



Ara Institute of Canterbury Limited
(the Company)

Minutes of a meeting of the Board of Directors
(Board)

27 April 2021 at 9.30am

Minutes

These are the minutes of a meeting of the board of the Company held on 27 April 2021 in Room TA210, Timaru Campus and via zoom.

1 Karakia The Deputy Chair opened the meeting with a Karakia.

2 Welcome

Directors present: Thérèse Arseneau (Chair), Murray Bain, Maryann Geddes, Nettles Lamont, Andrea Leslie, Melanie Taite-Pitama (Deputy Chair) and Bryn Thompson.

Thérèse Arseneau acted as chairperson of the meeting.

Other attendees present: Tony Gray (Ara Institute of Canterbury Ltd (Ara) Chief Executive), Darren Mitchell (Ara DCE COO), Te Marino Lenihan (Ara Kaiārahi), Karen Te Puke (DCE, Customer Engagement and Experience), Belinda De Zwart (DCE, People and Culture) and Christina Yeates (Ara Executive Officer) via zoom.

Apologies Jane Cartwright [Director].

Quorum The Chairperson noted that a quorum of Directors was present at the meeting and declared the meeting open.

3 Conflicts of interest

- a) No conflicts were declared in relation to the open agenda and no updates to the current register were advised.

4 Items not on the Agenda Nil.

5 Confirmation of Meeting Minutes

5.1 Minutes of Committee Meeting – 30 March 2021

It was **resolved** that the minutes of the ordinary meeting of the Ara Board held on 30 March 2021 (not being a meeting or part of a meeting from which the public was excluded) be confirmed as a correct record of proceedings of that meeting and be signed by the Chair accordingly.

M Geddes/M Taite-Pitama

Carried

5.2 Matters Arising Nil.

5.3 Action List

- a) AP25 – Marae visit – it was agreed this will be held on 25 May, [the existing Board meeting date] at the refurbished Te Puna Wanaka and calendar appointments to be extended to a full day meeting in members' diaries.

Discussion on the re-awakening of the whare event held on Saturday 24 April in order to lift the tapu from being a build site and allow the return of staff and students to Te Mātauranga Māori, Te Puna Wānaka. The Board were advised this was a small inhouse re-opening and the Board and community will be invited to the larger event to be held during Matariki, the first week of July 2021.

- b) AP35 – Health and Safety – Board SafePlace induction – ongoing and forms part of the Health and Safety report.
- c) AP50 – Teaching/Pastoral Costs – action completed - revenue is included as part of the discussion in today's papers.
- d) AP51 to 54 – Health and Safety items included in today's reports; noting no close-out's which required reporting for March.
- e) AP55 – Graduation Speeches – Completed.

6 Items for Discussion

6.1 Chief Executive (CE) Report

The report was taken as read. The CE provided the following update and received questions from the Board:

- a) EFTS tracking ahead of expectations and comparatively year to date. 17% ahead in overall domestic numbers.
- b) Scholarship criteria was discussed. As previously noted, the outcome of the last review (18 months ago) adjusted criteria and looked at equity and policy around free fees. **Agreed to revisit and recirculate the prior review to the Board. [AP56 CE]**
- c) TTAF – the indication is that this continues to September 2022 but unknown thereafter.
- d) Leave liability – the Board would like further visibility on the numbers of people carrying excessive annual leave and what the policy is in regard to banking leave. Discussion. **The CE advised a report had been prepared for TKM and this could be circulated to the Board. [AP57 CE]**
- e) Te Ōhaka – the recent Showcase was very successful and reflects the positive traction of the embedding at Ara and developing industry connections. Discussion on access for South Canterbury learners to Te Ōhaka, including opportunities for co-location on campus in Timaru and ongoing work with the local business community.

6.2 Health and Safety

The report was taken as read.

- a) Health and Safety feedback from the Board on walkabouts to date was generally positive in terms of engagement and awareness of colleagues reflecting the positive

health and safety culture of the organisation. However, **the Board would like to revisit the focus of the walkabouts and the duration** to ensure a critical lens and objective assessment on particular areas. **[AP58 CE]**

6.3 DCE Reports

The bi-monthly reports across key divisions were taken as read. Discussion as follows:

- a) **Customer Experience and Engagement (CEE):** the Board are interested in the pastoral care for the Learner, in particular the Māui te Tauira interface and the evaluations and assessment of the pilot programmes across the institution.
 - It was agreed that analysis of achievement and intention for Māui te Tauira would be included for the Agenda for the May Board meeting and Hemi Hoskins will be invited to join the meeting. **[AP59 CE/Kaiārahi]**
 - The Board are particularly interested in how the \$133k allocation connects back into the review and how the initiative is embedding across the organisation; how can Ara be reflective and self-critical to the next stage and identify what we could do differently. The CE advised that these queries and the outcomes are included in the performance dashboard report and that this initiative is already live across the organisation. **[Instructions for accessing the dashboards were recirculated to Board members via email post-meeting].**

6.4 Kaiārahi Report

The Board received apologies from the Kaiārahi that a written report had not been circulated. A verbal summary was provided at the meeting and discussion as follows:

- a) Developing and designing a procedure for employee recruitment, recognising limited capability at this moment in time. Considering positioning in terms of Te Pūkenga.
- b) Te Pae Tawhiti – written feedback has been received from Te Pūkenga and next steps is to meet with DCE, Ana Morrison, the Ara Board Chair and Deputy Chair and Kaiārahi to focus on the actions moving forward.
- c) The Board reiterated their commitment to the Framework for Māori Achievement (FMA) as a top priority and require ongoing visibility to its' progress and the importance of receiving reports in a timely manner.
- d) It was agreed that how the FMA is woven and visible in the Ara Leaders induction is critical to the outcomes of the FMA; the DCE People and Culture advised that increasing capability is a top priority area and appropriate resourcing is being discussed for this.

6.5 Chair Report

The Chair provided a verbal update including comment on the success of Graduation and the Te Ōhaka showcase.

7 Information Items

7.1 Subcommittee Reports

- a) There were no meetings held in April for the Ara Board Audit and Risk Committee and the Campus Redevelopment Committee.

7.2 Academic Committee

The report was taken as read and the CE responded to queries as follows:

- a) The CE confirmed he is Chair of the Committee and that this provides for an academic overview of the institute and feeds back directly into the Academic Board of Te Pūkenga – Poari Akoranga.
- b) Discussion on whether this report reflects the priorities of the Board and the drivers for the changes necessary on Ara's delivery across the intent of the Reforms. The Board were keen to ensure that the Academic Committee business reflects the context of the 'needs driven' agenda and that industry consultancy takes place.

7.3 Ara Board Work Programme

- a) The contents of the work programme were noted.

7.4 Media Report The report was taken as read.

8 General Business

Nil.

Closure

There being no further business the Chairperson declared the public meeting closed at 10.40am

Dated:

Signed as a correct record

Chairperson

[note: signed via electronic signature]

Ara Board Minutes - Action List as of 27 April 2021

Number	Date When Action Arose	Agenda Item	Topic	Action	Board Responsibility	Status	Due Meeting date
AP35	27 Oct updated 23/2/21	6.1p (v)	CE Report – Health and Safety	Induction to SafePlace and reporting to be added to the Ara Board work programme 23/2/21: in progress with HSWLG prior to Board induction.	CE/Board Secretary	In progress	June 2021
AP56	27 April	6.1(b)	CE Report – Scholarship Review	Previous Scholarship review to be circulated.	CE	Completed post meeting	25 May 21
AP57	27 April	6.1(d)	CE Report – Leave Liability	The CE advised a report had been prepared for TKM and this could be circulated to the Board.	CE/DCE P&C	Completed – in PE meeting papers	25 May 21
AP58	27 April	6.2	Health and Safety	Board Walkabouts – revisit focus and duration.	CE/DCE P&C	In progress	June 21
AP59	27 April	6.3	DCE Reports – CEE	Māui te Taura – analysis of achievement and intention – Agenda item for May Board meeting (Hemi Hoskins to be invited).	CE/Kaiārahi	In progress	25 May 21