion on that matter cannot be delayed to a subsequent meeting and why the matter is not on the agenda; and

(b) the Council or Committee passes a resolution to discuss that matter at that meeting; and

(c) the matter is a minor matter relating to the general business of the Polytechnic.

However the matter may only be discussed. No resolution, decision or recommendation may be made, except to refer the matter to a subsequent meeting for further discussion

(sections 46A(7) and 46A(7A) of the Local Government Official Information and Meetings Act).

12. **Time Limits for Meetings**

Unless the meeting resolves otherwise, a meeting may not continue for more than 4 hours (excluding any meal breaks). Any business incomplete at that time will be set down for attention at the next meeting.

13. **Quorum**

13.1 No business shall be transacted at a meeting unless a quorum is present. Quorum is a majority of the members then holding office (section 178(5) of the Education Act).

13.2 A meeting will lapse if:

(a) a quorum is not present within 30 minutes of the time appointed for a meeting; or

(b) if, after a meeting has commenced, a quorum is lost and it would not be possible to restore quorum within 10 minutes;

The outstanding business will be adjourned to a time, date and place to be fixed by the Chairperson. The public notification rules above apply to any adjourned meeting.

14. **Apologies**

14.1 A Council member may tender an apology for any meeting to the Chief Executive. A Committee member may tender an apology for any meeting to the Committee's Secretary.

14.2 Apologies shall be recorded in the minutes of a meeting.

14.3 A Council member (other than the Chief Executive) may be dismissed if they have failed to attend 3 consecutive Council meetings without having given prior notice to the Chief Executive (section 174(3)(c) of the Education Act).

15. **Minutes**

15.1 The Secretary to Council shall arrange for minutes of all of Council's proceedings to be kept and for their safe custody. The Secretary to a Committee shall arrange for minutes of all of the Committee's proceedings to be kept and for their safe custody.

15.2 The minutes of every meeting shall record:

(a) whereby a resolution is passed, and each motion and amendment at the meeting;

(b) the decisions taken at the meeting;

(c) procedural matters such as the time and place of the meeting, members attending, voting and declarations of interest; and

(d) in the case of Committees, the reasons for decisions taken at the meeting if the reasons differ from the recommendations set out in any report forming part of the agenda or a Committee member requests that the reasons be noted.

15.3 The minutes of every Council and Committee meeting are to be available for public inspection in accordance with section 51 of the Local Government Official Information and Meetings Act. The section provides that members of the public must be able to:

(a) inspect the minutes (and take notes from them) without paying a fee; and

(b) be given a copy of the minutes if they pay the prescribed fee (if any);

at Nelson Marlborough Institute of Technology's office during normal office hours.

However the public is not entitled to inspect or copy minutes from any part of a meeting that the public was excluded from. If a person requests a copy of minutes from a public-excluded part of a meeting the request is deemed a request for access to official information under the Official Information Act and Nelson Marlborough Institute of Technology is to deal with the request accordingly (section 51(3) Local Government Official Information and Meetings Act).

16. **Confirmation of Minutes**

The minutes of every meeting of the Council will be circulated to members in advance of the next meeting of the Council. At that next meeting no discussion shall arise about the minutes except as to their correctness.

17. **Reports or Recommendations of Committees: Consideration by Council**

17.1 The minutes of every Committee meeting are to form a report to Council. They are to be circulated to Council members with the agenda of the meeting at which they are to be considered.

17.2 When the Council is considering a decision or recommendation that is in a Committee meeting's minutes it must either:

(i) approve the decision or recommendation;

(ii) refer the decision or recommendation back to the Committee for further consideration together with any directions from the Council; or

(iii) substitute its own decision for that of the Committee.

17.3 Any matter referred back to a Committee is to be considered at the next ordinary meeting of that Committee.

18. **Notices of Motion**

18.1 Any member may bring a matter before Council or a Committee by delivering a notice of motion to the Secretary. All notices of motion shall be in writing, signed by the mover and state the meeting at which it is proposed that the notice of motion be considered. Any background material for discussion must also be provided with the notice of motion.

18.2 Every notice must be delivered to the Secretary not less than 14 clear days before the meeting at which the motion is to be introduced.

18.3 The Chairperson may direct the Secretary to refuse to accept a notice of motion which:

(a) is disrespectful or which contains offensive language or statements made with malice; or

(b) is frivolous or vexatious;

(c) is not within the scope of the role or functions of the Council or the Committee;

(d) contains an ambiguity or a statement of fact or opinion which cannot properly form part of an effective resolution; or

(e) does not comply with these Standing Orders.

The fact that the Secretary has declined to accept a notice of motion will be reported to the next meeting of the Council or the Committee.

18.4 Any notice of motion received by the Secretary to Council referring to any matter ordinarily dealt with by a Committee may be referred directly to that Committee by the Secretary.

18.5 At the meeting, the notice of motion will lapse and shall not be recorded in the minutes if it is not presented when the Chairperson calls it.

18.6 Every motion must be seconded. Until a motion has been seconded, only the mover may speak to it. A motion which is not seconded will lapse and shall not be recorded in the minutes. A member may second a motion without speaking to it, reserving the right to speak later in the debate.

18.7 Once a motion has been seconded it may be debated in accordance with these Standing Orders. It can only be withdrawn with the consent of the majority of the members present and voting.

19. **Amendments**

19.1 Any motion which has been moved and seconded may be the subject of an amendment moved by a member who has not spoken to the original motion. The Chairperson may require the mover of an amendment to put it in writing.

19.2 A proposed amendment must be relevant to the motion it is intended to amend and must not:

(a) be of the same effect as an amendment which has already been carried or defeated; or

(b) be of the same effect as negating the motion; or

(c) be frivolous or vexatious.

19.3 Every amendment must be seconded. An amendment which is not seconded will lapse and shall not be recorded in the minutes. A member may second an amendment without speaking to it, reserving the right to speak later in the debate.

19.4 Once an amendment has been seconded it may be debated in accordance with these Standing Orders. It can only be withdrawn with the consent of the majority of the members present and voting.

19.5 Once an amendment has been seconded it will be open for discussion as a new issue and every member (except the mover and seconder of the original motion) may speak to it but not to the original motion except as is necessary to refer to the original motion in any remarks relating to the amendment.

19.6 Until an amendment has been disposed of, no further amendment will be accepted by the Chairperson. However a member intending to move a further amendment may notify the meeting of their intention to do so.

19.7 Once an amendment has been disposed of another amendment may be moved and seconded by any member who has not spoken to the original motion. The mover and seconder of all previous amendments will be entitled to speak to any new amendment (but not to move further amendments).

19.8 When an amendment is carried it will be put as a substantive motion and be capable of further amendment by any member, other than the mover or seconder of the original motion or any earlier amendment that has carried.

19.9 The above procedure will be followed until a final resolution is obtained.

20. **Rules of Debate**

20.1 **Irrelevant Matters:** In speaking to any motion or amendment, members shall confine their remarks strictly to that motion or amendment. They must not introduce irrelevant matters or be repetitious.

20.2 **Members Wishing to Speak:** Members wishing to speak will indicate this to the Chairperson and, if called upon to do so, will state the nature of the statement they wish to make.

20.3 **Procedural Matters**: Members who wish to raise procedural matters (discussed in order 22) will be heard before speakers wishing to raise substantive matters.

20.4 **Speaking More than Once:** Council members may not speak more than once to a motion except with the consent of the majority of members present. Members of Committees are not limited as to the number of times they may speak on any issue.

20.5 **Dividing Complicated Questions:** The Chairperson may direct that a complicated question be divided into separate issues.

20.6 **Explanation of Previous Speech:** A member who has already spoken may, with the consent of the Chairperson, give an explanation of some material part of that speech but may not introduce any new matter.

20.7 **Right of Reply:** The mover of a motion shall have the right of reply which shall close the debate. In reply the mover of a motion must not introduce any new matter and shall confine themselves strictly to answering previous speakers. After the reply no other member shall speak on the motion.

20.8 **Time Limits:** It will generally not be necessary for strict time limits to apply to members speaking at Council or Committee meetings, however the following limits may be enforced at the Chairperson's discretion:

(a) movers of motions may speak to the motion for a maximum of 5 minutes;

(b) movers of amendments may speak to the amendment for a maximum of 2 minutes;

(c) movers of motions, when exercising their right of reply, may speak for a maximum of 2 minutes; and

(d) all other members may speak for a maximum of 2 minutes.

20.9 **No Discussion After Question Put:** No member may speak on an issue after a motion has been put and a vote taken. However, after a resolution has been carried, further resolutions (for example resolutions regarding the implementation of the resolution or clarifying the resolution) may be carried in the normal way.

21. **Procedural Motions**

21.1 A member who has not spoken during debate on any motion may move one of the following procedural motions to terminate or adjourn debate:

(i) that the motion be adjourned to the next meeting or the meeting be adjourned;

(ii) that the motion be now put;

(iii) that the meeting move directly to the next business, superseding the motion under discussion, which will then lapse; or

(iv) that the motion lie on the table, and not be further discussed at that meeting.

21.2 Any of the motions in clause 22.1 must:

(i) be seconded;

(ii) be put without debate;

(iii) not be moved within 10 minutes of an earlier motion to the same effect;

(iv) if an amendment is being debated, relate only to that amendment;

(v) be dealt with before any substantive motion.

21.3 When a debate on an adjourned motion is resumed, order 21.4 regarding speaking more than once will apply as if the debate had not been adjourned.

21.4 Any matter "laid on the table" under order 22.1(iv) may be taken up at the next meeting by a majority resolution of those present. If an issue is not taken up at the next meeting it will lapse.

22. **Voting**

22.1 Every question before a meeting shall be decided by a majority of the votes cast on it by members present (section 178(9) of the Education Act).

22.2 Voting may be conducted in any one (or more) of the following ways and may be done at the request of a member:

(i) on the voices – in which each member will vote 'Aye' or 'Noe' at the appropriate time;

(ii) on a show of hands; or

(iii) on division, whereby each Council member's vote is recorded in the minutes.

22.3 The Chairperson will determine whether the motion is carried or defeated. If in the opinion of the Chairperson there has been confusion or an error in the taking of any vote, the vote may be abandoned and a new vote taken.

22.4 The Chairperson of the Council has a deliberative vote on every question. On any question where the deliberative votes for and against are equal the Chairperson of the Council also has a casting vote (Section 178(10) of the Education Act).

23. **Conduct of Meetings**

23.1 No member will use offensive or malicious language at any meeting. In addition, no member will impute improper motives, or make offensive remarks about other Council members or staff members.

23.2 Members called to order by the Chairperson shall stop speaking. Should any member refuse to obey, the member may be directed by the Chairperson to withdraw from the meeting. Should the disturbance or disorder continue the Chairperson may adjourn the meeting for 15 minutes. At the end of that time the meeting will resume and a motion put, without debate, concerning whether the meeting should proceed or be further adjourned.

24. **Maintenance of Public Order**

Section 50 of the Local Government Official Information and Meetings Act 1987 provides:

" (1) The person presiding ….. may, if that person believes, on reasonable grounds, that the behaviour of any member of the public attending that meeting is likely to prejudice or to continue to prejudice the orderly conduct of that meeting if that member of the public is permitted to remain in that meeting, require that member of the public to leave the meeting.

(2) If any member of the public who is required, pursuant to subsection (1) of this section, ….. —

(a) Refuses or fails to leave the meeting; or

(b) Having left the meeting, attempts to re-enter the meeting without the permission of the person presiding at the meeting,—

any constable, or any officer or employee of the local authority, may, at the request of the person presiding at the meeting, remove or, as the case may require, exclude that member of the public from the meeting."

25. **Use of recording devices**

No person may use any audio or visual recording device without the consent of the Chairperson and the knowledge of all members present.

26. **Points of Order**

26.1 Any breach of these Standing Order may be raised as a point of order.

26.2 Only one point of order may be raised and dealt with at any one time.

26.3 The Chairperson shall decide all points of order. The Chairperson may decide on any point of order immediately after it has been raised by any member, or may first hear further argument before deciding. The ruling of the Chairperson upon any point of order will not be open to any discussion and shall be final. Any member may, however, have their dissent to a ruling recorded in the minutes.

27. **Proceedings not invalidated**

Section 171(9) Education Act provides that:

"No act or proceeding of, or of any committee of, a Council is invalidated because of—

(a) A defect in the appointment, election or co-option of a member of the Council or of the committee; or

(b) A disqualification of a member of the Council or of the committee; or

(c) A defect in the convening of a meeting; or

(d) A vacancy or vacancies in the membership of the Council or of the Committee."

28. **Supply of Information to Members**

28.1 Information that is required by Council or Committee members to perform their role shall be supplied to them by the Secretary.

28.2 Every Council or Committee member has the same right as the public generally to request information under the Official Information Act. A member who has doubts, queries or criticism about any information, advice or opinion that they have been provided with should seek further information, advice or opinions. In the first instance such a request should be made through the Secretary. If the Secretary reasonably believes that information to be supplied to Council or Committee members is highly confidential or legally privileged, he or she may make the information available in a manner that reasonably protects the security of the information.

28.3 If a member, after requesting information, is not satisfied with the responses received, the member has the right to require the matter to be placed on the agenda for determination at the next Council meeting.

28.4 The purposes which justify the withholding information from the public in the Local Government Official Information and Meetings Act and the Official Information Act apply with equal force when that information is held by a Council or Committee member.

28.5 No information is to be made public by a member or officer of the Council without authority. Authority to release documents or make statements will arise:

(a) where the release of the information or document is required by law;

(b) where the information or document has already been made public;

(c) by resolution of Council.

28.6 The misuse (including any disclosure that has not been authorised) of public excluded, confidential or legally privileged information supplied to members by Council (including information supplied outside formal meetings) will be held to be a breach of these Standing Orders.

29. **BREACH OF STANDING ORDERS**

29.1 The Education Act gives the Nelson Marlborough Institute of Technology Council the power to determine its own procedures (except as provided in Section 178 of the Act). Where a Council Member breaches these Standing Orders, the Chairperson may take whatever actions he or she regards as appropriate.

29.2 If Council regards a breach of these Standing Orders as serious, it may convene a Standing Orders Committee to investigate the matter.

The Standing Orders Committee shall consist of three members appointed by Council including the Chairperson of Council (except in the situation where the Chairperson is implicated in a breach to be investigated by the Standing Orders Committee) and shall have the powers and functions delegated to it by Council.

29.3 A breach of these Standing Orders may expose Nelson Marlborough Institute of Technology to civil sanctions. In addition, in some circumstances actions may be taken against individual Council members who have breached these Standing Orders. Section 183 of the Education Act provides that Council members will not be personally liable for any act or omission they have made, of that the Council has made, so long as the act or omission is made

a. in good faith; and

b. in intended pursuance of the functions of the Polytechnic or the Council.

In circumstances other than these a Council member may be personally liable.

INTERPRETATION

In these Standing Orders, unless inconsistent with the context:

Council means the Nelson Marlborough Institute of Technology Council.

Chairperson where appropriate, includes any person acting as the Chairperson of any Committee.

Committee includes a Committee that comprises of all the members of the Council.

Local Authority in these Standing Orders means the Nelson Marlborough Institute of Technology Council and its Committees, which are defined as local authorities in section 2 of the Local Government Official Information and Meetings Act 1987.

Meeting means any meeting of Council or of any Committee (section 45 Local Government Official Information and Meetings Act).

Member means any person elected or appointed to the Council or to a Committee and includes the Council or Committee's Chairperson.

Minutes means any minutes or other record of the proceedings of any meeting of the Council of committees (section 45 Local Government Official Information and Meetings Act).

Public Excluded Information includes

(a) Information which:
  (i) is currently before a public excluded session; or
  (ii) is proposed to be considered at a public excluded session; or
  (iii) had previously been considered at a public excluded session (other than information subsequently released by the Council as publicly available information); and

(b) Any minutes (or portions of minutes thereof) of public excluded sessions (other than those subsequently released by the Council as publicly available information); and

(c) Any other information which has not been released by the Council as publicly available information.

Public excluded session refers to those meetings or parts of meetings from which the public is excluded by Council or a Committee as provided for in the Local Government Official Information and Meetings Act.

Publicly notified means notified to members of the public by notice in some newspaper circulating in the district of the Nelson Marlborough Institute of Technology (section 2 Local Government Official Information and Meetings Act).

Secretary means the Secretary to Council or to a Committee, as the case may be.

Working day means any day of the week other than:

(a) Saturday, Sunday, Good Friday, Easter Monday, Anzac Day, Labour Day, the Sovereign's Birthday, Waitangi Day and Anniversary Day; and

(b) A day in the period commencing with the 25th day of December in any year and ending with the 15th day of January in the following year (section 2 Local Government Official Information and Meetings Act).

DRAFT

Appendix A

The following section set out the notice requirements for any extraordinary Council meeting:

Section 46(3) and (4) of the Local Government Official Information and Meetings Act:

> *"(3) Where any extraordinary meeting of a local authority is called and notice of that meeting cannot be given in the manner required or permitted by this section, the local authority shall cause that meeting and the general nature of business to be transacted at that meeting to be publicly notified or otherwise advertised as soon as practicable before the meeting is to be held.*
>
> *(4) Where any extraordinary meeting of a local authority is called and notice of that meeting cannot be given in the manner required or permitted by subsection (3), the local authority or person calling the meeting must cause to be given such public notice of the meeting and the business to be transacted at the meeting as is reasonable in the circumstances.''*

Section 51A of the Local Government Official Information and Meetings Act:

> *``Where any resolution is passed at an extraordinary meeting of a local authority, the local authority must cause the resolution to be publicly notified as soon as practicable, unless the resolution was passed at a meeting or part of a meeting from which the public was excluded.''*

DRAFT

Appendix B

Section 48 of the Local Government Official Information and Meetings Act provides that:

"(1) Subject to subsection (3) of this section, a local authority may by resolution exclude the public from the whole or any part of the proceedings of any meeting only on one or more of the following grounds:

(a) That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist…under section 6 or section 7 or section 9 (except section 9(2)(g)(i)) of the Official Information Act 1982:

(b) That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information the public disclosure of which would—

(i) Be contrary to the provisions of a specified enactment; or

(ii) Constitute contempt of Court or of the House of Representatives:

(c) That the purpose of the whole or the relevant part of the proceedings of the meeting is to consider a recommendation made to that local authority by an Ombudsman under… section 30(1) or section 35(2) of the Official Information Act 1982…:

(d) That the exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the local authority to deliberate in private on its decision or recommendation in any proceedings to which this paragraph applies.

(2) Paragraph (d) of subsection (1) of this section applies to—

(a) Any proceedings before a local authority where—

(i) A right of appeal lies to any Court or tribunal against the final decision of the local authority in those proceedings; or

(ii) The local authority is required, by any enactment, to make a recommendation in respect of the matter that is the subject of those proceedings…"

The relevant sections of the Official Information Act provide:

"6. Conclusive reasons for withholding official information—

Good reason for withholding official information exists…if the making available of that information would be likely—

(a) To prejudice the security or defence of New Zealand or the international relations of the Government of New Zealand; or

(b) To prejudice the entrusting of information to the Government of New Zealand on a basis of confidence by—

(i) The government of any other country or any agency of such a government; or

(ii) Any international organisation; or

(c) To prejudice the maintenance of the law, including the prevention, investigation, and detection of offences, and the right to a fair trial; or

(d) To endanger the safety of any person; or

(e) To damage seriously the economy of New Zealand by disclosing prematurely decisions to change or continue Government economic or financial policies relating to—

(i) Exchange rates or the control of overseas exchange transactions:

(ii) The regulation of banking or credit:

(iii) Taxation:

(iv) The stability, control, and adjustment of prices of goods and services, rents, and other costs, and rates of wages, salaries, and other incomes:

(v) The borrowing of money by the Government of New Zealand:

(vi) The entering into of overseas trade agreements.

9. Other reasons for withholding official information—

(1) Where this section applies, good reason for withholding official information exists, for the purpose of section 5 of this Act, unless, in the circumstances of the particular case, the withholding of that information is outweighed by other considerations which render it desirable, in the public interest, to make that information available.

(2) This section applies if, and only if, the withholding of the information is necessary to—

(a) Protect the privacy of natural persons, including that of deceased natural persons; or

(b) Protect information where the making available of the information—

(i) Would disclose a trade secret; or

(ii) Would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information; or

(ba) Protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information—

(i) Would be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied; or

(ii) Would be likely otherwise to damage the public interest; or

(c) Avoid prejudice to measures protecting the health or safety of members of the public; or

(d) Avoid prejudice to the substantial economic interests of New Zealand; or

(e) Avoid prejudice to measures that prevent or mitigate material loss to members of the public; or

(f) Maintain the constitutional conventions for the time being which protect—

(i) The confidentiality of communications by or with the Sovereign or her representative;

(ii) Collective and individual ministerial responsibility;

(iii) The political neutrality of officials;

(iv) The confidentiality of advice tendered by Ministers of the Crown and officials; or

(g) Maintain the effective conduct of public affairs through—…

(ii) The protection of such Ministers, members of organisations, officers, and employees from improper pressure or harassment; or

(h) Maintain legal professional privilege; or

(i) Enable a Minister of the Crown or any Department or organisation holding the information to carry out, without prejudice or disadvantage, commercial activities; or

(j) Enable a Minister of the Crown or any Department or organisation holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations); or

(k) Prevent the disclosure or use of official information for improper gain or improper advantage."

DRAFT

Appendix C

This is the form that any resolution to exclude the public from a meeting, or part of a meeting is to take (as set out in Schedule 2A of the Local Government Official Information and Meetings Act). The resolution must state the general subject of everything that will be considered when the public is excluded, the reason for passing the resolution and the specific grounds on which that resolution is based (section 48(3) of the Local Government Official Information and Meetings Act).

"I move that the public be excluded from—

(a) The whole of the proceedings of this meeting; or

(b) The following parts of the proceedings of this meeting, namely, [list agenda items to be considered].

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

General subject of each matter to be considered	*Reason for passing this resolution in relation to each matter*	*Ground(s) under section 48(1) for the passing of this resolution*
—	—	—
—	—	—
—	—	—
—	—	—

This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act or section 6 or section 7 or section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows: [Give particulars]"

Note that section 48(5) and (6) provide that the resolution may also provide for specified people to remain after the public has been excluded if they have knowledge that will assist the meeting. The resolution must state the knowledge that those people have, and how it is relevant to the matters to be discussed. If that option is taken the following can be added to the resolution to exclude the public:

I also move that .....be permitted to remain at this meeting, after the public has been excluded, because of their knowledge of .... This knowledge, which will be of assistance in relation to the matter to be discussed, is relevant to that matter because ..... .

NMIT

Information Paper

Nā: Liam Sloan (Interim Chief Executive)

Ki a: NMIT Council

Te Kaupapa: Interim Chief Executive's Report (Open)

Te Kaituhi: Liam Sloan

Te rā: 10 May 2018

1. PURPOSE:

1.1 To provide Council with a high level update on NMIT Chief Executive business for the period 16 March – 1 May 2018.

2. POINTS OF INFORMATION:

2.1 eCampus

Current levels of performance are better than budget. To date 398 EFTS have been enrolled against a year-end target of 500 EFTS.

NMIT has hit our year-end target of 83 EFTS having enrolled 95 EFTS. We have requested an additional 40 EFTS from TEC which would enable NMIT to continue to recruit to eCampus without negatively impacting on our other activity.

2.2 China Trip

The Chief Executive accompanied by Marlborough District Council and NMIT's China Coordinator visited China at the end of March for one week. A new agreement was signed with Quindao Agricultural University for Viticulture and Wine. There are a number of other opportunities that are currently being worked through with Academic teams for example, possibility of delivery New Zealand Certificate in English Language (NZCEL) in China; increasing Masters of Applied Management (MAM) streams to include on for Viticulture and Winemaking; increasing Bachelor of Commerce streams to include Project Management and exploring new partnerships with Ningxia University and Ningxia Polytechnic. Virginia Watson will be visiting China in June and will further explore these opportunities.

2.3 Staff Professional Development

An all staff PD afternoon was held on Wednesday 21 March 2018. Topics included a review of the Post-External Evaluation & Review Action Plan (PEAP), celebrating 2017 Self-Assessment Report (SARS) highlights, Strengthening Te Reo and a session on Individual Thinking Preferences. All presentations are recorded by video and placed on the intranet for team members to refer to. An electronic feedback form is also available for team members to input on topics that they wish to be considered for future PD sessions.

2.4 Single Data Retrun

Our April SDR has been submitted to TEC with no errors.

2.5 Study Abroad

Study Abroad sees International fee-paying students studying at an institute overseas for a semester or year. These students would typically transfer NMIT credits achieved back to their degree at their home University.

2.5.1 Benefits to NMIT of administering a student exchange programme:

- Provision of an enriched educational experience for our full degree students by allowing them to study for a semester or year abroad with a NMIT exchange partner and credit the courses taken to their NMIT degree.
- Delivering on our promise to produce "world ready" graduates.
- Enhanced recruitment of domestic and international students through this attractive experience being an optional add-on to a NMIT degree.
- A more diverse international student cohort, as students come on exchange from nations NMIT does not typically recruit from.

Recruitment of fee-paying study abroad students to NMIT through joint SAE agreements.

The nations where exchanges were established are limited to those with a culture of outbound study abroad: USA, Germany, Norway, Denmark, Netherlands, Sweden, France and Japan.

2.5.2 Successes in 2017:

- NMIT now has SAE agreements with 12 overseas institutions
- After hosting no study abroad students in 2016, NMIT hosted five in 2017
- The 2017 study abroad cohort included one student from Norway, NMIT's first ever Norwegian student
- NMIT hosted its first exchange student under the new programme in 2017 (from the USA)
- NMIT will send its first exchange students abroad in January 2018 (to Cologne Business School in Germany)
- NMIT hosted visits from SAE partners: Kanagawa University, Aoyama University, Iowa State University, Humboldt State University and the ISEP programme
- International Development staff visited 11 of NMIT's 12 SAE partners (no visit to Aoyama), and attended the ISEP conference to network with the range of partners in this consortium

2.5.3 Development in 2018:

- Consolidation of new partnerships to recruit a larger study abroad cohort
- Targets have been set for study abroad recruitment: 12 students in 2018, 24 in 2019
- Recruit at least three students to study overseas on exchange in 2018, six in 2019

- Sign SAE agreements with at least five more partners
- Hold a student exchange information day for NMIT students
- Continue visiting local high schools to promote exchange to prospective NMIT students
- Complete NMIT's first study abroad recruitment circuit of the USA in September, 2018

2.6 Staff Forum

A number of all staff forums took place in April. Sessions was well attended with questions from team members falling under the following categories:

- Chief Executive recruitment
- Directorate restructure
- NRDA/NTCC co-location
- Roadmap 2020 and VET review
- The sustainability of NMIT
- Workload

Overall participants came across as well-engaged and reported to enjoy the sessions being open, honest and transparent.

2.7 Tertiary Insight

Tertiary Insight (was ED Insider) now regularly review Council reports as part of their reporting to the sector. Dave Geurin (Editor) is also currently reviewing Annual Reports and publishing overviews – NMIT's has not been reviewed to date. I have a one to one meeting arranged with Dave in two-weeks time.

2.8 Campus Closure

In April we closed our Auckland campus in response to the storm that hit Auckland. No damage to NMIT or team NMITs property was reported.

Liam Sloan 1 May 2018

REPORT TO NMIT COUNCIL | 10 MAY 2018
ITEM 10

EDUCATIONAL PERFORMANCE UPDATE

CAROLE CRAWFORD, INTERIM DIRECTOR OF LEARNING, TEACHING AND QUALITY

PURPOSE

To provide an update on the progress against Key Educational Performance Indicators (KEPIs) including selected Educational Performance Indicators (EPIs).

To seek approval from Council that this performance reporting satisfies their requirements on an ongoing basis.

RECOMMENDATION

Council note the current performance levels and provides feedback on appropriateness and suitability of topics covered in relation to suitability for future reporting.

CONTEXT

As part of Councils annual work plan there is a commitment to periodically review and scrutinise educational performance of NMIT. There are four Educational Performance Indicators (EPIs), course completion; qualification completion; retention and progression. Two of these indicators, progression and qualification completion, are best measured at the end of the academic year unless programmes end during the year.

TOPIC	STATUS REPORT
Literacy and Numeracy Testing	

ALNAT Assessment - Programme Area Overview

Testing required by TEC (Courses Levels 1-3)

Testing required by NMIT (Courses Levels 1-5)

Showing for Literacy Learners who have done Any number of assessments in period (note that Starting Points Reading NOT included in this report)

Showing for Numeracy Learners who have done Any number of assessments in period

Courses starting between 01/01/2018 and 04/05/2018

Attainments awarded between 01/01/2013 and 04/05/2018. NOTE: Many learners will have completed ALNAT assessments in an earlier year than their current enrolment.

Programme Area(s) Applied Business and English Language Programmes, Arts, Media and Digital Technology, Global Campus Auckland, Health and Fitness, Learner Journey, Primary Industries, Maritime and Adventure Tourism, Social Sciences and Te Toki Pakohe, Trades, Engineering and Aviation
NOTE: Only courses requiring ALNAT testing are shown and Short Courses are excluded

Key for % Tested	Key for % Not Passed
91 - 100%	0 - 79%
80 - 90%	80 - 90%
0 - 79%	91 - 100%

Collapse All For ALNAT assistance please contact literacy&numeracy@nmit.ac.nz

Programme Area	Programme	Ass't req'd by	Learner	Enrolled	# Tests Total LIT	# Tests Total NUM	# Tests in Period LIT	# Tests in Period NUM	% Tested in Period LIT	% Tested in Period NUM	% NOT Passed LIT	% NOT Passed NUM	LIT high	N h
⊞ Applied Business and English Language Programmes				197					88%	91%	25%	23%		
⊞ Arts, Media and Digital Technology				243					98%	98%	16%	27%		
⊞ Health and Fitness				108					98%	97%	35%	31%		
⊞ Primary Industries, Maritime and Adventure Tourism				266					99%	99%	29%	22%		
⊞ Social Sciences and Te Toki Pakohe				96					91%	88%	47%	64%		
⊞ Trades, Engineering and Aviation				445					97%	98%	31%	25%		
Total				1355										

<table>
<tr><th>TOPIC</th><th>STATUS REPORT</th><th>COMMENTARY</th></tr>
<tr><td></td><td colspan="2">

1,301 learners have been assessed for period 1 January to 18 April 2018.
Improved figures on same time last year.
Social Sciences status brought down by Level 1 assessments taking time to complete individually. However, 60% of these learners have been assessed to date.
Applied Business and English Language showing 88% is due to English Language learners. 75% have been assessed for numeracy but only 19% for literacy. This is acceptable for these learners at this stage.
Learners not yet meeting the NZ standard for adult literacy or numeracy are known by their tutors and work continues with these learners to improve their literacy and numeracy skills.

</td></tr>
<tr><td>‘At Risk’ Learners</td><td>
<table>
<tr><th>Department</th><th>At Risk Learners</th><th>Date of Performance Panel</th></tr>
<tr><td>Applied Business and English Language</td><td>9</td><td>13 April</td></tr>
<tr><td>Trades, Engineering and Aviation</td><td>10</td><td>28 March</td></tr>
<tr><td>Primary Industries, Maritime and Adventure Tourism</td><td>5</td><td>29 March</td></tr>
<tr><td>Arts, Media and Digital Technology</td><td>9</td><td>18 April</td></tr>
<tr><td>Health, Fitness and Social Sciences</td><td>21</td><td>12 April</td></tr>
<tr><td>Te Toki Pakohe</td><td>0</td><td>11 April</td></tr>
<tr><td>TOTAL</td><td>54</td><td></td></tr>
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Learners at risk total 54 as of 23 April 2018.
All of these learners are being supported and monitored appropriately.
3 are international with core issues respectively of attendance, failure to progress and struggling with NZ teaching methods.
14 are being managed in regard to having learning difficulties.

</td></tr>
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TOPIC	STATUS REPORT	COMMENTARY
Outstanding Course Results		▪ 2017 outstanding results dropped from 55 to 5 between 5 March and 23 April 2018. ▪ 2018 extensions linked to tail of learners in ceasing qualification, or genuine reasons. ▪ 2018 overdue results have been challenged as not acceptable at Performance Panels. Justifications are required with some being valid.

<table>
<tr><th>TOPIC</th><th>STATUS REPORT</th><th>COMMENTARY</th></tr>
<tr>
<td>Attendance and Register Marking</td>
<td>

<table>
<tr><th>Department</th><th>Registers Marked</th><th>Learner Attendance</th></tr>
<tr><td>Applied Business and English Language</td><td>98%</td><td>91%</td></tr>
<tr><td>Trades, Engineering and Aviation</td><td>98%</td><td>88%</td></tr>
<tr><td>Primary Industries, Maritime and Adventure Tourism</td><td>87%</td><td>90%</td></tr>
<tr><td>Arts, Media and Digital Technology</td><td>92%</td><td>87%</td></tr>
<tr><td>Health and Fitness</td><td>90%</td><td>89%</td></tr>
<tr><td>Social Sciences and Te Toki Pakohe</td><td>93%</td><td>84%</td></tr>
<tr><td>OVERALL</td><td>94%</td><td>89%</td></tr>
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<td>

Learner attendance is strong at 89%.
94% registers marked is lower than expected.
PIMAVT at 87% is disappointing and team have been challenged at performance panel to improve.
Expectations for 2018:

100% registers marked; and
85% attendance (may vary due to level and programme design).

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<td>Programme Learning and Teaching Observations (PLATO) Update</td>
<td>2018 results: none to report at this stage.</td>
<td>

Departments have established their 2018 PLATO plans.
Some training needs have been identified and are being supported.
Responsibility sits within departments in 2018 as business as usual.

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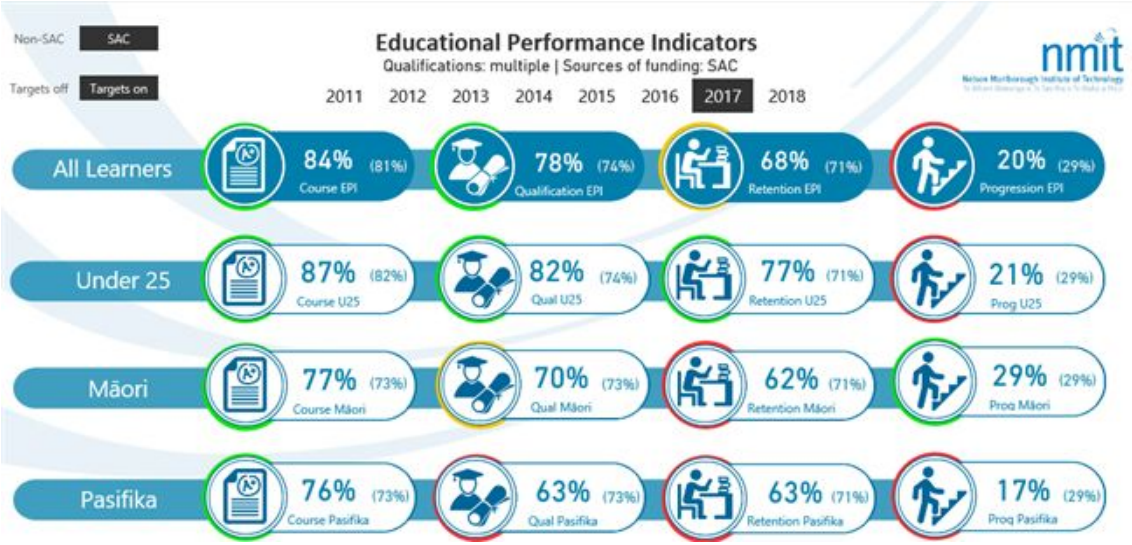
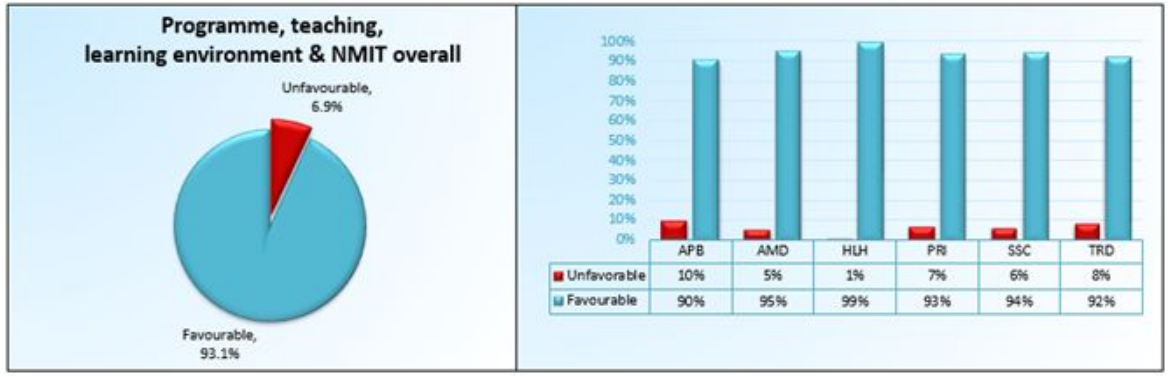
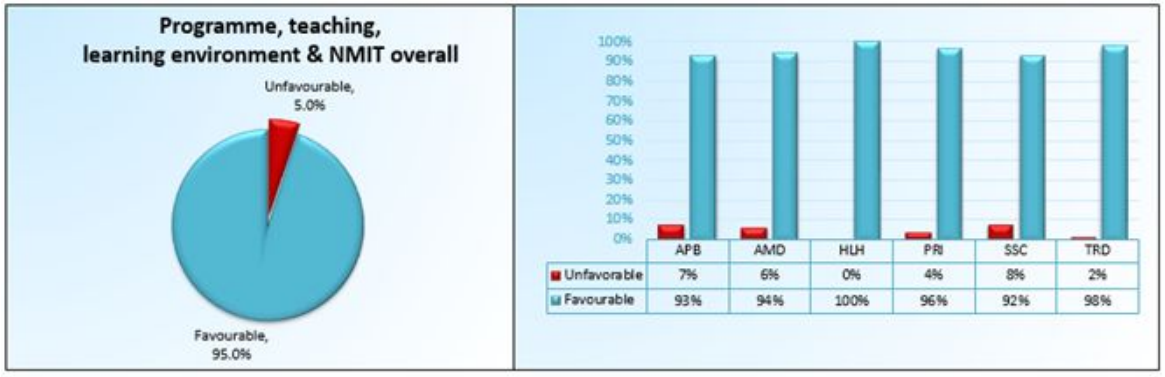
</table>

TOPIC	STATUS REPORT	COMMENTARY
EPI's and Course Retention		▪ **Actual 2017 EPIs:** – 84% Course Completion – 78% Qualification Completion – 68% Learner Retention – 20% Progression **No meaningful EPIs for 2018 this report period.** ▪ Māori and Pasifika qualification completions are being targeted in 2018 as is improvement in retention and progression where possible.

TOPIC	STATUS REPORT	COMMENTARY
Stakeholder Voice	**Question 24: Do students feel that their expectations have been met so far?** Responses to date show: **2018**  **2017**  	▪ First Impressions Semester 1, 2018: – Preliminary overall response rate sitting at 55%, which is 1% down from the **final** Semester 1 report last year. – Final overall response rate is expected to be between 65 – 70% (968 – 1031 individual responses). To be confirmed in next report. – However, at this preliminary stage there is a 1.9% decrease in overall satisfaction. The final report will identify reasons for any (if any) decrease. ▪ Teams have developed their Learner Voice plans.

		▪ Work is in progress to enable reporting of student feedback through Power Bi for improved transparency and enable challenge at performance panels.

Nelson & Marlborough Institute of Technology

EFTS Reporting 31 March 2018

EFTS Reporting

NMIT EFTS @ 24-Apr-2018 (EA & EW Status)

Value Type	SAC	Int	China	ITO	YG	Star	Other	DPP	MPTT	ACE	Total	
2018 Actual YtD	1,664.79	334.71	271.57	8.05	41.21	35.43	28.84	0.00	7.65	13.53	2,405.76	Under TEC capped EFTS
2018 Budget FY	2,031.12	474.62	300.00	16.60	108.28	43.62	73.40	0.00	0.00	27.55	3,075.19	Within TEC capped EFTS
2018 Projected FY	2,159.62	425.18	300.00	16.60	55.71	39.03	60.25	0.00	0.00	27.22	3,083.61	Exceeds TEC capped EFTS
2018 Plan FY	2,096.41	474.62	300.00	16.60	135.28	43.62	73.40	0.00	0.00	27.55	3,167.48	Within TEC capped EFTS

% EFTS Variances	SAC	Int	China	ITO	YG	Star	Other	DPP	MPTT	ACE	Total
Actual(YtD) to Budget(FY)	(366.33)	(139.92)	(28.43)	(8.55)	(67.08)	(8.20)	(36.91)			(14.03)	(669.44)
% Actual(YtD) / Budget(FY)	82%	71%	91%	48%	38%	81%	50%			49%	78%
Actual(YtD) to Projection(FY)	(494.83)	(90.47)	(28.43)	(8.55)	(14.50)	(3.61)	(23.76)			(13.70)	(677.85)
% Actual(YtD) / Projection(FY)	77%	79%	91%	48%	74%	91%	61%			50%	78%
Actual(YtD) to Plan(FY)	(431.62)	(139.92)	(28.43)	(8.55)	(94.08)	(8.20)	(36.91)			(14.03)	(761.73)
% Actual(YtD) / Plan(FY)	79%	71%	91%	48%	30%	81%	50%			49%	76%
Projection(FY) to Plan(FY)	63.21	(49.44)	0.00	0.00	(79.57)	(4.59)	(13.15)			(0.33)	(83.88)
% Projection(YtD) / Plan(FY)	103%	90%	100%	100%	41%	89%	82%			99%	97%

- exceeds by more than 5%
- within allowable limits
- less by more than 1%

Programme Area EFTS incl. of distributed JV progs.

Value Type	App Bus & ELP	Trades & Eng.	Arts, Media & IT	Soc. Sci. & TTP	Health	Primary Industries	GCA	China Project	Learner Services	Learning Innovation	Total
2018 Actual YtD	350.59	411.87	250.33	388.26	313.11	329.69	85.30	272.05	0.38	4.17	2,405.76
2018 Budget FY	408.10	588.86	375.75	364.23	310.62	635.47	89.30	302.00	0.88	0.00	3,075.19
2018 Projected FY	424.85	572.85	296.69	476.68	377.00	541.19	85.81	302.00	0.38	4.17	3,081.61
2018 Plan FY	408.10	588.86	375.75	409.23	310.62	658.22	89.30	302.00	0.88	0.00	3,142.94

% EFTS Variances	App Bus & ELP	Trades & Eng.	Arts, Media & IT	Soc. Sci. & TTP	Health	Primary Industries	GCA	China Project	Learner Services	Learning Innovation	Total
Actual(YtD) to Budget(FY)	(57.51)	(176.98)	(125.42)	24.04	2.49	(305.77)	(4.00)	(29.95)	(0.49)		(669.44)
% Actual(YtD) / Budget(FY)	86%	70%	67%	107%	101%	52%	96%	90%	44%		78%
Actual(YtD) to Projection(FY)	(74.26)	(160.98)	(46.35)	(88.41)	(63.89)	(211.49)	(0.51)	(29.95)	0.01		(677.85)
% Actual(YtD) / Projection(FY)	83%	72%	84%	81%	83%	61%	99%	90%	102%		78%
Actual(YtD) to Plan(FY)	(57.51)	(176.98)	(125.42)	(20.96)	2.49	(328.52)	(4.00)	(29.95)	(0.49)		(761.73)
% Actual(YtD) / Plan(FY)	86%	70%	67%	95%	101%	50%	96%	90%	44%		76%
Projection(FY) to Plan(FY)	16.75	(16.01)	(79.07)	67.45	66.38	117.03)	(3.50)	0.00	(0.50)		(83.88)
% Projection(YtD) / Plan(FY)	104%	97%	79%	116%	121%	82%	96%	100%	43%		97%

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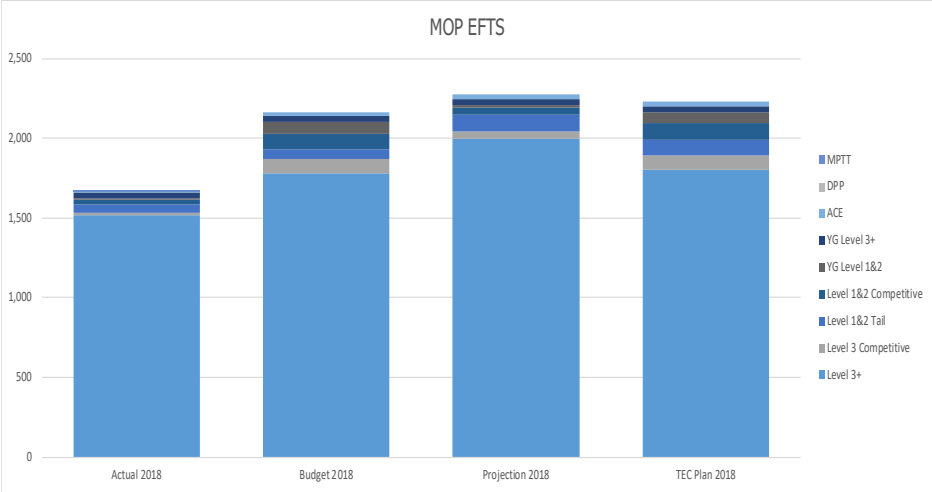
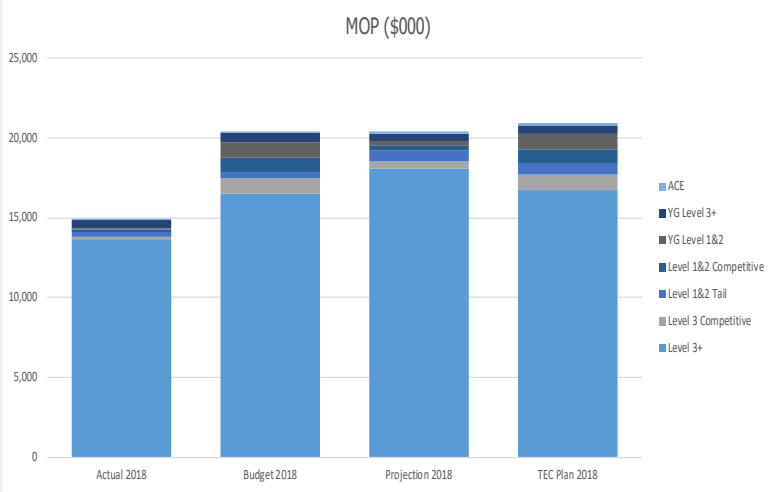
EFTS Analysis MOP 2018





EFTS	Level 3+	Level 3 Competitive	Level 1&2 Tail	Level 1&2 Competitive	YG Level 1&2	YG Level 3+	DPP	MPTT	ACE	Total
Actual 2018	1,519.99	14.97	51.25	31.97	5.13	36.08	0.00	2.10	11.13	**1,672.63**
Budget 2018	1,777.49	95.00	56.63	102.00	69.91	38.37	0.00	0.00	27.55	**2,166.96**
Projection 2018	2,001.74	41.00	102.63	45.00	19.75	33.84	0.00	0.00	29.22	**2,273.19**
TEC Plan 2018	1,802.03	90.75	101.63	102.00	69.91	38.37	0.00	0.00	27.55	**2,232.25**
Actual to Budget	(257.50)	(80.03)	(5.38)	(70.03)	(64.79)	(2.29)	0.00	2.10	(16.42)	**(494.33)**
Actual % of Budget	85.5%	15.8%	90.5%	31.3%	7.3%	94.0%	0.0%	0.0%	40.4%	**77.2%**
Actual to Projection	(481.75)	(26.03)	(51.38)	(13.03)	(14.63)	2.24	0.00	2.10	(18.09)	**(600.56)**
Actual % of Projection	75.9%	36.5%	49.9%	71.1%	25.9%	106.6%	0.0%	0.0%	38.1%	**73.6%**
Actual to Plan	(282.04)	(75.78)	(50.38)	(70.03)	(64.79)	(2.29)	0.00	2.10	(16.42)	**(559.62)**
Actual % of Plan	84.3%	16.5%	50.4%	31.3%	7.3%	94.0%	0.0%	0.0%	40.4%	**74.9%**
Projection to Plan	199.71	(49.75)	1.00	(57.00)	(50.16)	(4.53)	0.00	0.00	1.67	**40.94**
Projection % of Plan	111.1%	45.2%	101.0%	44.1%	28.2%	88.2%	0.0%	0.0%	106.1%	**101.8%**

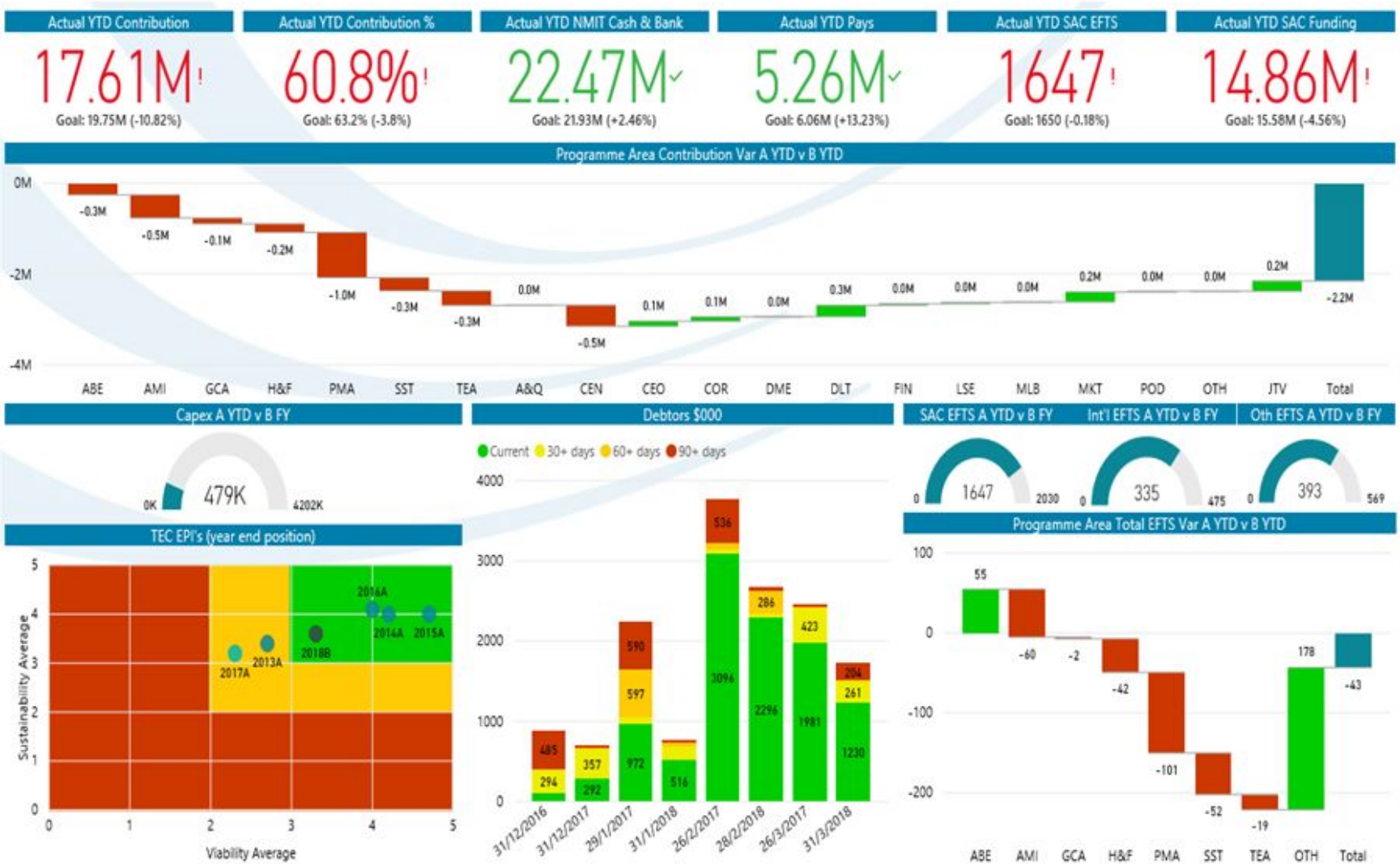
$ (000)	Level 3+	Level 3 Competitive	Level 1&2 Tail	Level 1&2 Competitive	YG Level 1&2	YG Level 3+	ACE	Total
Actual 2018	13,628	158	308	192	73	516	49	**14925**
Budget 2018	16,474	1,002	420	875	1,000	549	122	**20441**
Projection 2018	18,120	432	696	271	282	484	130	**20416**
TEC Plan 2018	16,735	957	690	875	1,000	549	122	**20929**
Actual to Budget	(2,846)	(844)	(111)	(683)	(926)	(33)	(73)	**(5,516)**
Actual % of Budget	82.7%	15.8%	73.4%	22.0%	7.3%	94.0%	40.4%	**73.0%**
Actual to Projection	(4,492)	(275)	(388)	(78)	(209)	32	(80)	**(5,490)**
Actual % of Projection	75.2%	36.5%	44.3%	71.1%	25.9%	106.6%	38.1%	**73.1%**
Actual to Plan	(3,107)	(799)	(382)	(683)	(926)	(33)	(73)	**(6,003)**
Actual % of Plan	81.4%	16.5%	44.7%	22.0%	7.3%	94.0%	40.4%	**71.3%**
Projection to Plan	1,385	(525)	6	(605)	(717)	(65)	7	**(513)**
Projection % of Plan	108.3%	45.2%	100.9%	30.9%	28.2%	88.2%	106.1%	**97.5%**

Nelson & Marlborough Institute of Technology

Financial Reporting & Analysis
For Period Ending 31 March 2018

Vicki Bryson : Finance Director

NMIT Executive Summary



NMIT Financial Operating Statement
For the period ending 31 March 2018

Category Description	Year to Date				Full Year		
($000's)	Actual	Budget	$ Variance	%+(-)Variance	Budget	2017	2016
Income							
TEC Funding	14,936	15,591	(655)	(4)%	19,623	18,073	17,620
Youth Guarantee	502	1,431	(929)	(65)%	1,548	1,530	1,494
ITO	5	13	(8)	(64)%	185	225	264
Star & Trades Academy	168	169	(1)	(1)%	509	460	547
Student Fees - Domestic	5,792	5,907	(115)	(2)%	7,539	7,161	7,375
Student Fees - International	5,006	5,275	(270)	(5)%	7,231	8,187	9,329
Interest	183	200	(17)	(9)%	800	743	721
Other Income	2,396	2,682	(286)	(11)%	4,433	5,353	5,009
Total Income	**28,987**	**31,268**	**(2,281)**	**(7)%**	**41,869**	**41,732**	**42,359**
Expenditure							
Class Resources	441	437	(4)	(1)%	2,206	2,341	2,224
International Commissions	979	1,228	249	20%	1,674	1,854	2,379
Curriculum Support	1	16	15	93%	82	54	66
Information Technology	272	319	47	15%	1,276	1,192	1,251
HR & Training	155	161	6	4%	669	762	642
Marketing & Promotions	107	165	58	35%	664	841	675
Admin & Support	1,147	553	(593)	(107)%	2,368	2,861	2,484
Facilities	682	793	110	14%	3,171	3,203	3,341
Interest Expense	-	-	-	0%	-	4	0
Depreciation, Amortisation & Impairment	1,086	1,056	(30)	(3)%	4,223	4,170	3,792
JV/TANZ Costs	1,245	730	(515)	(71)%	873	1,798	1,300
SUTI's Share of GC Surplus/(Deficit)	-	-	-	0%	-	-	(380)
Total Opex Expenses	**6,115**	**5,458**	**(657)**	**(12)%**	**17,205**	**19,081**	**17,773**
Academic Pay	2,787	3,620	833	23%	14,692	13,224	13,019
Support Staff Pay	2,473	2,442	(32)	(1)%	10,739	11,274	10,078
Total Staffing Costs	**5,260**	**6,061**	**802**	**13%**	**25,432**	**24,498**	**23,097**
Total Expenditure	**11,375**	**11,519**	**144**	**1%**	**42,637**	**43,579**	**40,870**
Contribution	**17,612**	**19,749**	**(2,136)**	**(11)%**	**(768)**	**(1,847)**	**1,489**
Contribution %	**61%**	**63%**			**-2%**	**-4%**	**4%**

YTD contribution unfavourable to budget due to unfavourable income and opex variances. Income is unfavourable across all categories. Opex is unfavourable to budget overall, with favourable variances in all categories except admin & support (SANITI subsidy & purchases admin – budget phasing), JV/TANZ costs (higher JV EFTS), depreciation and class resources. Pays are favourable to budget in academic with contractors under budget (timing).

Global Campus Financial Operating Statement
For the period ending 31 March 2018

Category Description	Year to Date				Full Year		
($000's)	Actual	Budget	$ Variance	%+(-)Variance	Budget	2017	2016
Income							
Student Fees - International	1,420	1,418	2	0%	1,445	2,301	2,551
Interest	-	-	-	0%	-	1	14
Other Income	-	62	(62)	(100)%	250	3	6
Total Income	**1,420**	**1,480**	**(60)**	**(4)%**	**1,695**	**2,305**	**2,571**
Expenditure							
Class Resources	2	1	(1)	(107)%	4	17	25
International Commissions	20	3	(17)	(626)%	3	600	431
Curriculum Support	-	1	1	100%	3	-	-
Information Technology	6	6	(0)	(1)%	23	27	63
HR & Training	(1)	1	2	252%	3	27	2
Marketing & Promotions	(7)	-	7	0%	-	182	19
Admin & Support	5	6	1	9%	28	121	210
Facilities	280	287	6	2%	1,146	1,145	1,062
Interest	-	-	-	0%	-	-	-
Depreciation, Amortisation & Impairment	34	30	(4)	(12)%	120	135	137
JV/TANZ Costs	-	-	-	0%	-	-	-
SUTI's Share of Surplus/(Deficit)	-	-	-	0%	-	-	(380)
Total Opex Expenses	**338**	**333**	**(5)**	**(2)%**	**1,330**	**2,254**	**1,568**
Academic Pay	134	111	(23)	(20)%	446	742	803
Support Staff Pay	95	56	(40)	(71)%	224	563	580
Total Staffing Costs	**229**	**167**	**(62)**	**(37)%**	**670**	**1,305**	**1,383**
Total Expenditure	**567**	**500**	**(67)**	**(13)%**	**2,000**	**3,559**	**2,951**
Contribution	**853**	**981**	**(128)**	**(13)%**	**(305)**	**(1,254)**	**(380)**
Contribution %	**60%**	**66%**			**-18%**	**-54%**	**-15%**

Contribution $0.1m unfavourable to budget due to unfavourable variance in other income (rent from sub-lease of premises) and higher than budgeted staff costs .

Income : variance explanation

Category Description	Year to Date				Full Year		
($000's)	Actual	Budget	$ Variance	%+(-)Variance	Budget	2017	2016
Income							
TEC Funding	14,936	15,591	(655)	(4)%	19,623	18,073	17,620
Youth Guarantee	502	1,431	(929)	(65)%	1,548	1,530	1,494
ITO	5	13	(8)	(64)%	185	225	264
Star & Trades Academy	168	169	(1)	(1)%	509	460	547
Student Fees - Domestic	5,792	5,907	(115)	(2)%	7,539	7,161	7,375
Student Fees - International	5,006	5,275	(270)	(5)%	7,231	8,187	9,329
Interest	183	200	(17)	(9)%	800	743	721
Other Income	2,396	2,682	(286)	(11)%	4,433	5,353	5,009
Total Income	**28,987**	**31,268**	**(2,281)**	**(7)%**	**41,869**	**41,732**	**42,359**

TEC funding – favourable to budget

✓ SAC Funding L3+ allocated favourable to budget with higher EFTS due to earlier enrolments.

× SAC Funding L1&2 competitive unfavourable to budget with lower EFTS than budgeted .

× SAC Funding L3+ competitive unfavourable to budget with lower EFTS than budgeted.

× SAC Funding L1&2 allocated unfavourable to budget with lower EFTS than budgeted.

× ILN ESOL funding unfavourable to budget due to budget phasing.

× YG Funding unfavourable to budget with lower EFTS than budgeted.

✓ Programmes with EFTS higher than budget include eCampus $381k, CCC NN & All ACE NN $42k, Cert Bus Admin L3+ $23k, Dip in FV Ops $55k, Skipper Restricted Limits $275k, Superyacht $81k, BV&W $108k, NZ Cert Auto Eng (Light Vehicle) L4 $49k, NZ Cert Auto Eng L3 NN $63k, NZ Cert Carpentry $83k, NZ Dip Eng (Civil) $76k, NZ Cert Construction Trade Skills NN $28k, NZ Cert Construction Trade Skills ML $31k, Dip Aqua Tech $23k, BAMC $76k, DOC Field Skills $22k, Dip Aero Cert $209k, NZ Cert Aero Eng $148k, Research & Hub $22k, NZ Cert Tourism $53k, NZ Cert Cookery $20k, NZ Dip Cookery $26k, NZ Cert in Hairdressing (Salon Support) NN $63k, NZ Dip Sport, Rec & Exercise $40k, Bach Nursing Yr 3 $46k, JV SUTI COP $555k, JV SUTI Career Guidance $375k, JV Annesbrook $42, JV SUTI Career Guidance L7 $33k, Te Rito L1&2 $71k, Te Haeata (Karanga & Whaikorero) $35k, BSW $24k, Bach Counselling $47k.

x Programmes with EFTS below budget include NZ Dip Bus $(56)k, BIT $(34)k, Cert IT S&S $(106)k, Cert Computer Tech L2 $(106)k, Nat Cert Retail L2 $(93)k, Nat Cert Retail L3 $(35)k, MEC 3&4 $(116)k, QDC $(130)k, JV STS Seafood Proc $(178)k, CVP $(142)k, NZ Cert Cellar Ops $(32)k, BV&W $(122)k, NZ Cert Auto Eng (Heavy) $(164)k, NZ Cert Mech Eng L4 $(29)k, Cert in TPI NN $(164)k, NZ Cert Hort Prod NN $(125)k, NZ Cert Hort Prod ML $(191)k, NZ Cert Hort Prod (Fruit Prod) NN $(68)k, NZ Cert Hort Prod (Fruit Prod) ML $(28)k, PGDip SA $(62)k, CAME $(182)k, NZ Cert Eng L3 (Army) $(157)k, Cert AVT $(44)k, NZ Cert F&B $(31)k, NZ Cert Hairdressing L4 (ES) ML $(41)k, NZ Cert Hosp L2 $(49)k, Dip Beauty & Body Therapy ML $(63)k, Bach Nursing Yr 1 $(172)k, Bach Nursing Yr 2 $(25)k, NZ Cert Health & Wellbeing $(195)k, Te Tuara me te Tinana NN $(32)k, Te Tuara $(44)k, Te Haeata L3+ $(208)k, Te Ata Hou L3+ $(68)k, BAM $(113)k, Dip Interior Design $(36)k, Training Schemes Cr Ind $(39)k, Dip A&M $(22)k, ELP L2 $(44)k, ELP ILN $(197)k, Bach Career Coaching $(86)k, CVS $(133)k, Postgrad Cert Supervision $(21)k.

ITO revenue – unfavourable to budget

× MITO below budget.

Star & Trades Academy revenue – on track

Income : variance explanation cont'd

Category Description	Year to Date				Full Year		
($000's)	Actual	Budget	$ Variance	%+(-)Variance	Budget	2017	2016
Income							
TEC Funding	14,936	15,591	(655)	(4)%	19,623	18,073	17,620
Youth Guarantee	502	1,431	(929)	(65)%	1,548	1,530	1,494
ITO	5	13	(8)	(64)%	185	225	264
Star & Trades Academy	168	169	(1)	(1)%	509	460	547
Student Fees - Domestic	5,792	5,907	(115)	(2)%	7,539	7,161	7,375
Student Fees - International	5,006	5,275	(270)	(5)%	7,231	8,187	9,329
Interest	183	200	(17)	(9)%	800	743	721
Other Income	2,396	2,682	(286)	(11)%	4,433	5,353	5,009
Total Income	**28,987**	**31,268**	**(2,281)**	**(7)%**	**41,869**	**41,732**	**42,359**

Student Fees (Domestic) – unfavourable to different EFTS mix

✓ Programmes with fees higher than budget include eCampus $88k, Superyacht $32k, Maritime S/C $94k, BV&W $31k, NZ Cert Auto Eng (Light Vehicle) L4 $92k, NZ Cert Auto Eng L3 ML $37k, NZ Cert Carpentry L4 $28k, NZ Cert Mech Eng L3 $35k, NZ Dip Eng (Civil) $25k, NZ Cert Construction Trade Skills (Joinery) L3 NN $81k, BAMC $36k, Cert AEF $30k, NZ Dip in Cookery L5 $32k, Bach Nursing Yr 2 $23k, JV SUTI Career Guidance $22k, JV Annesbrook Diploma $28k, ELP NZCEL $39k, BSW $100k, Bach Counselling $40k.

× Programmes with fees below budget include Confucious & China NZ $(137)k, NZ Dip Bus $(23)k, BIT $(25)k, Cert in IT S&S $(60)k, Dip MEC 3&4 $(48)k, QDC $(69)k, BV&W $(23)k, NZ Cert Auto Eng (Heavy Vehicle) $(27)k, NZ Cert Construction Trade Skills (Carpentry) L3 NN $(56)k, Trainee Ranger $(32)k, CAME $(143)k, Dip Aero Eng Mgmt $(29)k, NZ Cert Aero Eng $(49)k, NZ Cert Eng L3 (Army) $(83)k, Cert AVT $(25)k, NZ Cert in Hairdressing L4 (ES) ML $(21)k, Dip in Beauty & Body Therapy ML $(52)k, Bach Nursing Yr 1 $(35)k, BAM $(60)k, Cert in Study & Career Prep $(25)k, Bach Career Coaching $(59)k.

Student Fees (International) – unfavourable to budget

× International fees unfavourable to budget due to lower than budgeted EFTS (excl China).

✓ Programmes with fees higher than budget include BCom $54k, BCom ML $24k, PGDIB $23k, PGDip Logistics & SCM $91k, BIT $159k, Dip MEC 3&4 $176k, Dip AVT $61k, Dip A&M $23k, ELP NZCEL $35k, GC Dip in App Mgmt $111k.

x Programmes with fees below budget include PGDBE NN $(152)k, NZ Dip Bus $(55)k, Dip Nautical Sci L6 $(48)k, BV&W $(46)k, NZ Dip Eng (Civil) $(102)k, Dip Aqua Tech $(42)k, CAME $(98)k, NZ Cert in Aero Eng $(50)k, NZ Cert in Cookery L4 $(32)k, NZ Dip in Cookery L5 $(51)k, Health S/C $(44)k, BAM $(99)k, ELP NZCEL $(99)k, GC PGDIB $(42)k, GC PGDITSM $(54)k.

Other Income – unfavourable to budget

✓ Resalable items $26k (contra expense).

× Rent $(72)k (GC), SSL $(93)k (timing), In China $(31)k, Maritime S/C $(28)k, ELTO $(38)k (timing).

All income streams unfavourable to budget.

Operating Expenditure - variance explanation

Category Description	Year to Date				Full Year		
($000's)	Actual	Budget	$ Variance	%+(-)Variance	Budget	2017	2016
Expenditure							
Class Resources	441	437	(4)	(1)%	2,206	2,341	2,224
International Commissions	979	1,228	249	20%	1,674	1,854	2,379
Curriculum Support	1	16	15	93%	82	54	66
Information Technology	272	319	47	15%	1,276	1,192	1,251
HR & Training	155	161	6	4%	669	762	642
Marketing & Promotions	107	165	58	35%	664	841	675
Admin & Support	1,147	553	(593)	(107)%	2,368	2,861	2,484
Facilities	682	793	110	14%	3,171	3,203	3,341
Interest Expense	-	-	-	0%	-	4	0
Depreciation, Amortisation & Impairment	1,086	1,056	(30)	(3)%	4,223	4,170	3,792
JV/TANZ Costs	1,245	730	(515)	(71)%	873	1,798	1,300
SUTI's Share of GC Surplus/(Deficit)	-	-	-	0%	-	-	(380)
Total Opex Expenses	**6,115**	**5,458**	**(657)**	**(12)%**	**17,205**	**19,081**	**17,773**

Class Resources (Items organised by teaching staff for use in class)

× Small unfavourable variance to budget overall.

× Unfavourable variances in course purchases $(39)k (timing), photocopying/printing class materials $(24)k (timing).

✓ Favourable variances in moderation $29k.

International Commissions (Commissions paid to international agents)

✓ Favourable due to lower international revenues.

Curriculum Support (Costs to support teaching & curriculum)

✓ Favourable variance in research costs (timing).

Information Technology (Costs like telephone, wifi, network & licences)

✓ Favourable variance in licence fees $59k (NZ Dip Cookery, ITCS, Library).

HR & Training (Costs to support, train or recruit staff)

✓ Favourable variance in professional memberships $14k (CEO Admin).

Marketing & Promotions (Costs to promote programmes & facilities excluding agents commissions)

✓ Favourable variance in advertising $46k.

Operating Expenditure - variance explanation cont'd

Category Description	Year to Date				Full Year		
($000's)	Actual	Budget	$ Variance	%+(-)Variance	Budget	2017	2016
Expenditure							
Class Resources	441	437	(4)	(1)%	2,206	2,341	2,224
International Commissions	979	1,228	249	20%	1,674	1,854	2,379
Curriculum Support	1	16	15	93%	82	54	66
Information Technology	272	319	47	15%	1,276	1,192	1,251
HR & Training	155	161	6	4%	669	762	642
Marketing & Promotions	107	165	58	35%	664	841	675
Admin & Support	1,147	553	(593)	(107)%	2,368	2,861	2,484
Facilities	682	793	110	14%	3,171	3,203	3,341
Interest Expense	-	-	-	0%	-	4	0
Depreciation, Amortisation & Impairment	1,086	1,056	(30)	(3)%	4,223	4,170	3,792
JV/TANZ Costs	1,245	730	(515)	(71)%	873	1,798	1,300
SUTI's Share of GC Surplus/(Deficit)	-	-	-	0%	-	-	(380)
Total Opex Expenses	**6,115**	**5,458**	**(657)**	**(12)%**	**17,205**	**19,081**	**17,773**

Admin & Support (Costs for back office, printing & equipment)

✓ Favourable variances in consultants $59k (CEO, POD).

× Unfavourable variances in SANITI subsidy $(207)k (timing), purchases admin $(456)k (eCampus costs) (timing).

Facilities (Costs for site, rent, repairs, cleaning etc)

✓ Favourable variances in rent $30k (Maritime S/C), energy $38k (timing), cleaning $33k, security & keys $35k, contract maintenance $35k.

× Unfavourable variance in R&M $(40)k.

Depreciation, Amortisation & Impairment

× Unfavourable to budget.

JV/TANZ Costs

x Unfavourable variance due to higher JV EFTS in SUTI COP, SUTI Career Guidance, Annesbrook Diploma & SUTI Career Guidance L7 (offset against favourable revenue variances).

Opex 12% unfavourable to budget, with a mix of favourable & unfavourable variances across categories. Main unfavourable variances in admin & support (SANITI subsidy, purchases admin – eCampus costs) (timing), and JV/TANZ costs (offset revenue).

Pays - variance explanation

Category Description	Year to Date				Full Year		
($000's)	Actual	Budget	$ Variance	%+(-)Variance	Budget	2017	2016
Academic Pay	2,787	3,620	833	23%	14,692	13,224	13,019
Support Staff Pay	2,473	2,442	(32)	(1)%	10,739	11,274	10,078
Total Staffing Costs	**5,260**	**6,061**	**802**	**13%**	**25,432**	**24,498**	**23,097**

Academic pays

✓ Favourable by $833k, due to contractors (timing) and part-time staff.

✓ Main favourable variances in In China $99k, Confucious & China NZ $86k, BCom NN $28k, eCampus $20k, Skipper Restricted Limits $20k, NZ Cert in Carpentry L4 $22k, Cert in TPI (NN) $41k, Trainee Ranger $20k, NZ Cert in Hort Production L4 (Fruit Prod) NN $27k, Bach Nursing Yr 1 $30k, Bach Nursing Yr 2 $22k, NZ Cert in Health & Wellbeing L3 NN $25k, Te Tuara $22k, Training Schemes Cr Ind $26k, CVS $30k, Bach of Counselling $24k, Flexi Learning $29k

x Main unfavourable variances in Maritime Prog Dev $(25)k, Maritime S/C $(28)k, ELTO $(23)k, GC PGDIB $(29)k.

Allied pays

× Unfavourable to budget by $(32)k.

✓ Favourable variances in Health & Fitness Admin $20k, Soc Sci Admin $20k, Flexi Learning $29k, Library $26k, CEO $92k, Finance & Process Improvement $31k (vacant positions).

x Unfavourable variances in NZ Cert Construction Trades Skills $(21)k, Trades Admin $(22)k, Blue Tick $(46)k, GC Admin $(40)k, Central $(142)k.

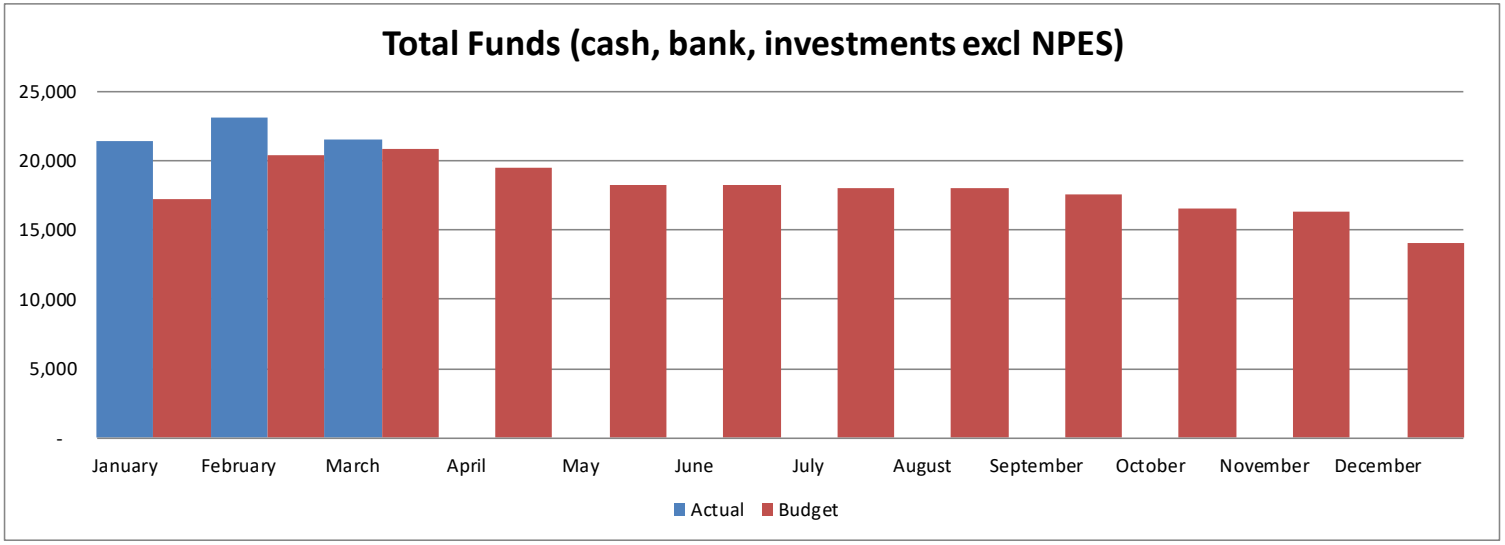
YTD pays $0.8m favourable against budget, in academic due to timing of contractors & part-time staffing.

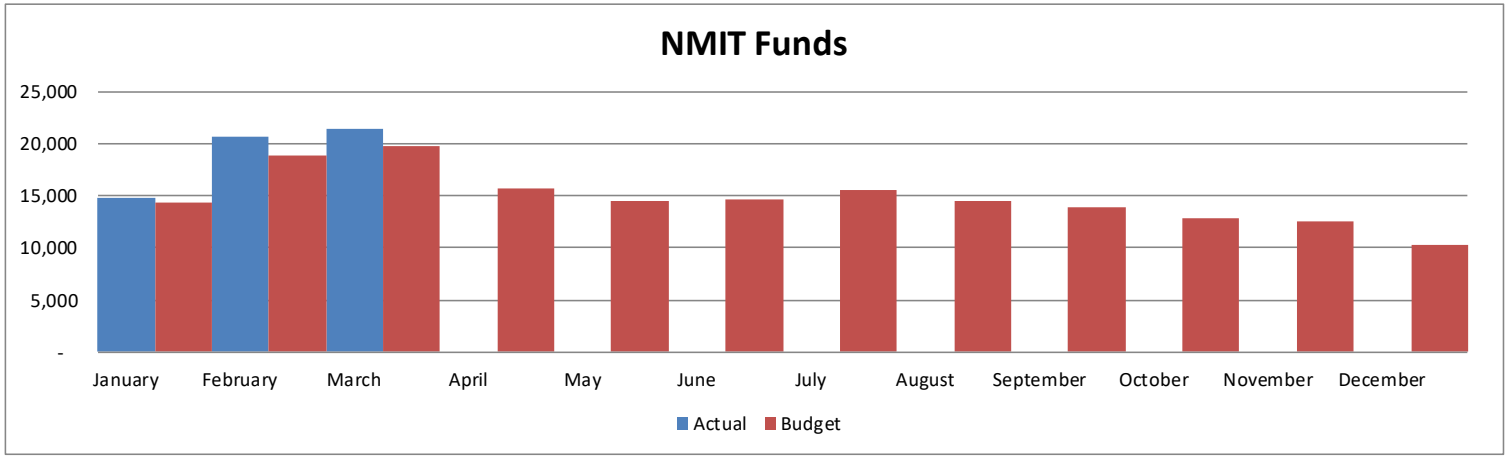
Capital Expenditure as at 31 March 2018

	2018 YTD Actual	2018 Original Budget	2017 Carry Forward	2018 Additional Approvals	2018 Revised Budget	Balance To Spend	%
Land	-	-	-	-	-	-	
Buildings	30	363	-	195	558	528	
Art	-	-	-	-	-	-	
Computers	106	1,157	17	2	1,176	1,070	
Programme Development	77	1,388	-	-	1,388	1,311	
Plant & Equipment	110	1,076	-	-	1,076	966	
Vehicles	-	105	-	-	105	105	
Books	26	113	-	-	113	87	
Work in progress - to allocate	130	-	-	-	-	(130)	
Total	**479**	**4,202**	**17**	**197**	**4,416**	**3,937**	**11%**

- **11% of capex budget spent to date.**
- **Budget carried forward from 2017 is for the Skype configuration/rollout project.**
- **2018 additional approvals includes B Block mobility impairment alterations, staff phones, co-location project.**

Cash flow Graph





NMIT funds are $1.6m ahead of budget at 31 March 2018. Both student debtors and fees in advance are significantly below budget.

NMIT Financial Statement of Position
As at 31 March 2018

	Institute Actual 31st March 2018 ($000)	Budget 31st March 2018 ($000)	Actual 26th March 2017 ($000)
Assets			
Current assets			
Cash and cash equivalents	2,783	21,928	2,103
Debtors and other receivables	11,814	18,156	12,280
Investments	19,685	-	21,750
Prepayments	715	533	699
Total current assets	34,997	40,616	36,832
Non-current assets			
Investments	1,081	-	-
Property, plant and equipment	86,158	86,586	87,188
Intangible assets	2,416	4,663	2,726
Total non-current assets	89,655	91,249	89,914
Total assets	124,653	131,866	126,746
Liabilities			
Current liabilities			
Creditors & other payables	4,342	6,020	5,292
Revenue received in advance	1,889	4,227	2,554
Provisions	2,185	1,538	1,458
Other financial liabilities	1,266	3,801	1,661
Total current liabilities	9,682	15,585	10,965
Non-current liabilities			
Provisions	192	180	180
Total non-current liabilities	192	180	180
Total liabilities	9,874	15,766	11,146
Net assets	**114,778**	**116,100**	**115,600**
Equity			
Capital introduced	29,039	29,039	29,039
Accumulated funds	36,139	37,461	36,961
Revaluation reserves	46,745	46,745	46,745
Capital reserves	2,855	2,855	2,855
Total equity	**114,778**	**116,100**	**115,600**

Net assets are $(1.3)m unfavourable to budget. Current assets are $(5.6)m unfavourable largely due to lower than budgeted debtors & receivables $(6.3)m. Current liabilities are $5.9m favourable overall due to lower creditors & other payables $1.7m, revenue in advance $2.3m, and other financial liabilities $2.5m. Non-current assets are $1.6m favourable to budget due to the sale of IP to TANZ eCampus in late 2017 after the 2018 budget had been prepared.

NMIT Financial Statement of Cashflows
For the period ending 31 March 2018

	Institute Actual 31st March 2018 ($000)	Budget 31st March 2018 ($000)	Actual 26th March 2017 ($000)
Cash flows from operating activities			
Receipts from government grants	6,658	3,517	4,818
Receipts from tuition fees	3,754	7,922	5,793
Receipts from other income	2,437	3,267	1,802
Interest income received	217	200	149
Payments to employees	(4,869)	(6,061)	(5,069)
Payments to suppliers	(3,743)	(1,673)	(3,422)
GST (net)	(260)	2,330	199
Net cash flows from operating activities	4,193	9,501	4,269
Cash flows from investing activities			
Receipts from sale of property, plant and equipment			-
Realisation of investments	-	-	-
Purchase of property, plant and equipment	(365)	(1,726)	(952)
Purchase of intangible assets	(111)	(379)	44
Acquisition of investments	(2,581)	-	(4,475)
Net cash flows from investing activities	(3,057)	(2,105)	(5,384)
Net increase/(decrease) in cash and cash equivalents	1,136	7,397	(1,115)
Cash and cash equivalents at beginning of year	1,647	14,532	3,218
Closing cash and cash equivalents	**2,783**	**21,928**	**2,103**

Net cash flows from operating activities are $(5.3)m unfavourable to budget overall. Higher than budgeted receipts from government grants $3.1m and GST $2.6m, and lower than budgeted payments to employees $1.2m are offset by lower than budget receipts from tuition fees $(4.2)m and other income $(0.8)m and higher than budgeted payments to suppliers $(2.0)m. Net cash flows from investing are $(1.0)m unfavourable to budget with the favourable variance on capex spend $1.6m offset by unfavourable variance on purchase of investments $(2.6)m.

2018 Forecast April

(000's)	NMIT							
Category Description	Year to Date			Full Year				
	Actual	Budget	% Achieved	Actual	Budget	% Achieved	Live Budget % Achieved	PY Actual % Achieved
Income								
TEC Funding	15,439	17,023		15,439	21,172		20,685	19,602
Fees	10,798	11,182		10,798	14,770		14,041	15,348
Interest	183	200		183	800		732	743
Other Income	2,568	2,863		2,568	5,127		5,225	6,035
Total Income	**28,987**	**31,268**		**28,987**	**41,869**		**40,682**	**41,729**
Operating Expenditure								
Class Resources	441	437		441	2,206		2,206	2,341
International Commissions	979	1,228		979	1,674		1,525	1,854
Curriculum Support	1	16		1	82		68	54
Information Technology	272	319		272	1,276		1,188	1,192
HR & Training	155	161		155	669		589	762
Marketing & Promotions	107	165		107	664		634	841
Admin & Support	1,147	553		1,147	2,368		2,368	2,861
Facilities (Site)	682	793		682	3,171		3,065	3,203
JV/TANZ Costs	1,245	730		1,245	873		2,011	1,798
SUTI's Share of GC Surplus/(Deficit)	-	-		-	-		-	-
Depreciation, Amortisation & Impairment	1,086	1,056		1,086	4,223		4,343	4,170
Interest Expense	-	-		-	-		-	4
Restructuring	-	-		-	-		-	-
Total Opex	**6,115**	**5,458**		**6,115**	**17,205**		**17,998**	**19,081**
Total Staffing Costs	**5,260**	**6,061**		**5,260**	**25,432**		**23,632**	**24,498**
Total Expenditure	**11,375**	**11,519**		**11,375**	**42,637**		**41,630**	**43,579**
Contribution	**17,612**	**19,749**		**17,612**	**(768)**		**(948)**	**(1,850)**
Contribution %	**61%**	**63%**		**61%**	**(2)%**		**(2)%**	**(4)%**

Live budget updates at this stage show $(0.9)m deficit compared to budgeted $(0.8)m. However conversations with TEC look promising to increase SAC3+ by $0.7m, which will reduce deficit to $(0.7)m which is better than budget.

This is primarily due to underperformance of Competitive/Level 1&2 YG EFTS, offset by increased demand for Sac3+. Negotiations with TEC to increase SAC have commenced, which will hopefully improve full year forecast. Opex is very similar with the exception of JV costs, which relate to higher SUTI EFTS to offset the change in BCD delivery. This is partially offset by reduction in pays, along with other reductions doe to annualised vacant positions (YTD savings etc).

Nelson & Marlborough Institute of Technology

Investments

Investments as at 31 March 2018

a) Summary		31 March 2018			28 February 2018		Change	
Bank	Rating	Amount	Average Rate	Average Term	Amount	Average Rate	Value	Average Rate
ANZ	AA-	5,300,000	3.578%	183.62	4,900,000	3.631%	400,000	(0.05)%
BNZ	AA-	1,685,000	3.547%	243.00	785,000	3.570%	900,000	(0.02)%
SBS	BBB	12,700,000	3.687%	177.79	15,500,000	3.697%	(2,800,000)	(0.01)%
Total		**$19,685,000**	**3.881%**	**212.55**	**$21,185,000**	**3.877%**	**($1,500,000)**	**0.004%**
b) Other Cash not on deposit		$ 2,783,127			$ 2,989,898		(206,771)	
c) New Deposits during Month		$ 1,900,000			$ 7,000,000		(5,100,000)	
d) Deposits broken in month		$ -			$ -		-	
e) Due Repayment coming month		$ 3,000,000			$ 3,400,000		(400,000)	

NMIT

Information Paper

Nā: Liam Sloan (Interim Chief Executive)

Ki a: NMIT Council

Te Kaupapa: Summary of Labour's Education Manifesto

Te Kaituhi: Liam Sloan

Te rā: 10 May 2018

PURPOSE:

To provide Council with a summary of Labour's way forward in their Education Manifesto, which includes five main priorities.

1) **Learners at the centre – placing learners at the centre of the education system, focus on personalised learning, strong foundations and lifelong learning, recognising diversity**

   a) Building strong foundations by supporting parents and providing quality early childhood education

   b) Celebrating diversity and recognising difference

      i) Abolition of national standards

      ii) Review of NCEA

      iii) Stop using NCEA achievement to evaluate schools

      iv) Move away from emphasis on post-qualification earnings as sole marker of education value

   c) Lifelong learning

      i) Progressive introduction of three years post-school education/training

      ii) Funding for night classes

      iii) Funding for programmes supporting senior citizens to adapt to technology and change

      iv) Support for community-based language programmes

      v) Review of financial support for those retraining compared to those on Job Seeker benefit

      vi) Change to funding systems to encouragement 'hop-on hop-off' training

   d) Inclusive education system

      i) Review of learning support and learning needs assessment, increase in funding for same, continued support for special residential schools, increased support for students with special learning requirements, e.g. deaf students.

   e) Safe schools

i) Review of funding for guidance counsellors, policies and actions to deal with bullying

f) Supporting Māori educational achievement

i) Range of programmes and opportunities to help Māori to succeed and thrive.

g) Supporting Pacific educational achievement

i) As above

h) Supporting gifted/talented learners

i) Re-establish Gifted Advisory Board, re-establish funding

2) Barrier Free Access - focus on breaking down financial barriers by returning to free education

a) Free education

i) Initiatives at pre-school, primary, secondary and tertiary levels

ii) Enforcement of guidelines preventing schools charging for curriculum delivery and "covert" fundraising.

b) Support for higher education

i) Increase living costs support to student allowances

ii) Restore post-graduate eligibility for student allowances

iii) Restore eligibility to allowances for students in long courses

iv) Investigate 'First in Family' scholarship for students from families with no prior achievement in higher education

v) Work with iwi to increase financial support for Māori learners at all levels

c) Reducing the burden of student loans

i) Investigate voluntary bonding where loans are written off in exchange for work in areas of critical skill shortages, e.g. teaching and nursing

3) Quality Teaching - championing quality teaching at all levels

a) Initiatives to support teachers to develop and strengthen career pathways with increased provision for teacher professional development

b) Raise the standard of entry into the teaching profession

c) Ensuring adequacy of teacher supply

d) Support for returning teachers

e) Strengthening teacher leadership and collaboration

i) New education advisory service to share best-practice and act as advisors and mentors to teachers including new College of Educational Leadership

4) Quality Public Education - investing in world-class public education system

a) Education system changes

i) Scrapping use of Public Private Partnerships to build schools

ii) Scrapping of Charter Schools legislation

iii) Changes to funding for private and integrated schools

iv) Subsidies for new early childhood centres

v) Scrapping National's plan to change tertiary education legislation to allow private profit-making providers to receive the same funding as public institutions

b) Recognise and support role of schools as community hubs

i) Encourage school co-location with social services and pre-schools and working with Councils on community facilities

ii) Reinstate funding for adult and community education programmes

iii) Encourage greater collaboration between secondary schools and tertiary providers

c) Creating modern schools with upgrades to facilities

d) Supporting school Boards of Trustees

e) Diversified tertiary education sector

i) Review structure and operations of TEC

ii) Develop more collaborative approach to tertiary education with review of network of provision approach to funding and direct funding.

iii) Support development of regional tertiary education strategies with focus on regional labour market needs, research and development and social and community needs.

f) World class universities

i) Full review of PBRF

ii) Support research in universities including closer association with business, offering broad-based programmes

iii) Reaffirm role of students in institutional decision-making

g) Strong Institutes of Technology and Polytechnics

i) Strong network of regional public institutions dedicated to meeting labour market and skill needs of regions

ii) Establish Centres of Vocational Excellence (CoVEs) based at ITPs to drive excellence in training, research and innovation in a particular industry

iii) Improve the way ITPs work together through joint curriculum development, clearer qualifications and more flexible learning pathways

h) Industry Training Organisations

i) Reinforce roles of ITOs as standard setting bodies and promote partnerships between industry and tertiary providers

ii) Involve ITOs more in careers advice and guidance to school leavers

iii) Remove cap on ITO training above Level 5

iv) Incentivise pathways between provider-based and work-based education, for example, not punishing providers performance indicators when students gain employment.

i) International Education

i) Shift focus on international education away from revenue generation towards quality education

ii) Ensure school/tertiary funding for domestic students is at level to reduce reliance on revenue from international students to make ends meet.

iii) Review pathway from international student visas to work and residency to ensure low quality education isn't used as a backdoor to residency

j) Achieving change together

i) Convene Education Summit to identify future challenges and map out shared vision. Will include all political parties in the discussion

ii) Establish taskforce to review Tomorrow's Schools

iii) Review school and early childhood funding and redevelop Communities of Learning model

iv) Re-establish Tertiary Tripartite Forum to address issues of effectiveness and sustainability in universities, ITPs and wananga

5) 21st Century Learning - learning relevant to New Zealanders, the technology they use and skills that will provide them with opportunities

a) Focus on competencies

b) School Leavers Toolkit including learning to drive, key workplace competencies, financial literacy and budgeting skills, knowing democratic rights and responsibilities.

c) Transforming careers advice

i) Provide personalised career and learning development plan for students from first year at secondary school

ii) Every high school has trained careers advice teachers

iii) Continue to develop partnerships between schools, businesses and training providers with approaches such as Gateway and STAR programmes.

d) Tackling skill shortages

i) Work with stakeholders to establish NZ Skills Strategy

ii) Restore skills leadership roles to ITOs and reinstate Skills leadership Group

e) Making best use of technology

i) Ensure teachers have opportunities to improve digital literacy

ii) Establish programme to ensure all school students have access to a mobile device

Liam Sloan 3 May 2018

MINISTRY OF EDUCATION
TE TĀHUHU O TE MĀTAURANGA

Kia ora koutou

I am emailing you to seek your participation in the Government's review of the vocational education and training (VET) system.

As you may be aware, on 21 February the Minister of Education announced an extensive education portfolio work programme, to champion a high quality public education system for all New Zealanders. This includes a programme of change for vocational education.

The Ministry of Education is leading the work on vocational education. This email sets out the scope of the work, and how we intend to work with stakeholders. More detail is available in the Ministry of Education report, "Scope and process for the VET system review", which is available here.

How will the Ministry of Education engage with stakeholders?

We would like you to help us shape the work on the VET system – to test the ideas in this letter, and discuss what is missing, and where are the main opportunities.

We are seeking engagement with Tertiary Education Organisations, employers and unions by working through peak bodies or other coordination arrangements. We will talk to them shortly to find times to meet.

We will also make use of the Education Summit in May to gather insights on the wider education sector's views about the VET system, in particular the views of learners. We will also ensure appropriate connections are made through other work programmes (e.g. to gather schooling perspectives).

Finally, we intend to visit a number of Tertiary Education Organisations and users of VET to learn more about how the VET system is working from their perspective.

We want to complete these initial discussions by mid-May (around the time of the Education Summit).

And what happens after the Ministry's engagements?

We will report to the Minister of Education in June with our assessment of the state of the VET sector, stakeholders' views, and the policy challenges these raise. That advice will also address how the work should proceed beyond June.

Throughout this process we will coordinate with the Tertiary Education Commission's project, ITP Roadmap 2020, which is considering how the network of ITPs can operate more as a system.

Why are we looking at the VET system now?

The VET system is a critical part of New Zealand's economic infrastructure. It provides people with the skills they need for their working lives, provides industry with the skilled workers needed to succeed, and communities with infrastructure for their economic development.

There are a number of interrelated challenges and opportunities in the VET system:

- some of them are external to the education system - changes in the world of work due to technological change and globalisation;
- some exist at the interfaces between different actors – making it harder than it should be for learners and employers to access the skills they need; and
- some exist within the TEOs – where government's settings for funding, regulatory and collaboration don't always align with our goals for VET.

The remainder of this letter sets out our initial approach to the work. This is intended to stimulate discussion and to help us identify where we need to learn more. We do not have a fixed view.

What do we mean by 'VET'?

We propose a definition of VET that is focussed on learners' aims from study. In short, that VET is "education that has a special emphasis on the skills and attributes required to perform a specific role, or work in a specific industry". This implies that employers have a greater role in VET than other forms of learning, and that VET will take place in a wide variety of settings. We also note that whilst VET addresses the skills required for a specific role, these skills are transferable, and we are ultimately interested in positive labour market outcomes, rather than matching to a specific role.

We propose taking a pragmatic approach to applying this definition to different VET issues, varying the scope according to the issue. In general, we consider all industry training and apprenticeships to be 'core' VET. For providers, we think of 'core' VET as the vast majority of provision from level 3 through to diplomas (but not degrees) at level 7. Further information on our proposed definition of VET for the purposes of this review is in the report linked to above.

We also note that there are questions about the merits of the term "vocational", and this is something we will consider as part of the review.

What should we seek to achieve from VET?

We propose some goals and principles to frame our review of the VET system. These would guide the further work on the review (e.g. assessing options) and inform ongoing decisions (e.g. on operational matters).

Our goal is to create a strong VET system; key characteristics of this system include:

- the ability to deliver an educational offering that is attractive to learners and responsive to their needs
- a strong presence across New Zealand, and a clear link between vocational education and training provision and economic development
- responsiveness to employers and industry, and the ability to attract external funding
- a balance between diversity and specialisation in provision, so that students have choice between a number of training pathways at the same time as the system serves regional and national workforce needs, and
- system capability to respond well to changes in the external environment, whether that be policy change, technological change, changes in employers' skill needs, or changes in student demand (domestic or international).

What topics will the VET review address?

We propose to group the VET system review into four themes. These provide a structure to the interrelated issues in VET, to support more coherent discussions with stakeholders. The four themes are:

- **A strong network of provision for all regions**. This theme considers how the VET sector works together to meet the needs of a region (and collectively to meet national needs), and how government funding and planning policy settings can create sustainable, agile provision across a region that makes good use of all tertiary education organisation (TEO) types and schools. This will also consider how the VET system can support the Government's regional economic development goals.
- **Work-based learning that adapts to a variety of needs**. This theme will consider the range of work-based learning needs (e.g. from a broad, first qualification through to flexible, just-in-time learning), and how coherently current funding and regulatory settings enable and incentivise TEOs to meet these needs.
- **A system that is effective for a diverse range of learners**. This theme will consider the effectiveness of the VET system in supporting access, achievement and outcomes for different learner groups.
- **A system that supports, and is supported by, industry**. This theme will consider demand-side issues: the health of the partnership between industry and TEOs, and how the different characteristics of each industry affect this. It would also consider what tools are needed to support different industries to meet their needs.

Conclusion

Vic Johns, Policy Director in the Graduate Achievement, Vocations and Careers Group, is leading the VET system review. We look forward to working with you on this project, and will be in touch soon. You can also get in touch at: VET.review@education.govt.nz.

Claire Douglas
Deputy Secretary, Graduate Achievement, Vocations and Careers
Ministry of Education

10 May 2018

SANITI REPORT FOR COUNCIL

ABBEY PATERSON, STUDENT PRESIDENT

Events and Campus Culture

What's been happening?

SANITI has delivered events on all three campuses in April, with a great turn out in Marlborough and Woodbourne. There have not been as many events on Nelson campus due to the Easter break and term break. The Association will be supporting Pink Shirt day and NMIT open night with free food and the team interacting with staff and students across campus. The international activities have started, with a few alterations due to the road issues on the way to Golden Bay. The Marlborough social lunch and Kaiteriteri/Marahau trip were a great way to kick off the schedule.

Opportunities

SANITI is thinking about more social events we could hold, such as sports competitions and/or movie and gaming evenings in the Kowhai Lounge over winter to get students interacting more. These will be discussed with the Student Executive and possibly organised for later in the year. Discussion are still being had about SANITI and NMIT working together on possible social cultural collaborations in the future.

Support, Advocacy & Employment

What's been happening?

Currently there is a focus on finalising StudyLink applications from the start of the semester. The advocates have noticed a decrease in academic advocacies in comparison to this time last year. There are still high need cohorts and a noticeable increase in mental health concerns and social/behavioural challenges. Toni Baigent will be attending the South Island Wellbeing Forum on the 10th of May at Ara run by Tertiary Wellbeing Aotearoa New Zealand. The advocates are also supporting Global Campus students through any issues they may be facing at the Auckland campus.

The Employment Coordinator has delivered 3 employment seminars and a LinkedIn workshop which students and academic staff attended. The employment database is up and running with students registered for opportunities such as part time jobs and internships.

Opportunities

There is still a high need for affordable accommodation, especially for international students and families. SANITI does not provide a set service for helping with accommodation placements, with the exceptions of referrals and hardships.

10 May 2018

One of the hardest challenges that students are facing is the overwhelming pressures of studying full time. Students are needing to work nearly full time hours to financially survive, due to the increased cost of living. Full time study on top of this can create mental health issues such as anxiety and depression. With the increased need to also gain work experience, volunteer work, being a parent, social, cultural and family commitments it is easy to see the flow on effect in regards to the rise in mental health issues and academic struggles.

SANITI would like to hold more social get-togethers and events to bring students together so that they can spend time with people in the same boat and offer advice on dealing with the stresses of being a student. The irony of this is that students may not have the time to come to these events.

Another way SANITI is looking to advocate for students in this regard is by attending and giving feedback at the summits and focus groups being held by the MoE, to help further the understanding of the struggles and challenges that students of today face, with a focus on regional students.

Representation & Student Voice

Student President Representation of the student voice within NMIT:

- Formal complaints focus group
- Nelson City Council Nelson East Connectivity Study – A workshop was held by Opus and NCC in regards to the potential for improved connections from the Central City and Maitai River shared path through to Upper Nile Street and the Maitai Valley Road. The aim of the project is to identify existing issues, shortfalls and opportunities in relation to connections and movement in Nelson East.
- Programme Representative Meetings – held on Nelson, Woodbourne and Marlborough Campuses at the end of March and start of April. Apprentice visits were also carried out on Nelson and Marlborough Campuses as well.
- Regular meetings with the Interim CEO
- Regular meetings with the Interim Director of Learning, Teaching and Quality
- Academic Board
- SANITI and NMIT Facilities catch up
- ITP Summit – Abbey Paterson attended the annual NZUSA ITP Student Leaders Summit in Wellington
- Council Strategic Planning
- Appeals Committees
- Visit from EIT Vice President
- Policy Reviews
- Executive Meeting – the first training and meeting for the new Executive was held last week

10 May 2018

Other SANITI business

SANITI Annual General Meeting was held on the 10th of April. There were 7 new Executives elected at the AGM, and the annual audited accounts were presented and funding allocated for extra expenses in 2018 from SANITI interest income and reserves.

The Student President and Vice President attended the MoE Education Summit in Christchurch on the 5th and 6th of May.

REPORT TO COUNCIL | 2 MAY 2018
ITEM 15

MEDIA MONITORING NEW REPORTING

Fiona Summerfield, Marketing Services Manager

PURPOSE

A new media monitoring service was chosen for NMIT that began in February 2018. A full report was provided for the March meeting.

SUMMARY

TrendKite media monitoring, as with other suppliers considered, only looks at stories published online however most media have a presence online these days

The report is provided as an online link. Currently the report is for the New Zealand media monitoring dashboard. It is an interactive report.

It has been cut down to the overall graph that shows the number of stories that included NMIT, published during the period of 10 March to 2 May. This did not include the announcement of the CEO appointment.

Readers can click on the data points to see the stories involved in the analysis during the stated period. The stories are also linked so stories can be read if required.

This is the link to the report for the period 10 March – 2 May 2018

https://app.trendkite.com/report?id=84414b59-c68c-47b7-bf37-a92d78e981d8

ALIGNMENT TO NMIT'S PRIMARY STRATEGIC OBJECTIVES

Primary Strategic Objectives	Y / N	Comments
Build a high-performing customer-focused team	Y	The analysis provided by the new supplier means media monitoring is a far more useful service and helps the marketing services team to continue to improve their performance across all promotional channels.
Deliver a personalised customer experience through the learner life cycle	N	

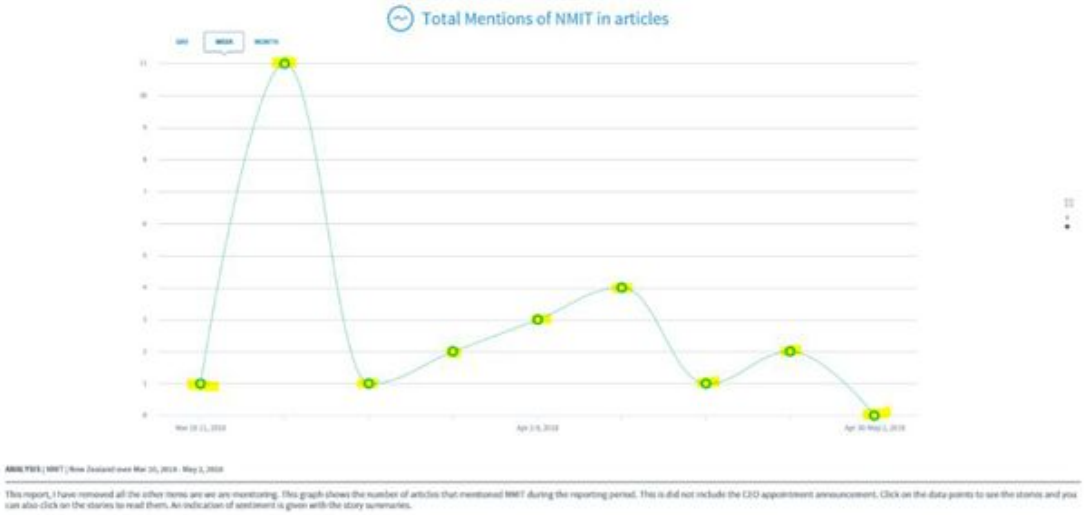
Enable learning that develops and inspires capable and connected graduates	N	
Optimise our programme mix to meet work and world ready outcomes	N	
Grow partnerships that provide opportunities and solutions	Y	Partnering with TrendKite as a supplier is providing greater opportunities to use our PR wisely and providing greater insight into what is happening to stories that mention NMIT.

SCREENSHOTS OF REPORT FOR EASE OF NAVIGATION

After clicking on the link below:

https://app.trendkite.com/report?id=84414b59-c68c-47b7-bf37-a92d78e981d8

Click either the arrow at the bottom of the page or the second dot on the left hand side of the screen to access the articles.



Hover over or click on each data point, to view the articles where NMIT has been mentioned in the media.

NMIT Acronyms *[February 2018]*

AB and EL	Applied Business and English Language
ACE	Adult and Community Education
ADP	Academic Development Proposal
AMFM	Annual Maximum Fee Movement
ALNAT	Adult Literacy and Numeracy Assessment Tool
AM and DT	Arts, Media and Digital Technology
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
BCT	Business & Computer Studies
BIT	Bachelor of Information Technology
BMETS	Basic Mechanical Engineering Training Skills
BN	Bachelor of Nursing
BUA	Beijing University of Agriculture
BVA	Bachelor of Visual Arts
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)
CAU	China Agricultural University
CC	Cross Credit
CEA	Collective Employment Agreement
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)
DHOD	Deputy Head of Department
DTLT	Diploma in Tertiary Learning and Teaching

EAP	Employee Assistance Programme
EEdO	Equal Education Opportunities
EEO	Equal Employment Opportunities
EER	External Evaluation and Review
EFTS	Equivalent Full-Time Student
ELP	English Language Programme
EoI	Expression of Interest
EPI	Education Performance Indicator
ESOL	English for Speakers of Other Languages
FLiT	Flexible Learning Team
FTE	Full Time Equivalent
GC	Global Campus
GSE	Group Study Exchange
GTW	Ground Training Wing (at Woodbourne Air Force Base)
HITO	Hairdressing Industry Training Organisation
HOD	Head of Department
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
KPI	Key Performance Indicator
LLC	Library Learning Centre
LLN	Literacy, Language and Numeracy
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)
NZDip Bus	NZ Diploma in Business 240 Credits L6 (old qualification)
NZIM	New Zealand Institute of Management (Part of old NZDipBus)
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 (Student Counselling Service)
OTEPs	Other Tertiary Education Providers
PAC	Programme Approval Committee
PASM	Principal Academic Staff Member
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
RAC	Recognition of Academic Credit
REANNZ	Research and Education Advanced Network New Zealand Ltd.
RFP	Request for Proposal
RNZAF	Royal New Zealand Air Force
RPL	Recognition of Prior Learning

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RSG	Refugee Study Grant
SAC	Student Achievement Component
SANITI	Students Association of Nelson Marlborough Institute of Technology Inc
SAR	Self-Assessment Report
SASM	Senior Academic Staff Member
SDL	Staff Digital Literacy
SDR	Single Data Return
SHW	Safety, Health and Wellbeing
SIG	Special Interest Group
SME	Subject Matter Expert
SMS	Student Management System
SSC	State Services Commission
SSG	Special Supplementary Grants
SSP	Sub-sector Provider
STAR	Secondary Tertiary Alignment Resource
STCW	Standards of Training and Certification of Watchkeepers

STEM	Science, Technology, Engineering and Mathematics
SUTI	Skills Update Training Institute
TAMU	Tertiary Advisory Monitoring Unit
TANZ	Tertiary Accord of New Zealand
TDC	Tasman District Council
TEC	Tertiary Education Commission
TEC/Skill NZ	Training Opportunities Programmes Funded by TEC/Skill NZ
TEI	Tertiary Education Institution
TEO	Tertiary Education Organisation
TEOC	Tertiary Education Organisation Component fund
TES	Tertiary Education Strategy
TEU	Tertiary Education Union
TIASA	Tertiary Institutes Allied Staff Association
TOTSTA	Top of the South Trades Academy
TRoQ	Targeted Review of Qualifications

TTMU	Te Tiriti o Waitangi Monitoring Unit
TTP	Te Toki Pakohe
YG	Youth Guarantee

Frequently used Academic Definitions

	Meaning	Definition
Academic Committees		A standing committee of the ***Academic Board*** responsible for maintaining academic standards for designated programmes and courses. There are three Academic Committees: • BLUE Applied Business and English Language; Arts, Media and Digital Technology; Health and Fitness • RED Primary Industries, Maritime and Adventure Tourism; Trades, Engineering and Aviation; Social Sciences and Te Toki Pakohe • Central
ActionPlan+		Software used for Self-Assessment reporting. Captures judgements, strengths, areas for improvement, evidence and quality improvement plans.
A & Q Team	Academic & Quality Team	Located in A111 All information about the team can be found via the staff intranet. http://intranet.nmit.ac.nz/NMIT/CQ/default.aspx
CMR (previously AMAP)	Consent and Moderation Requirements (previously Accreditation and Moderation Action Plan)	This is an NZQA document that outlines the requirements for achieving 'consent to assess against standards' and the ongoing moderation expectations. CMRs are developed by standard-setting bodies (SSBs). Before assessing learners against unit standards NMIT has to be granted consent to assess against those standards. NMIT already has consent to assess against a large number of unit standards. If however a new / revised programme requires unit standards that we do not have consent to assess against, we would have to prepare and submit an application to NZQA.
Credit		A numerical value assigned to unit standards, courses and programmes of study that reflects the estimated student time/effort required to meet the assessment requirements. In most cases, one credit represents approximately ten hours of student learning time (inclusive of scheduled class contact, assessment time,

		work experience or internships, other directed time and independent/self-directed study). A credit value of 120 is generally equivalent to one year of full time study and 1.0 EFTS.
CT	Credit Transfer	Internal Credit Transfer: Credit for the same course already earned in another qualification **from NMIT** External Credit Transfer: Credit for the same course already earned in another qualification **from another institution**
CC	Cross Credit	The granting of academic credit towards a qualification delivered by NMIT, from a **similar** course already completed as part of another approved qualification.
DAS	Directory of Assessment Standards	The Directory of Assessment Standards (DAS) lists all quality assured unit and achievement standards, known collectively as 'assessment standards'.
ebs	Unit Instances (UIs) Unit Instance Occurrences (UIOs)	The Student Management System used at NMIT to establish student study contracts, report to TEC and to generate academic records. The specifications of all NMIT's approved programmes of study. Holds all the general information about a programme of study, but not the details that will change with each year or Semester the course is offered The details that will change with each year or Semester the course is offered (e.g. dates, fees, venues, etc).
EFTS	Equivalent Full Time Student	One EFTS is 1.0 Equivalent Fulltime Student.
EER	External Evaluation and Review	A periodic evaluation of NMIT, by NZQA, to provide a statement of confidence (judgement) about the organisation's educational performance and capability in self-assessment.
EPIs	Educational Performance Indicators	The TEC has published information on the educational performance of tertiary education organisations based on agreed educational performance indicators: • successful course completion • student retention • qualification completion, and • student progression.
ILP	Individual Learning Plan	An Individual Learning Plan essentially belongs to the student.

		It identifies a student's learning goals, personal goals, timescales, resources and any support required to meet those goals.
ITP	Institute of Technology and Polytechnic	
MoE	Ministry of Education	
NZQA	New Zealand Qualifications Authority	New Zealand Qualifications Authority. Key aspects of the NZQA role are to: • develop, register and support the New Zealand Qualifications Framework • manage the external assessment of secondary school students and moderate secondary schools' internal assessment activities and processes • quality assure non-university tertiary education organisations and their courses, and moderate assessment activities and processes for national qualifications for NZQA-owned unit standards • maintain effective liaison with overseas certifying and validating bodies in order to recognise overseas educational and vocational qualifications in New Zealand, and to achieve recognition of New Zealand educational and vocational qualifications overseas • act as a standard-setting body
NZQF	New Zealand Qualifications Framework	A list of all quality assured qualifications in New Zealand. The framework is the definitive source for accurate and current information on each qualification.
PAC	Programme Approval Committee	A standing committee of the NMIT Academic Board responsible for evaluating and recommending approval of academic developments.
Programme Regulations - including Course Descriptors		The Programme Regulations describe the formal rules for the completion of the Programme and its constituent courses. Programme Regulations are the legally binding contractual obligations of staff and enrolled students. They are used by academic staff to guide delivery of the Programme and its courses. Course Descriptors indicate teaching hours, hours of total student learning, course aims, learning outcomes, unit standards (if included), assessment methods, learning and teaching approaches, requirements for successful completion of the course.

		Approved Programme Regulations and Course Descriptors are not altered, and are used by academic and administrative staff to guide delivery of the programme and its courses.
PLATO	Programme of Learning and Teaching Observations	The Programme is an important and integral part of NMIT's Quality Assurance System. It is designed to ensure maximum effectiveness of curriculum delivery by encouraging the sharing of good practice within NMIT. The Programme encourages discussion within programme teams and across NMIT on improving teaching and learning.
QMS	Quality Management System	A system of clearly defined institutional structures, processes, responsibilities and resources used to manage quality improvement. Accordingly, the QMS includes all aspects of NMIT operations, all work areas and all geographic locations.
RAC	Recognition of Academic Credit	The process for formally recognising relevant experience and/or study that has been achieved prior to completion of a qualification offered by NMIT, as academic credit for a course or courses at NMIT. Includes: Cross Credits, Credit Transfers and RPLs
RPL	Recognition of Prior Learning	A process that makes use of evaluation of evidence of academic achievement and/or work/life experience to assess relevant learning.
Records Management		The effective and efficient operation of NMIT's record keeping systems, including implementing the use of the electronic document management system across the institute.
SA	Self-assessment	The ongoing processes NMIT uses to gain evidence of its own effectiveness in providing quality education.
SAC Funding	Student Achievement Component (SAC) funding	The Government's contribution to the direct costs of teaching, learning, and other costs driven by learner numbers. SAC funding comprises two elements: 1. The programme element, which relates to the types of programmes or courses approved for funding in NMIT's Investment Plan, is based on the SAC funding categories (A, B C etc) 2. The volume element, which relates to the number of valid enrolments in those programmes or courses.

SAR	Self-assessment Report	Self-assessment should be continuous, culminating in formal annual review of the previous year, recorded in a Self-assessment Report (SAR).
SDR	Single Data Return	Data items that are specifically required by the Ministry of Education (MOE) and the Tertiary Education Commission (TEC) for funding, monitoring performance against Investment Plans, publishing performance information, as well as statistical reporting purposes. All students for which a valid enrolment has been made in ebs are required to be reported, regardless of the level of study or the funding source. Information is required on student characteristics, course enrolment details, course and qualification completions, course details, and actual EFTS on a monthly basis. Further information on EFTS forecasts is required as part of the validation process. Submitted three times a year (April, August and December).
SMS	Student Management System	How NMIT manages all its student data. Currently using ebs
Student Feedback • **First Impressions** • **Course / Tutor** • **Learner Experience** • **Graduate Destination**		Student feedback is a vital tool for conducting systematic, evidence based, inquiries that are an integral part of NMIT's Self-Assessment process - not just for specific programmes but also for business support areas. It also provides evidence that improvements are actually occurring. **First Impressions** – within first 4 – 8 weeks of the programme **Course / Tutor** – scheduled, at suitable time, by Programme Area **Learner Experience** – within last 2-4 weeks of the programme **Graduate Destination** – conducted 6 months following Graduation
TANZ	Tertiary Accord of New Zealand	A network of ITPs - comprising: • NorthTec • Bay of Plenty Polytechnic • Universal College of Learning (UCOL) • EIT • NMIT • Ara Institute of Canterbury • Otago Polytechnic

TEC	Tertiary Education Commission	Responsible for funding tertiary education in New Zealand
3v6		New course or programme change approval form