

**OPEN MINUTES OF A MEETING OF THE BOARD OF DIRECTORS
HELD ON FRIDAY 30 APRIL 2021 AT THE MOKOIA CAMPUS, ROTORUA**

PRESENT:

Board of Directors

Cathy Cooney (Chair)

Ripeka Evans (Deputy Chair)

Leith Comer

Tania Hodges

Niwa Nuri

Ngaroma Tahana (*Apologies for lateness*)

Board support roles

Anthony Robertson (Company Secretary)

Valda Bryson (Board Secretary)

IN ATTENDANCE:

Executive Team

Dr Leon de W Fourie (Chief Executive)

Patrick Brus

Clarke Raymond

Huia Haeata

Brian Dillon

Bart Vosse

Kieran Hewitson

2. APOLOGIES

All present

3. REGISTER OF INTERESTS/DECLARATION OF CONFLICTS

There were no amendments 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 – 26 February 2021

Resolution: TOI21/18

RESOLVED that the minutes of Toi Ohomai Institute of Technology Ltd Subsidiary Board meeting held on 26 February 2021 be approved.

C COONEY / L COMER

Anthony Hood, IT, joined the meeting – 9.35am

6. ACTIONS/MATTERS ARISING:

Action 1:

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

Clarke, together with Anthony Hood from IT provided members with a 30-minute presentation on access and use of 'Teams'.

Anthony Hood left the meeting 10.05am

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

A year-on-year comparison of all incidents from 2018 to 2020 has been included in the HSW report. The total number of incidents have reduced from 199 in 2018 to 155 in 2020.

Stephen Porteners joined the meeting – 10.06am

6.2 Te Ao Mārama Presentation

Stephen Porteners provided members with an overview of Te Ao Mārama.

Leith Comer queried the data being collected and how the institution knew that this data shows our offerings are relevant to Iwi. Kieran Hewitson responded that is part of the work being undertaken with TKM to understand from their networks what their needs are. Currently Toi Ohomai provides over 200 programmes and these are continually surveyed/reviewed to ensure relevance. This is even more important at present in terms of the fundamental shift in domestic and international demand.

The Market Alignment Group also looks at opportunities and a lot of the reports to the Board come from the data provided in Te Ao Mārama. It may be that a live EFTS update screen could be provided to the Board, together with any other data that could assist being provided via Teams. Going forward all ITPs are sharing information with a lot of knowledge and data available in the sector but as yet not formally recognised by Te Pūkenga.

The Board thanked Stephen for his presentation.

Stephen left the meeting – 10.35am

7. CORRESPONDENCE

Letter from Te Pūkenga dated 21.4.21 - Comfort re Financial Year Ended 31.12.20.

This generic letter that went to all 16 ITPs, was received.

8. REPORTS**8.1 Chair of Board**

The Chair extended thanks to everyone involved in the two weeks of graduation celebrations and in particular the Events Team, who did an awesome job.

Action 1:

A letter of thanks to be sent on behalf of the Board to those involved with the Graduation Ceremonies, and in particular the Events Team.

Tania Hodges questioned how we could get more domestic students attending graduation and suggested holding the ceremony closer to the date of the completion of their study. Kieran Hewitson advised that 2021 was an abnormal year due to COVID-19 impacts, with sub-degree graduations normally held closer to when students completed their study. As a result of COVID-19 no graduations had been held in 2020, and hence the resultant once-off volume and April timing of the 2021 graduations. Management will investigate whether it is possible to further streamline resulting processes for the potential of increased numbers of degree-level graduates at the December graduations.

8.2 Te Tiriti –Mana Ōrite Quarterly Report

The Te Tiriti o Waitangi – Mana Ōrite Quarterly Report was taken as read, providing an update for the period August 2020 to April 2021, and a re-assessment of what is both strategically and tactically important for Toi Ohomai. Three key things have been landed on in terms of positioning Toi Ohomai and our community within the context of Te Pūkenga transitioning, with the ability to consistently make gains in a way that is progressive and sustainable. Leith Comer questioned where Iwi should put their efforts, with Toi Ohomai or Te Pūkenga? Dr Fourie advised that it should be both, but also with all the other stakeholders across the ROVE organizational architecture, such as the interim Regional Skills Leadership Group (iRSLG), Transitional Industry Training Organisations (TITOs) and the Workforce Development Councils (WDC). Cathy Cooney affirmed that is also the rationale why the next Board of Directors' Strategy Day on the 26th of May will focus on building key relationships for the Board across the ROVE network, starting with the Bay of Plenty iRSLG.

Dr Fourie added that Toi Ohomai and iswell positioned to promote its Mana Ōrite co-governance model to iRSLG, and integrate the Te Pae Tawhiti blueprint for skills and training into the iRSLG's programme of work and labour market considerations.

8.3 Chief Executive Report

Dr Fourie presented his report with a more detailed discussion centring on the BoP Interim Regional Skills Leadership Group (iRSLG) which will become permanent in June. The Bay of Plenty RSLG will also include the South Waikato, where Toi Ohomai have campuses in Taupō and Tokoroa. RSLG will be a key player in determining workforce and skills needs for the BoP/South Waikato to which we will need to be proactively engaged with to provide appropriate training solutions to labour market needs. Of particular importance would be the effective early engagement with iwi to determine mana whenua led determinations of needs and demands.

The Board agreed that (although the current iRSLG will be replaced in June) it will still be good to have an engagement with them at the May Strategy Day, establishing a relationship and developing protocols for future engagement between the RSLG and Toi Ohomai Board and Management.

Dr Fourie indicated that he was in discussion with David Strong, Director of ROVE, to potentially provide an overview to the Board on the ROVE Three-Phase Programme of Work until the end of 2022.

Dr Fourie also suggested that the Board might want to consider how it engages with the Te Pūkenga Council to ensure the Toi Ohomai programme of work is aligned and responds proactively to Te Pūkenga directions and intentions.

Action 2:

Management to develop an agenda for the 26th of May Board of Directors Strategy Day that will focus on establishing and building the Board's relationships with key ROVE stakeholders. A draft agenda to be distributed for consideration to the Board by the 14th of May.

Dr Fourie reported that news had just come to hand that the Marketing Communications Team entry '*Toi Ohomai COVID-19 Response: United towards a shared purpose*' is a finalist in the Internal Communications category in this year's PRINZ Awards which is an excellent achievement.

8.4 Academic Committee

The Academic Committee report was received with a question raised as to a student enrolling for a third time and how many resits a student may have. Kieran Hewitson responded that in this case it is one particular area and the Team are working with them to ensure this is not an ongoing occurrence.

8.5 Financials

The financial summary was taken as read.

8.6 Health and Safety & Wellness

The Health and Safety and Wellness report was received with the Chair thanking the team for the H&S Walk to the Engineering Department.

Action 3:

A report on the actions identified from of the Board H&S Walk through the Engineering Department, Mokoia, to come back to a subsequent meeting.

Resolution: TOI21/19

RESOLVED that the Chairs report and associated papers be received.

C COONEY / N NURI

Peter Richardson joined the meeting – 11.20am

9 BOARD OF DIRECTORS - WORK PLAN

9.1 International Strategy

Peter Richardson spoke to Toi Ohomai developing partnerships away from South-Asia and moving to relationships with other countries, including China. He advised that Te Pūkenga's philosophy appears to be value rather than volume, which he has taken as how best to benefit our stakeholders and filling the needs of industry rather than residency for students. To this end the institution has been looking at quality partnerships that meet New Zealand's skill shortages, as well as online, offshore delivery. A lot depends on borders opening. Te Pūkenga are in the process of employing someone to develop an international strategy across the sector.

Currently the institution has 514 international EFTS with more re-enrolments expected Semester 2. The more even spread of international students studying across Mokoia and Windermere Campuses was also noted with appreciation.

The Board thanked Peter for the forward thinking that has gone into the reshaping of the International Strategy and that it was pleasing to know he is working closely with Te Pūkenga and Education New Zealand in regards to future international strategy and delivery.

Ngaroma left the meeting – 11.39am

Resolution: TOI21/20

RESOLVED that the Board endorse the 2021/22 International Strategy and accept the direction signalled in the paper, noting the Strategy needs to be regularly revisited in light of Government requirements and Te Pūkenga positioning. The Board also supports the collaboration work across the sector.

LEITH COMER / NIWA NURI

Peter left the meeting – 11.43am

9.2 Youth and Community Engagement Strategy

A well laid out Youth and Community Engagement Strategy progress report, together with an indication of the work going into next year, was received.

9.3 Māori Success Strategy

A realignment with Te Pae Tawhiti and refinement of the Māori Success Strategy, which previously had 40 outcomes, was received. The portfolio will also move from Kieran Hewitson to Huia Haeata, Executive Director, Te Tiriti Partnerships, to manage. Kieran's new title is Executive Dean, Academic Excellence.

9.4 Staff Engagement survey – Progress Against Priority Actions

The report was taken as read.

Resolution: TOI21/21

RESOLVED that the Staff Engagement Survey – Progress Against Priority Actions, be received.

R EVANS / N NURI

10. GENERAL BUSINESS

There were no items of general business.

A ten-minute break took place at 11.47am, reconvening at 12.04pm.

RESOLUTION TO EXCLUDE THE PUBLIC AND MOVE INTO THE CONFIDENTIAL AGENDA

Resolution TOI21/22

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 / R EVANS

Chairperson:

Date:

ACTIONS– 30 April 2021

Action	Action	Responsibility
1	A letter of thanks to be sent on behalf of the Board to those involved with the Graduation Ceremonies, and in particular the Events Team.	Patrick Brus
2	Management to develop an agenda for the 26 th of May Board of Directors Strategy Day that will focus on establishing and building the Board's relationships with key ROVE stakeholders. A draft agenda to be distributed for consideration to the Board by the 14 th of May	Leon Fourie and Clarke Raymond
3	A report on the actions identified from the Board H&S Walk through the Engineering Department, Mokoia, to come back to a subsequent meeting	Patrick Brus