

**OPEN MINUTES OF A MEETING OF THE BOARD OF DIRECTORS
HELD ON FRIDAY 27 NOVEMBER 2020 AT THE WINDERMERE CAMPUS, TAURANGA**

PRESENT:

Board of Directors

Cathy Cooney (Chair)	Tania Hodges
Ripeka Evans (Deputy Chair)	Niwa Nuri
Ngaroma Tahana (<i>via skype for business</i>)	

Board support roles

Anthony Robertson (Company Secretary)
Valda Bryson (Board Secretary)

IN ATTENDANCE:

Executive Team

Dr Leon de W Fourie (Chief Executive)	Brian Dillon
Clarke Raymond	Jeni Fountain
	Bart Vosse

2. APOLOGIES

Resolution: TOI20/47

RESOLVED that apologies be received from Leith Comer and apologies for lateness from Ngaroma Tahana.

C COONEY / N NURI

3. REGISTER OF INTERESTS/DECLARATION OF CONFLICTS

No amendments or conflicts of interest were noted.

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 – 30 October 2020

Resolution: TOI20/48

RESOLVED that with an amendment Item 7.1 and the subsequent action to refer to ‘honour Te Tiriti commitments’ rather than ‘Treaty commitments’, the minutes of Toi Ohomai Institute of Technology Ltd Subsidiary Board meeting held on 30 October 2020 be approved.

C COONEY / T HODGES

6. ACTIONS/MATTERS ARISING:

30 October 2020

Action 1: The chair to acknowledge receipt of the Notice of Ngāti Pūkenga Deed of Settlement – Letter sent to Te Arawhiti - (Agenda Item 7 – Correspondence).

Action 2: Schedule time at the next Strategy Day session how the Ngāti Pūkenga Deed and other Deeds of Settlement should be taken forward to honour Te Tiriti requirements and our values as

an organisation, along with the direction coming from Te Pūkenga. Consideration also to be given to our proposition as to why Iwi should have a relationship with Toi Ohomai Institute of Technology – Included for discussion at the February/March Board Strategy Day in 2021.

Action 3: Copy of the SWIFT Heads of Agreement to be made available to the Board. – Once Te Pūkenga have confirmed we can proceed with this proposal we will work with SWIFT to develop the Heads of Agreement and then make this available to the Board.

Action 4: Copy of the Lockdown Learning Survey report to be provided to the November meeting of the Board – (Agenda Item 6.2).

Action 5 – The November H&S Report to include a review of machinery guards in place – Commentary included in the Health and Safety & Wellbeing report (Agenda Item 8.5).

28 August 2020

Action 2: Analysis of impact the Student Hardship Fund has had on students to come to the November Board meeting. – Report follows – Agenda Item 6.1.

6.1 Hardship Fund Update and Analysis

Following a request at the August meeting of the Board, an analysis of the Government Hardship Funds (Hardship Fund for Learners and Technology Access Fund for Learners) with particular focus on learner outcomes, was received. Dr Fourie briefly elaborated on the key points. The question was raised as to whether the External Auditors would review from a financial perspective with the response that if not, this was possibly something that could be picked up by the institution's internal auditors. The equity such funds provides to students was raised, noting that Te Pūkenga should be asked to encourage the Government to continue this arrangement into the future. While it is not possible to compare to last year to determine if the funds made a difference to student retention, attendance and completion, due to 2020 being an extraordinary year, without the funds the year could have been catastrophic for many students.

Both funds become inaccessible from 31 December 2020 with any remaining funding (likely around \$100k) needing to be returned to Te Pūkenga for redistribution.

6.2 Lockdown Survey Report

A copy of the report on the lockdown survey that was sent out to students following COVID, was received. This outlined key points and findings from the survey together with next steps.

Given there was only a 30% response rate, Tania Hodges questioned whether the students were 'survey fatigued'. Dr Fourie agreed that while the institution endeavours to keeping annual surveys to a minimum, this year has been unique due to COVID-19, and we needed to know how are students are coping. Leon still felt however that a response rate of 600+ learners was substantial enough to gain insights that would improve learner outcomes going forward.

Niwa Nuri agreed that while disappointed with the low percentage response rate, it was a good survey and he thanked the team who had undertaken the analysis. The data received will be interrogated by focus groups.

7. CORRESPONDENCE

7.1 Letter to C Te Kani, Office for Māori Crown Relations re Deed of Settlement between the Crown and Ngāti Pūkenga - 10 November 2020

The correspondence was received.

7.2 TEC Strategy 2020 Summary Document

A copy of the Statement of National Education and Learning Priorities (NELP) and Tertiary Education Strategy (TES), was received for information.

8. REPORTS

8.1 Chair of Council

The Chair advised that four dates have been set for the Chairs to meet in Wellington in 2021 and a zoom meeting has been scheduled in December prior to year-end.

8.1.1 Te Kāhui Mātauranga Senior Leadership Group Update – 18 November 2020

Unfortunately, with the departure of Ana Morrison there had been some confusion around the SLG meeting date being moved to 18 November and emails not being sent to members of the Board who represent Toi Ohomai on the SLG. Going forward the Kāhui will work directly with Jo Massey to agree/plan meeting dates for 2021 and are happy to fit in with dates that work best for the Board. Dr Fourie reported Kieran Hewitson attended the meeting and the Kāhui have converted some of their measures into projects they want Toi Ohomai Institute of Technology to proceed with. These include a Māori Studies Degree qualification; iwi specific data projects (the detail of which is not yet clarified); Tūwharetoa iwi cloud-based project (to be scoped); Ngāti Awa data Workforce Strategy development to better understand industry; Ngāti Awa introduction pathway course; and Te Arawa project resource to drive projects.

Action 1:

Dr Fourie to provide a report on the SLG meeting outcomes and load into the Board Channel on Teams.

The Iwi success measures have been worked through and Management is in the process of going back to the Kāhui Secretariat to gain further understanding. These will then be incorporated as an additional set of KPIs for 2021. The relationship with Awanuiārangi was raised and the need to create ongoing awareness with their leadership that we are engaging with their community in relation to various initiatives. The suggestion of a Council to Board meeting was also noted.

8.1.2 Recruiting to Te Tiriti Partnership Position (Working Title)

Seven applications have been received for the new Te Tiriti Partnership vacant position with the first interviews to commence on Monday 7 December. The successful applicant will be a member of the Executive Team. Niwa Nuri will represent the Board on the recruitment panel and Ripeka Evans offered her collegial support, as did Ngaroma Tahana if required.

8.2 Chief Executive Report

Congratulations were extended to the Toi Ohomai Team taking out of the Customer Experience Award at the Tauranga Westpac Business Awards for their application to enrolment pipeline project. Acknowledgement was also made of the students for their excellent work behind the scenes at the Awards Evening.

Dr Fourie also briefly touched on settlement of the TEU negotiations, the Annual Charity Golf Day next Friday, with funds raised going to the New Horizon for Women, and Anthony Robertson's 0.5

FTE secondment to EIT, commencing 7 January 2021. Congratulations were extended to Anthony on this recognition and contribution to the sector as a whole. The need to ensure the wellbeing and health of all staff involved in RoVE was noted.

8.3 Financials

Anthony Robertson presented the financials as at 31 October 2020. He reported income is slightly higher than budget due to higher international activity offsetting lower domestic activity and lower trading and other income. Overall the year to date performance is better than budget and prior year, noting the robust discussion at the Finance, Audit & Risk Committee.

8.4 Health and Safety & Wellness

Dr Fourie was pleased to report that following the closure of the Waipa Sawmill by WorkSafe on the 30th of October due to four prohibition notices around the safe use of machinery, specifically guarding, these prohibitions were lifted on the 19th November with WorkSafe confident Toi Ohomai were responding to the Notice and able to demonstrate they were a long way to putting appropriate systems and monitoring in place. Brian Dillon and the team were congratulated in getting the work done and the prohibitions lifted in a short space of time. The cost for the work to bring the Sawmill up to standard was in the vicinity of \$30k and the impact of the closure is likely to have reduced income by half.

Resolution: TOI20/49

RESOLVED that the Chief Executive report, together with the Financials and the Health and Safety & Wellness Report, be received.

N NURI / R EVANS

9 BOARD OF DIRECTORS - WORK PLAN

9.1 People Engagement and Capability Strategy

An update on progress with the PEC Strategy was received, noting key drivers in support of the strategy included the development and embedding of organizational values, increased capability in management and leadership, implementation of a Human Resource Information System in support of accurate data for improved people analysis and consistent policies and processes between the two legacy institutes.

Resolution: TOI20/50

RESOLVED that the update report on the People Engagement and Capability Strategy be received.

C COONEY / R EVANS

9.2 Staff Engagement Survey – analysis

Results of the 2020 Staff Engagement Survey and an outline of the review process that will now commence with staff to establish focus areas for development and workplans for 2021, was received. The results, together with a comparison against previous years shows that the culture within the organization is good and for a large organization this is prenominal. Acknowledgement was extended to Leon, the Management team and the organization as a whole.

Resolution TO120/51

RESOLVED that the Staff Engagement Survey analysis be received.

R EVANS / N NURI

9.3 Draft 2021 Board Work Plan

The proposed 2021 Board Work Plan was received, noting it will come back to the Board as the Te Pūkenga working model progresses.

Resolution TO120/52

RESOLVED that Draft 2021 Board Work Plan be approved, recognising that as the Te Pūkenga Working Model progresses there may be items that need to be added to the Work Plan to ensure Toi Ohomai Institute of Technology is responsive.

C COONEY / R EVANS

10. GENERAL BUSINESS

There were no items of general business.

RESOLUTION TO EXCLUDE THE PUBLIC AND MOVE INTO THE CONFIDENTIAL AGENDA

Resolution TO120/53

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 November 2020

Action	Action	Responsibility
1	Dr Fourie to provide a report on the SLG meeting outcomes and load into the Board Channel on Teams.	Leon