

**OPEN MINUTES OF A MEETING OF THE BOARD OF DIRECTORS
HELD ON FRIDAY 28 AUGUST 2020 AT THE WINDERMERE CAMPUS, TAURANGA**

PRESENT:

Board of Directors

Cathy Cooney (Chair)	Tania Hodges
Ripeka Evans (Deputy Chair)	Niwa Nuri
Leith Comer	Ngaroma Tahana

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
Bart Vosse	

The Chair opened the meeting with thanks extended to Bart Vosse and Keri-Anne Tane, together with their Teams, for the H&S walk to the culinary area in H Block this morning prior to the Finance, Audit & Risk Committee meeting.

On behalf of the Board the Chair also conveyed congratulations to Ana Morrison on her appointment to the NZIST Executive team as DCE, Partnerships and Equity, noting how proud everyone is of her, and thanking her for everything she has done for Toi Ohomai.

A safe landing was also wished to Dr Fourie for his upcoming skydive 'Drop Your Boss', raising funds for charity.

2. APOLOGIES

All present

3. REGISTER OF INTERESTS/DECLARATION OF CONFLICTS

An update to the Register of Interests was noted at the earlier Finance, Audit & Risk Committee and will be updated on the Board Register accordingly.

The three Chairs of NZIST Subsidiaries (Cathy Cooney, Niwa Nuri and Ripeka Evans) registered a potential conflict in regard to the Ōritetanga Learner Success Framework project.

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 – 26 June 2020

Resolution: TOI20/25

RESOLVED that the minutes of Toi Ohomai Institute of Technology Ltd Subsidiary Board meeting held on 26 June 2020 be approved.

C COONEY / L COMER

6. ACTIONS/MATTERS ARISING:

26 June 2020

Action 1: Niwa Nuri requested 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 – Letter sent to Trilby Bagshaw, Jess Barnett, Jenna Wade-Leonard and Clarissa Van Emmenes as per attachment Item 7.1. - Completed.

7. CORRESPONDENCE

7.1 Letter to PRINZ Recipients - 01.07.20

The correspondence was received.

8. REPORTS

8.1 Chair of Council

The Chair presented her report providing a summary of activities during July and August, including the NZIST Council and Subsidiary Chairs meeting in Wellington on 29 July on meeting in Wellington; achieving improved equity outcomes; and dates for the 2021 Toi Ohomai graduation ceremonies. She also extended thanks to Patrick Brus, Management, and the Pandemic Response Team for their rapid response to the recent COVID situation in Tokoroa.

Notes were also received from the meeting with Chairs of NZIST Council, drawing attention to the note on page 1 that this is a once-in-a-generation opportunity to re-imagine vocational learning and is a good reminder of what we are all aiming to achieve.

8.1.1 Mana Ōrite Quarterly Report

An update on Mana Ōrite Tiriti Relationship Agreement activities during the period 1 April to 30 June 2020 was received. This covered Māori-Crown relations at Toi Ohomai and the Mana Ōrite report for the second quarter.

Ana Morrison was thanked for an excellent report. Brief discussion took place on remaining conscious of who is at the centre of why we are doing this and the need to keep asking where is the learner centric perspective.

8.1.2 Board Strategy Day Outcomes and Actions

Summary notes, together with an action summary from the Board Strategy Day held in Tauranga on 31 July 2020 was received.

Ripeka Evans questioned the third bullet point under Key Themes and what it might look like in terms of investment. Ana Morrison advised this is a hapū project which is still being developed with Awanuiārangi taking the lead and Toi Ohomai collaborating.

The relationship with the University of Waikato (TEP) was also raised by Tania Hodges and the need to think through issues for Toi Ohomai as part of the NZIST network. Agreed further discussion on this should take place at the October Board meeting.

Action 1:

Broader discussion on the Bay of Plenty Tertiary Education Partnership to take place at the October meeting of the Board.

The request to TEC for funding in relation to equity has not yet been sent, but should be ready to send to the Board prior to sending on to TEC by the end of September, or mid-October latest. Tania Hodges suggested this happen sooner rather than later.

8.2 NZIST Road Show – 25 September 2020 - Toi Ohomai / TKM Strategy Day

Input was sought from the Board of Directors on the proposed agenda for the TKM/Toi Ohomai Biannual Joint Planning Workshop on 25 September 2020, scheduled to be held at Tangatarua Marae in Rotorua. This meeting coincides with the attendance of Stephen Town and Murray Strong at Toi Ohomai as part of their NZIST Road Show.

Tania Hodges advised that Murray Strong and Stephen Town would undoubtedly appreciate an opportunity to speak at the meeting and Dr Fourie will run the agenda for the day past Stephen, suggesting the 9-10 o'clock session be used to maximise their attendance.

Resolution: TOI20/26

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

L COMER / R EVANS

8.3 Chief Executive

Dr Fourie presented his report, acknowledging the excellent work Patrick Brus and the Pandemic Response team did in regard to dealing with the COVID-19 case at the Tokoroa Campus.

In regard to the Student Hardship Fund, the Board questioned whether students were aware of the Fund and how easy it is to apply for, with Patrick Brus advising it is well advertised and to date 300 students have accessed the Fund.

The question was also raised as to whether it was known what effect the Hardship Fund has had on students in terms of learner success. One piece of work has been undertaken in understanding how students dealt with the lockdown and a further piece of work as we enter Semester 2, could be the impact the Fund has had on withdrawals, retained in study and course success.

Action 2:

Report back to the November Board meeting on the impact the Student Hardship Fund has had on students in terms of withdrawals, retained in study and course success.

The Technology Access Fund has been spent with 71% of the 194 learners accessing the Fund being Māori .

8.4 Academic Committee

A brief overview of the activities of the Academic Committee meetings held on 18 June and 16 July 2020 was received.

Kieran Hewitson reported that following the trial of 3 trimesters the decision had been made to revert to two semesters due to staffing issues, a tight turnaround for recording student results and a low uptake from students who use their summer break to work and earn money.

8.5 Financials

The Financials were taken as read.

8.6 Health and Safety & Wellness

The Health and Safety & Wellness Report was received with the Board noting the focus on machine guarding is good to see. Also discussed was a recent assault case and staff support for recovery being provided. WorkSafe have advised that as this was an assault it is a criminal matter and not a notifiable incident. Further detail in regard to learnings from the recent Otago Polytechnic Worksafe court case findings in terms of safe practice and liability, was also requested.

Action 3:

Keri-Anne to provide learnings from the Otago Polytechnic case with regards to safe practice and the level of Liability.

Resolution: TOI20/27

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

N NURI / L COMER

9 BOARD OF DIRECTORS - WORK PLAN

9.1 Student Experience Framework

An update on the Student Experience Framework and associated Student support projects was received.

It was noted it would be good to also see percentages around how many students were supported and how many were retained as learners. (See Action 2, under Item 8.3)

In regard to the Student Retention Project, feedback from students that are rung and queried why they withdrew, is shared with staff so staff can be informed and improve delivery.

9.2 IT Strategy

The Board received an update on progress of the delivery of the IT Strategic Goals 2019 – 2021, noting progress that is being made in the NZIST space.

9.3 Graduation Destination Survey

A brief summary of responses received for the 2020 Graduate Destination Survey (2019 graduates), with a comparison to results from the previous year, was provided. The survey is only sent to those students who graduate and doesn't capture those who have already gone into work. While the response rate to the survey is low, it is about average and ways to encourage participation are continually looked at. The information received from the survey goes back to the Faculties and is looked at to see what they can do to strengthen programmes, teaching methods and in work training etc.

Students who didn't graduate this year due to COVID, have received their parchments and will be able to attend the graduate ceremony in April next year, potentially making that graduation bigger than normal.

Board Chair, Cathy Cooney, extended an invitation to Board members to attend the April 2021 graduations.

Resolution TOI20/28

RESOLVED that the Student Experience Framework and IT Strategy, together with the Graduation Destination Survey, be received.

N TAHANA / N NURI

10. GENERAL BUSINESS

10.1 Proposed Meeting Dates 2021

The proposed meeting dates for the Board and the Finance, Audit & Risk Committee for 2021 were confirmed.

Board Meeting 9.30am – 12noon (unless a Finance Audit & Risk Committee Meeting prior) – In this case Board Meeting to commence at 11am.

February 26	Windermere	Board / Strategy
March 26	TBC	Strategy
April 30	Mokoia	Board
May 28	TBC	Strategy Session
June 25	Windermere	Board
July 30	TBC	Strategy Session
August 27	Mokoia	Board
September 24	TBC	Strategy Session
October 29	Windermere	Board
November 26	Mokoia	Board

Finance Audit & Risk Committee – 9am – 10.30am

April 30
June 25
August 27
November 26

RESOLUTION TO EXCLUDE THE PUBLIC AND MOVE INTO THE CONFIDENTIAL AGENDA

Resolution TOI20/29

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 / T HODGES

Chairperson:

Date:

ACTIONS– 26 JUNE 2020

Action	Action	Responsibility
1	Broader discussion on the Bay of Plenty Tertiary Education Partnership to take place at the October Board meeting.	Leon
2	Report back to the November Board meeting on the impact the Student Hardship Fund has had on students in terms of withdrawals, retained in study and course success.	Patrick
3	Keri-Anne to provide learnings from the Otago Polytechnic case with regards to safe practice and the level of Liability.	Keri-Anne