

**OPEN MINUTES OF A MEETING OF THE BOARD OF DIRECTORS
HELD ON FRIDAY 27 AUGUST 2021 VIA TEAMS**

PRESENT:

Board of Directors

Cathy Cooney (Chair)

Ripeka Evans (Deputy Chair)

Ngaroma Tahana

Tania Hodges

Niwa Nuri

Board support roles

Anthony Robertson (Company Secretary)

Valda Bryson (Board Secretary)

IN ATTENDANCE:

Executive Team

Dr Leon de W Fourie (Chief Executive)

Patrick Brus

Brian Dillon

Ramari Raureti (Te Pūkenga Interim Staff Committee Rep)

Huia Haeata

Bart Vosse

Jeni Fountain

2. APOLOGIES

Apologies for lateness were received from Ramari Raureti.

3. REGISTER OF INTERESTS/DECLARATION OF CONFLICTS

There were no changes to the register of interests or declaration of any conflicts.

4. CONFIRMATION OF THE AGENDA AND CALL FOR MINOR ITEMS NOT ON THE AGENDA

The agenda was taken as tabled.

5. CONFIRMATION OF MINUTES

Toi Ohomai Institute of Technology Ltd Subsidiary Board Meeting – 25 June 2021

Resolution: TOI21/40

RESOLVED that the minutes of Toi Ohomai Institute of Technology Ltd Subsidiary Board meeting held on 25 June 2021 be approved.

T HODGES / R EVANS

6. ACTIONS/MATTERS ARISING:

Action 1:

Toi Ohomai Institute of Technology's likely deficit for 2022, together with wellness of staff, to be considered for discussion at the July Strategy Day.

July Strategy Day agenda included sessions on Financial Viability, Staff Wellness, Capability & Organising arrangements, and Equity.

Action 2:

Te Pae Tawhiti and the direction of Te Pūkenga in terms of engagement so we have a consistent approach, to be considered as part of the July Strategy Day Session.

Topic covered at 20 July Strategy Day session.

Action 3

A letter of congratulations to be sent to the Communications team on behalf of the Board re the PRINZ Awards.

Letter sent 28 June 2021 – See Agenda Item 7.2.

Action 4

A letter of thanks to be sent to the Waipa Saw Mill team for all their hard work responding successfully to the Work Safe notifications.

Letter sent 29 June 2021 – See Agenda Item 7.1

Action 5

Te Kāhui Mātauranga SLG meeting dates for 2021 to be confirmed.

Dates confirmed with Te Kāhui Mātauranga and the Board of Directors.

7. CORRESPONDENCE

Letter to Philip Cave, Waipa Sawmill, 29 June 2021 – re Congratulation to the Team

Letter to Marketing & Comms, 28 June 2021 – re Congratulations on PRINZ Awards

The outwards correspondence, as listed, was received.

8. REPORTS

8.1 Chair of Board

The Chair presented her report which spoke to the Board Evaluation process being facilitated by the IOD, the Tokoroa Campus site blessing on 20 July and the Chairs and CE meeting in Wellington on 10 August. She then spoke to a meeting of the Chairs of Toi Ohomai, Wintec, NorthTec and EIT and agreement to form a closer collaboration, particularly around improved outcomes for Māori and understanding the current funding model which is not an enabler of seeing a shift for Māori learners and rural communities. Dr Fourie has also reached out to the other three CEs and they are due to meet next week to work on an audit of what each is currently doing and look at further collaboration, including the sharing of resources and what things potentially, at a Governance level, could be driven on behalf of the sector. The Chairs are conscious however, when looking at increased collaboration, that it doesn't place an additional load on everyone.

The Chair then spoke to a change to the September schedule which was to be a TKM/Board meeting. However, with the Te Pūkenga leadership now meeting with TKM senior iwi leaders on 17 September and the short turn-around to the Board-TKM Strategy Day a week later, the TKM Secretariat has requested the Board-TKM Strategy be moved to 26 November. It is therefore proposed that the meeting schedule be amended as follows for the remainder of 2021:

- 24 September – Teams meeting between the Board of Directors, Leon Fourie and Anthony Robertson (1 hour)
- 29 October – Board of Directors meetings as scheduled
- 26 November – Board of Directors meeting followed by Board-TKM Strategy Day

Resolution: TOI21/41

RESOLVED that Board approve the change to the remainder of the 2021 meeting schedule as outlined.

N NURI / T HODGES

Ngaroma Tahana joined the meeting – 11.12am

8.1.1 Te Pūkenga Council Updates

A summary of the Te Pūkenga Council discussions and decision points was taken as read, noting BAU for Toi Ohomai Institute of Technology is becoming more and more about Te Pūkenga and how Toi Ohomai is aligning with the major transitioning work streams.

8.1.2 Board Review Process

The letter from Te Pūkenga outlining the intent and purpose of the Board Review process was received.

8.1.3 Te Pūkenga – Collated Learner and Staff Persona Themes

Themes around Learner and Staff Persona to position ourselves moving forward and ensure momentum, were received.

8.2 Te Tiriti o Waitangi – Mana Ōrite Quarterly Report

Huia Haeata presented the Mana Ōrite report providing an update on activities for the period May to August 2021. She stated the only concern was around a Te Mana Kura wananga and the intent of Te Pūkenga establishing a Mana Ōrite and discussion around what the regional boundaries should look like, together with tight timeframes. While we need to be ambitious, she was conscious how we proceed to give true meaning to the partnership and not be pushing ahead without giving iwi time to work through these issues.

Action 1:

Huia to add to the 17 September Te Kāhui Mātauranga agenda discussion around ensuring feedback can continue to be provided together with whether Management should be in attendance at this meeting.

Rick Hopcroft joined the meeting - 11.34am

Resolution: TOI21/42

RESOLVED that Chair and Chief Executive reports, together with attachments, be received.

C COONEY / N NURI

8.3 Chief Executive Report

Dr Fourie presented his report to the Board and highlighted the Aromātai Kaimahi survey and whether the institution proceed with its own internal annual engagement survey; confirmation of the disposal process for the Bongard Centre to ensure we are honouring our commitment to Te Tiriti o Waitangi and the settlement process and engagement with iwi around this; signing of the Te Manuka Partnership with Datacom and a brief reflection on the ELT strategy workshop.

Ramari Raureti joined the meeting – 11.44am

8.4 Academic Committee

The Academic Committee report was taken as read.

8.5 Financials

The Financials were received noting further discussion would be picked up on the EFTS papers in the closed section of the meeting.

8.6 Health and Safety & Wellness

The Health and Safety & Wellness report was received with the Board noting their commitment to supporting management however they can in regard to staff wellness.

Resolution: TOI21/43

RESOLVED that the Chief Executive's report and associated papers be received.

C COONEY / N NURI

9 BOARD OF DIRECTORS - WORK PLAN

9.1 People & Culture Strategy

Patrick Brus reported on progress from deliverables in 2021 People & Culture Strategy which he had picked up following the departure of Keri-Anne Tane in October last year. In particular he spoke of the development and embedding of organisational values, increased capability in management and leadership, implementation of a HRIS (Human Resource Information System), consistent policies and processes between the two legacy institutions and the handling of the current COVID situation and ensuring people supported themselves and their whānau before they moved to remote delivery.

9.2 Research Strategy

The Research Strategy prepared by the Head of Research, Heather Hamerton, providing an overview of work to date was received noting how it clearly articulates alignment with Te Pūkenga. In addition to this, two members of the Research team (Dr Heather Hamerton and Dr Tepora Emery), are working closely with research directors from all the other Te Pūkenga subsidiaries.

The Chair stated it was heart warming to see how much thought, energy and enthusiasm has gone into the strategy within the year. It was suggested it would be good to have some measures alongside the KPIs so staff feel like they are contributing in some tangible way.

9.3 Student Experience Framework

The Student Experience Framework was received and taken as read. Importance of compliance with the new Pastoral Code of Care was raised.

9.4 IT Strategy

The IT Strategy was received and the earlier discussion at Finance Audit & Risk Committee which Rabindra Das attended to speak to Cyber Security, was noted.

9.5 Student Survey

Data from the 2021 Semester 1 programme and teaching survey was received. It was pleasing to see a programme satisfaction score of 92% with a teaching satisfaction score of 94%, which is extremely high. Key findings and improvement areas were highlighted in the report.

Tania Hodges raised the issue of the organisation in nursing which has repeatedly scored low year-on-year and is a particular issue to Te Pūkenga. This is a significant part of our core service delivery and there is a need for a collaborative approach, particularly given the new approach to the Midwifery programme Wintec is leading out across Wintec, Toi Ohomai and EIT.

Action 2:

Leon and Cathy to discuss a cross-sector collaborative approach around nursing.

Resolution: TOI21/44

RESOLVED that the Board accept with thanks the papers put forward and other activities required under the Board Work Plan.

N TAHANA / T HODGES

10. GENERAL BUSINESS

10.1 Comms & Engagement Plan

The Toi Ohomai Institute of Technology Internal Communication and Engagement Plan 2021 – 2022, as discussed at the Strategy Workshop on 30 July, providing a high-level plan of key initiatives over the remainder of the transitioning period until the end of 2022 was received. This is using the 5-step model Te Pūkenga has introduced and Patrick Brus will meet with the Change Managers from all subsidiaries on 6 September to gain further input.

10.2 Embedding Cultural Consciousness Presentation by Rick Hopcroft – Project Lead

Rick Hopcroft provided a powerpoint presentation on Cultural Consciousness. He spoke to the journey so far covering whenu designs; biculturalism competency of staff – which showed while staff were keen to learn, in many cases they did not feel supported or were not appropriately equipped; the Staff Survey and Student First Impressions; three questions included in the PPD for Managers to speak to staff about; Te Pae Tawhiti cultural responsiveness and change leadership and response to where we are at on our Cultural Consciousness journey.

Rick then spoke to phase one and two of the plan (opening up opportunities for engagement and the competency framework).

Ramari Raureti then spoke to the fact that Māori staff are the ‘go to’ people for things ‘Māori’ and she is conscious that when staff provide this guidance and support it is above and beyond their existing workload and there needed to be mindfulness around this.

Dr Fourie acknowledged the work of Rick Hopcroft, who leads from the front and all members of the Board reinforced this, noting his enthusiasm, together with Tania Hodges endorsement with her Te Pūkenga hat on.

Rick Hopcroft left the meeting

RESOLUTION TO EXCLUDE THE PUBLIC AND MOVE INTO THE CONFIDENTIAL AGENDA

Resolution TOI21/45

RESOLVED that the public be excluded from the agenda items noted as confidential to ensure the board members can maintain effective conduct of public affairs through the free and frank expression of opinions; carry out commercially sensitive discussions and activities without prejudice or disadvantage; and prevent disclosure or use of information for improper gain or improper advantage.

It is further resolved that the minute taker and members of the Toi Ohomai Institute of Technology Limited executive and management who are in attendance at this board meeting be permitted to remain during the confidential section of the meeting because of their knowledge on the matters to be discussed or administered during the confidential section of the meeting.

This resolution is made in reliance of section 48(1)(a)(ii) Local Government Official Information and Meetings Act 1987 and sections 9(2)(g), 9(2)(i) and 9(2)(k) Official Information Act 1982.

C COONEY / N NURI

Chairperson:

Date:

ACTIONS– 27 August 2021

Action	Action	Responsibility
1	Huia to add to the 17 September Te Kāhui Mātauranga agenda discussion around ensuring feedback can continue to be provided together with whether Management should be in attendance at this meeting.	Huia
2	Leon and Cathy to discuss a cross-sector collaborative approach around nursing.	Leon / Cathy