

**OPEN MINUTES OF A MEETING OF THE BOARD OF DIRECTORS
HELD ON FRIDAY 26 FEBRUARY 2021 AT THE WINDERMERE CAMPUS, TAURANGA**

PRESENT:

Board of Directors

Cathy Cooney (Chair)

Ripeka Evans (Deputy Chair)

Leith Comer

Tania Hodges (*via zoom*)

Niwa Nuri

Ngaroma Tahana

Board support roles

Anthony Robertson (Company Secretary)

Valda Bryson (Board Secretary)

IN ATTENDANCE:

Executive Team

Dr Leon de W Fourie (Chief Executive)

Clarke Raymond

Huia Haeata

Brian Dillon

Jeni Fountain

Kieran Hewitson

A welcome was extended to Huia Haeata, Executive Director, Tiriti Partnerships, attending her first Board meeting.

2. APOLOGIES

All present

3. REGISTER OF INTERESTS/DECLARATION OF CONFLICTS

Amendments to the register:

C Cooney - Remove West Coast DHB Hospital Development Partnership Group

T Hodges – Remove Member of the Independent Whanau Ora Advisory Group

No conflicts of interest were declared.

It was noted that all members of the Board are having problems accessing Teams.

Action 1:

At the commencement of the next meeting a brief intro on using Teams to be provided.

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 – 27 November 2020

Resolution: TOI21/01

RESOLVED that the minutes of Toi Ohomai Institute of Technology Ltd Subsidiary Board meeting held on 27 November 2020 be approved.

C COONEY / N NURI

6. ACTIONS/MATTERS ARISING:

27 November 2020

Action 1: Dr Fourie to provide a report on the SLG meeting outcomes and load into the Board Channel on Teams – The report is available on the Board Teams Channel via link [Te Kahui Mātauranga Practical Projects](#)

7. REPORTS

7.1 Chair of Council

The Chair briefly spoke to the topics covered in her report and disappointment was expressed that the new operating model doesn't go to the Minister for sign off until November 2021 which leaves institutions operating in a vacuum in the meantime. However, the transition pathway does give some idea of what is intended for the year.

In regard to the Group Debt Financing system, it is hoped the documents for this will come through next week and when received two physical Board member signatures will be required. At this time Anthony Robertson will check who is available to do this.

The language of Employer/Industry as Client was raised with Management reporting that for some time now it has been clear that the institution has two clients and are in the process of setting up a business development area focused on industry and iwi. The link between the learner and where they end up in the workforce has previously not been so explicit.

7.1.1 Board and Te Kāhui Mātauranga Strategic Planning Day – 26.03.21

Huia Haeata presented an outline for the preparation for the Board engagement with Te Kāhui Mātauranga on 26 March and advised she was meeting next week with Erena Mikaere (TKM Secretariat), to confirm arrangements.

Ripeka Evans questioned where the conversation about targets sits, what these targets are and expectations we want to encourage and set. Leon Fourie indicated that some work has been done unpacking these to see what is in train and whether there is a link with what TKM want and what Management have in the system and there are some gaps. In the end it comes down to what is the fundamental change we are looking for and how do we get there. The question was also raised as to whether we know the needs of Māori students who are enrolling and what are the completion rates. Management responded that this information is available and would be brought back as part of future engagement with the Board and TKM as well as integrated in the Māori Data Project, which will also provide a breakdown by iwi.

Tania Hodges suggested that it would be helpful to also have some time scheduled at the start of each of the Strategy Planning Days to interact more informally with TKM members.

Resolution: TOI21/02

RESOLVED that the Board and Te Kāhui Mātauranga Strategic Planning Day agenda be received.

N NURI / L COMER

7.1.2 Subsidiary Board Chairs meeting with Te Pūkenga Council – 09.01.21

Received for information

7.1.3 Te Pūkenga Letter of Expectations – 15.05.20

The Te Pūkenga Letter of Expectations 15.05.20 was included in the Board pack to help refocus the Board.

7.1.4 2021 Transition Pathway for Te Pūkenga

Dr Fourie then presented an overview of the 2021 Transition Pathway for Te Pūkenga, providing an updated view of progress and prioritisation against the Letter of Expectations. This included a story of where we are at currently, what Te Pūkenga identifies as the issues for this year and associated risks, together with Te Pūkenga priority expectations and high levels plans for 2021.

Thanks were extended to Leon Fourie and Clarke Raymond for the comprehensive paper, with the Board noting it was good to connect up what Te Pūkenga is wanting from the subsidiaries.

Resolution: TOI21/03

RESOLVED that the Chairs report and associated papers be received.

C COONEY / N NURI

7.2 Chief Executive Report

Dr Fourie elaborated on a number of points in his report including successful settlements with the two Unions for a 2-year term; the request from Te Pūkenga for Anaru Timitimu to work for them part time on customer engagement; Kelly-Anne Panapa (Head of Māori Success) secondment to Te Pūkenga for a year to work on the Ākonga at the Centre workstream and Dr Shane Edwards fixed term appointment to lead the team at Toi Ohomai Institute during this period and finally, Toi Ohomai's continued support of RoVE and Te Pūkenga through continued active involvement in a number of working groups. He advised Te Paetawhiti self-assessment would form part of the discussions for the March Board-TKM Strategy Day.

Leith Comer made note of the Whakatane Mill closure with the loss of 200 jobs and whether Toi Ohomai had been responsive to this news, to which Brian Dillon reported contact had been made with the Mill and a Toi Ohomai staff member was due to visit to discuss ways Toi Ohomai could be part of the support and response system.

Ripeka Evans thanked Dr Fourie for attending the pohiri for Toa Faneva, the new CE for NorthTec and Ripeka was thanked for attending and presenting the handing over of the cheque for \$4,500 to Ōpōtoki's KO Kollektive Trust.

Resolution: TOI21/04

RESOLVED that the Chief Executive's report for February 2021 be received, together with thanks extended for the hard work everyone is doing.

L COMER / N NURI

7.3 Academic Committee

In response to a question in regard to the role of the Board in terms of the Academic Committee, Kieran Hewitson advised that subsidiaries have a mandate from Te Pūkenga Poari Akoranga for delegated authority and is a sub-committee of the Board. Any major areas of concern raised at Academic Committee or changes to statute or policies outside of Statute will come directly to the

Board. At this point in time there is no connection between the Te Pūkenga Poari Akoranga Board and subsidiary Academic Committees.

The Academic Committee report was taken as read.

7.4 Financials

Anthony Robertson presented the financial summary for 2020 as at 31 December 2020 noting that the year started well with strong international enrolments and finished well, due to prudent expenditure, it has just been the period in the middle with COVID impact. He highlighted that some of the key elements for 2020 - strong international numbers and the Government funding guarantee - won't be available to the institution this year (2021). However, he noted that domestic enrolments for 2021 are doing well but strong targets have been set against a \$6.4m deficit which internally needs to be reduced. Plans are in place for a 3% savings across the organisation this year and this will also assist in offsetting the union staff pay increase which was not included in the 2021 budget.

Resolution: TOI21/05

RESOLVED that the Financial report be received.

N NURI / R EVANS

7.4 Health and Safety & Wellness

Of note in the Health and Safety & Wellness safety summary performance for 2020 was no notifiable injuries for the year resulting in 251 working days with zero harm and the response to the WorkSafe actions at the Waipa Saw Mill. Near misses are increasing year-on-year which is a good thing as in the long run this eliminates serious injury.

Ripeka Evans questioned the numbers reported for medically treated injury and non-medically treated injury and what happened in between 2018 and 2019 for such a change in numbers. This was explained as in part being due to the lock down and less people on campus and also towards the end of 2019 the reporting system was digitised making it easier to report incidents. Also, some of the items previously categorised as 'non-medically treated injuries' are now more accurately recorded as a 'near miss'.

Action 2:

Dr Fourie to follow up with the Health and Safety team re the numbers for Medically treated injuries and Non-medically treated injuries between 2018 and 2020.

Dr Fourie advised that the regular pre-Board H&S walks would resume for the next Board meeting.

The Health and Safety & Wellness report was received.

8 BOARD OF DIRECTORS - WORK PLAN

8.1 Teaching and Learning Strategy – Te Toi Roa Strategic Plan

The Teaching and Learning Strategy – Te Toi Roa Strategic Plan, was taken as read.

Thanks were extended to the Deans for all the work has gone into this, noting it was good to see the connection with Values and Goal Setting.

Resolution: TOI21/06

RESOLVED that the Teaching and Learning Strategy – Te Toi Roa Strategic Plan, be received.

C COONEY / L COMER

9. GENERAL BUSINESS

There were no items of general business.

RESOLUTION TO EXCLUDE THE PUBLIC AND MOVE INTO THE CONFIDENTIAL AGENDA

Resolution TO121/07

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 TAHANA

Chairperson:

Date:

ACTIONS– 26 February 2021

Action	Action	Responsibility
1	At the commencement of the next meeting a brief intro on using Teams to be provided.	Clarke Raymond / Anthony Robertson
2	Dr Fourie to follow up with the Health and Safety team re the numbers for Medically treated injuries and Non-medically treated injuries between 2018 and 2020 to confirm	Leon Fourie