



**Ara Institute of Canterbury Limited**  
(the Company)

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

**28 April 2020 at 9.30am**

**Minutes**

These are the minutes of a meeting of the board of the Company held on 28 April 2020 by videoconference (zoom).

**1 Karakia**

**2 Welcome**

**Directors present:** Thérèse Arseneau, Murray Bain, Jane Cartwright, Maryann Geddes, Nettles Lamont, Andrea Leslie, Melanie Taite-Pitama 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 Chief Financial Officer/DCE) and Christina Yeates (Ara Executive Officer).

**Apologies** Nil.

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

**3 Conflicts of interest**

No conflicts were declared in relation to the open agenda. The Chair advised the addition of Open Polytechnic (Board member) to her disclosures.

**4 Items not on the Agenda** Nil.

**5 Confirmation of Meeting Minutes**

**5.1 Minutes of Committee Meeting – 2 April 2020**

It was **resolved** that the minutes of the ordinary meeting of the Ara Board held on 2 April 2020 (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.

J Cartwright/N Lamont

Carried

**5.2 Matters Arising** Nil.

### 5.3 Action List

- a) Ara Policies and Delegations paper to be carried forward. [Action AP1 CE/COO]

## 6 Items for Discussion

### 6.1 Chief Executive (CE) Report

The report was taken as read. The CE provided the following update:

- a) COVID-19 : there are no changes to the actual and probable cases as per the report. A short video has been produced by the AIR team which provides an opportunity for the Ara Board to see and hear the responses of the teaching and learning team and learners across the organisation in the development of programmes for online learning. It was agreed this will be distributed to the Ara Board members via email. [Action AP2 CE].
- b) A scope document for NZIST Training and Skills group is being co-ordinated by the CE across the sector with NZQA, TEC and also non education agencies.
- c) Ara operations and repurposing hardware for external use – currently there is a list of 140 learners who require technical support. Repurposing for 75 machines is currently being rolled out.
- d) The Chair advised that additional technical support was discussed at the recent Chairs meeting.
- e) Referendum on Cannabis in relation to the Drug and Alcohol Policy – the CE confirmed Ara is mindful of this and will revisit the policy as necessary.
- f) Discussion on surveys to our students to identify where the gap/shortfall is and the requirement to follow up. The CE confirmed this is being closely monitored at Department level and via the appropriate AIR workstream.
- g) The Kaiārahi advised his team are prioritising communications to Māori to ensure learners remain positive about Education.
- h) It was agreed that an equity report will be prepared to send to the Board to align with a future COVID update. Feedback is currently being co-ordinated through the AIR leadership team for all workstreams including equity. [Action AP3 CE]
- i) Halls of Residence – the CE confirmed that residents of Ōtautahi House are not being charged to retain their rooms during the lockdown period.
- j) TANZ eCampus enrolments were discussed. The CE is attending a board meeting later this week and online activities will be discussed further.
- k) Demolition of C Block was confirmed as continuing in Alert Level 3 to take advantage of the non-campus activity.
- l) **Financials:**

The Chief Operating Officer provided the following update and answered queries from the Board as follows:

- i. An explanation of the financial reporting was provided for the calendar year; there is a requirement to distinguish the first 3 months for the old Ara entity and the subsequent 9 months for the new Ara entity. Performance is being monitored as we deliver it. To this end, the Board should be aware that the first set of accounts will have income missing due to the old entity (exchange and non-exchange funding) and the accounting process. It was noted that 100% of revenue from government funds fall into the old Ara entity, with a disproportionate surplus and the new Ara entity which will have a disproportionately high deficit. The totality of the two 'entities' are tracking fine in terms of budget.
  - ii. Cashflow: Management are comfortable with the cashflow over the next 6 to 8 weeks. The Board advised they are keen to see cashflow reporting at this time along with budget.
  - iii. Scholarships and Discounts: The Board were advised that these have been allocated with scholarships still to be taken up; this is not unusual at Ara. There has been work undertaken to enhance scholarships through media marketing. First year fee fees have also affected scholarships. Management agreed to reconsider with a possible 'retention rather than attraction' strategy.
  - iv. The 2020 budget re-forecast targets have not been finalised yet. The CE advised that a number of business reviews have been completed but are on hold in terms of decision making due to the lockdown. Capability for future development will be a focus.
  - v. Residual insurance proceeds were discussed and the split on the balance sheets explained in light of the transition to NZIST and consolidated funds.
- m) **Health and Safety:** the CE advised that wellbeing is presently the main focus with good ongoing support, including wellbeing sessions for level 300 and 400 colleagues. This allows for face to face questions on how things are going with teams and individual colleagues; feedback is being monitored by the CE and TKM.
- i. Homestay students – this accommodation has worked very well for residential learners (only 8 remained during lockdown). The Customer Engagement and Experience (CEE) team are following up with these individual learners on a daily basis and Management are very positive about these practises.
  - ii. Annual leave and staff wellbeing – the CE confirmed that communications with individual colleagues continue and are being managed well to monitor the different circumstances colleagues find themselves in. Annual leave liability is also being managed across the organisation and there are constructive conversations taking place with Unions.
  - iii. Flu Vaccines – the CE confirmed that flu vaccines are being funded for all colleagues and will fund as many students as possible and are keen to ensure ease of accessibility to the vaccine when it becomes available; Ara's first allocation was provided to Pegasus Health at the beginning of COVID .

## 6.2 Deputy Chief Executive (DCE) Reports

The reports were taken as read. Discussion as follows:

- a) Current work underway on how quickly we can move to Level 2 and some resumption to our delivery – 20% of enrolments are still needed for Semester 2; the return of International Student numbers is still a long way off. The Board

acknowledged this is a rapidly changing situation and the importance of identifying bitesize restarts and opportunities for collaboration.

- b) The CE commended the DCE CEE, Karen Te Puke and her team who have done a fantastic job, alongside the AIR team who have worked to implement the green, amber and purple delivery of programmes. Specific feedback was provided by one Board member as two learners in her “bubble” have been well taken care of throughout the lockdown by the AIR team.
- c) The CE advised that People and Culture have focused on developing capability in leadership, ensuring alignment of processes and working on new tools for efficiency and effectiveness to ensure timeliness.

### **6.3 Kaiārahi Report**

The report was taken as read. The Kaiārahi provided a brief overview and discussion as follows:

- a) Conversations with iwi and other Kaiārahi are focusing on lost jobs and how to reskill and upskill for the future aligned to new learning. The sector is well positioned but we need to look at how we do things going forwards. Innovate and apply an equity lens.
- b) Surveys are in place with 600 plus Māori learners. The feedback to date is that people are ok but the learning environments at home are a main issue. The Board requested the reporting of data from the surveys especially around hardware – are Māori and Pasifika learners best equipped?
- c) The Board were pleased to note the addition of the Kaiārahi assistant working with Marketing. It was further noted that the Maori academic support staff are seeing only 20% compared to usual 80% of learners.
- d) Wider collective discussions include Ngai Tahu collective, Maori Leaders collective, insights through TKM and the CE forum at NZIST. There was concern expressed around the level of response with the Crown in terms of collective leadership engagement but it was agreed this is a government priority so must “keep our foot on the pedal” with this. The crisis must not lead to further inequality and there should be local and national support for the Kaiārahi collective.
- e) The lead FMA job description is being progressed and the CE advised he has been through the job description with commentary then will proceed further to receipt of final copy.

## **7 Decision Items**

### **7.1 Ara Board Work Programme 2020**

The Chair provided a brief overview of the work programme including Board workshops and deep dives. The Board will need to inform content for these sessions.

## **8 Information Items**

### **8.1 Chair Report**

There were no items to report other than business already referred as above.

## **9 General Business**

Nil.

### **Closure**

There being no further business the Chairperson declared the public meeting closed at 10.55am.

Dated: 26 May 2020

Signed as a correct record

*[note: signed via electronic signature]*

**Chairperson**

## Ara Board Minutes - Action List as of 28 April 2020

Number	Date When Action Arose	Agenda Item	Topic	Action	Board Responsibility	Status	Due Meeting date
AP1	2 April	5.3a	Ara Policies and Delegations	Paper to be circulated to the Board to inform Sub Committee membership discussions.	CE/COO	In progress	26 May
AP2	28 April	6.1a	CE Report – AIR video	It was agreed this will be distributed to the Ara Board members via email.	CE	Completed	28 April
AP3	28 April	6.1h	CE Report – AIR Equity Report	It was agreed that an equity report will be prepared to send to the Board to align with a future COVID update. Feedback is currently being co-ordinated through the AIR leadership team for all workstreams including equity.	CE	In progress	26 May