

OPEN MINUTES OF A MEETING OF THE BOARD OF DIRECTORS HELD ON FRIDAY 26 JUNE 2020 AT MOKOIA CAMPUS, ROTORUA

PRESENT:

Board of Directors

Cathy Cooney (Chair)

Ngaroma Tahana

Ripeka Evans (Deputy Chair)

Niwa Nuri

Leith Comer

Board support roles

Anthony Robertson (Company Secretary)

Valda Bryson (Board Secretary)

IN ATTENDANCE:

Executive Team

Dr Leon de W Fourie (Chief Executive)

Ana Morrison

Brian Dillon

Clarke Raymond

Patrick Brus

Jeni Fountain

Keri-Anne Tane

Kieran Hewitson

The Chair welcomed Richard Stone, staff member, to the meeting.

2. APOLOGIES

Tania Hodges

3. REGISTER OF INTERESTS/DECLARATION OF CONFLICTS

Leith Comer amended his Interests as follows:

- Add - Chairman - Rotorua Economic Recovery Task Force
- Remove – Trustee – Fallen Hero’s Trust

There were no additional interests or declaration of 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 – 01 May 2020

Resolution: TOI20/12

RESOLVED that the minutes of Toi Ohomai Institute of Technology Ltd Subsidiary Board meeting held on 01 May 2020 be approved.

C COONEY / N TAHANA

6. ACTIONS/MATTERS ARISING:

01 May 2020

Action 1: TKM Strategy Group – Board members to email the Chair if they are interested in being a member of this group. Leith Comer, Ngaroma Tahana and Tania Hodges will represent the Toi Ohomai subsidiary Board of Directors on the joint TKM-Toi Ohomai Strategic Leadership Group. Ana is working with Members on dates.

Action 2: Research and opportunities for building the portfolio across the sector. Off-line discussion to take place between R Evans and K Hewitson. Kieran Hewitson met with Ripeka Evans – the action required was clarified as gaining a better understanding of the Georgia State Model. Ripeka subsequently forwarded to the Board of Directors a copy of a presentation that covers the Georgia State Model.

Action 3: Māori Success Strategy – Māori achievement link to other strategies – The following documents were added to the TK Channel of the NZ Subsidiary Board on Teams: Mana Ōrite Report 2020; Mana Ōrite Papers - Mason Durie; Māori Data Sovereignty - Kirikowhai Mikaere; Kāhui Mātauranga Work Plan Overview; 2019 signed Joint Submission to TEC on the RoVE Proposal, Manatu Whakaaetanga Tiriti Relationship Agreement;

27 March 2020

Action 1: Teaching & Learning Strategy – Final Report to June meeting of the Board – Included under item 8.2 of the 26 June 2020 Board Open Agenda.

7. REPORTS

7.1 Chair of Council

The Chair extended thanks to everyone for their attendance at the various induction sessions. The pohiri for the new CE of NZIST, Stephen Town, has been confirmed for 6 July in Hamilton and Leith Comer will attend as Toi Ohomai Board's representative. Niwa Nuri, Ripeka Evans and Tania Hodges will also be in attendance on behalf of their respective Subsidiary Boards and NZIST Council, and Leon Fourie will represent Toi Ohomai management.

Summary Notes from Board Strategy Day, 29 May 2020

Summary notes on key themes emerging from the Board Strategy Day, together with actions, was received. Clarke Raymond advised next steps will form part of the agenda for the next Strategy Day and reframed programme of work for the remainder of the year. Work is currently being undertaken on data and analytics and this will come back to the Board before September.

Two remaining questions from the Board Strategy Day in May are included in the confidential section of the meeting.

Proposal for Board Strategy Day, 31 July 2020

A paper outlining the proposed themes and approaches for the next Board Strategy Day on 31 July was received. The two main themes for the day: 'Setting and achieving new equity benchmarks for VET – a collaboration of the willing between Toi Ohomai, Wintec and NorthTec'; and 'the learnings, successes and future direction of the BOP Tertiary Partnership'. Tania Hodges will provide context on the equity theme from an NZIST point of view on the day.

Positive responses have been received from all four entities (Wintec, NorthTec, University of Waikato and Te Whare Wānanga o Awanuiārangi) to attend the Strategy Day sessions. The Board encouraged management to also invite Will Workman and executives from Te Wānanga o Aotearoa.

The Board extended compliments to Management in picking the thread of the expectations set out by the Board from its recent Strategy Day, and the consistent logic of building outcomes and clarity around key directional shifts in an NZIST context.

Discussion followed on retention of Māori, resourcing around Māori achievement and keeping focus on where we want this to navigate to in terms of our learners and remaining grounded around what our regional needs are – regionality drives equity for Māori. Need to take iwi partner views to these regional conversations and to this end Ana Morrison has had conversation with Te Kāhui Mātauranga about how they want to frame and drive this direction.

Resolution: TOI20/13

RESOLVED that the Chair’s report and attachments be received.

L COMER / N NURI

7.2 Chief Executive

Dr Fourie presented his report, elaborating on very promising engagement results from the Staff Lockdown Pulse Survey, Toi Ohomai’s engagement with various stakeholders and partners in leading out a Skills Response to COVID-19, and positive media exposure, in particular the Tamaki Village iwi-driven training initiative for its employees; and i-Site, a learning hub for hospitality and tourism students. A launch event for i-Site will take place in September when the project is completed.

Leon also spoke briefly about the Student Bubble Survey which will be used to help inform future education pandemic planning; connecting with Young Enterprise Scheme in our rohe to help growing young business minds in Rotorua and the South Waikato, towards out-of-the-box thinking, which recorded a 43% increase in participating student numbers.

It was pleasing to also report that the Toi Ohomai Communications Team won a Silver medal at the PRINZ Awards for their work on the content and launch of our intranet Te Aka. Niwa Nuri stated this was excellent news and asked that a formal letter be sent to the Team, on behalf of the Board, in recognition of that success and acknowledgement. He added that it was good to see partnerships coming to fruition in a challenging economic recovery environment. **Action : CC**

With so much work on the table, and conscious of the load on staff, the question was raised as to whether the institution had the capacity to fulfil all these undertakings. It was acknowledged that if the need arose, additional resourcing would be put in place.

7.3 Academic Committee

No Academic Committee meeting was held in the reporting period.

7.4 Financials

Robust discussion took place at the Finance, Audit & Risk Committee meeting covering domestic and international EFTS and capital expenditure. Members of the Committee acknowledged the excellent work from the Team and asked that they remain mindful of keeping a focus on any changes coming out of Government.

7.5 Health and Safety & Wellness

Keri-Anne Tane attended the Finance, Audit & Risk Committee, to speak to her HR paper. She provided the Committee with an update on the serious notifiable incident which occurred in October 2018, which WorkSafe have since closed off. In response to a concern raised by Ripeka Evans, she spoke to the recent 2% reduction in Māori staffing numbers and the programme of work that is proposed to bring this number back up and moving in the other direction.

Resolution: TOI20/14

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

N NIWA / R EVANS

8 BOARD OF DIRECTORS - WORK PLAN

8.1 Strategic Partnership Strategy

The Strategic Partnership Strategy was taken as read.

8.2 Teaching and Learning Strategy

Previously the institution had a Teaching & Learning framework, which is now replaced by a new Strategy. The main difference being it is a lot simpler and very focused on key areas that require support over the 2 ½ years, expecting that at some point during transition NZIST will develop a sector-wide Strategy.

Resolution TOI20/15

RESOLVED that the Teaching and Learning Strategy be approved.

L COMER / R EVANS

8.3 First Impressions Survey

This survey was undertaken in the first 6 weeks of the academic year. While there was a slight decrease in the response rate, the survey continues to show a positive response rate with more than 90% of respondents indicating their satisfaction with their student learning experience. A couple of areas for improvement were highlighted which has resulted in action plans across both T&L and support teams.

Resolution: TOI20/16

RESOLVED that the Strategic Partnership Strategy and First Impressions Survey be received.

L COMER / N TAHANA

Stephen Porteners, Business Insights Manager, Performance Analysis, joined the meeting 12.05pm.

9. PRESENTATIONS

9.1 Te Ao Marama

Stephen Porteners gave a demonstration of Te Ao Mārama (the dashboard and analytics portal used at Toi Ohomai) and demonstrated how the main page was used by Faculty staff to inform the application to enrolment pipeline and student success pipeline. Discussion took place on the student voice informing retention and outputs for Māori against the skills economy.

Stephen left the meeting 12.27pm

9.2 Teams

Due to time constraints Clarke Raymond advised that anyone wishing for assistance with Teams to contact him directly.

10. GENERAL BUSINESS

RESOLUTION TO EXCLUDE THE PUBLIC AND MOVE INTO THE CONFIDENTIAL AGENDA

Resolution TO120/17

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.

CATHY / NIWA

Chairperson:

Date:

ACTIONS– 26 JUNE 2020

Action	Action	Responsibility
Item 7.2	Niwa Nuri requested that a formal letter be sent to the Marketing and Comms team on behalf of the Board to congratulate them on the excellent news of winning a Silver Award at the Annual PRINZ Awards	Completed