



Ara Institute of Canterbury Limited

(the Company)

MEETING OF THE BOARD OF DIRECTORS

Date: 24 May 2022

Time: 9.30am

Venue: Via zoom

Directors: T Arseneau (Chair), M Taite-Pitama (Deputy Chair), M Bain, J Cartwright, M Geddes, N Lamont, A Leslie (Apologies) and B Thompson.

OPEN AGENDA

Item	Subject
1.	Karakia
2.	Welcome/Apologies/Notices
3.	Conflicts of interest
4.	Call for and discussion of minor items not on the Agenda
5.	<p>Confirmation of Meeting Minutes (Public) – meeting 29 March 2022</p> <p>5.1 Approval of Meeting Minutes</p> <p>5.2 Matters Arising</p> <p>5.3 Action List</p>
6.	<p>Discussion Items</p> <p>6.1 Chief Executive Report</p> <ul style="list-style-type: none"> a EFTS Performance b Regional Roundup c Director, Pacific Achievement Report d Health, Safety and Wellbeing <ul style="list-style-type: none"> • Health and Safety Charter • Terms of Reference <p>6.2 Chair Report</p>
7.	<p>Information Items [For noting]</p> <p>7.1 Sub-Committee Reports</p> <ul style="list-style-type: none"> a Audit and Risk Committee [next meeting 30 June 2022] b Campus Redevelopment Committee [next meeting 30 May 2022] c Academic Committee [14 April 2022] <p>7.2 Common Seal Report</p> <p>7.3 Ara Board Work Programme</p> <p>7.4 Media Report</p>
8.	General Business

CLOSED AGENDA

PUBLIC EXCLUDED: *It will be moved that the public be excluded from the remainder of the meeting.
The general subject of the matters to be considered while the public is excluded is:*

Item	Subject	
9.	Confirmation of Meeting Minutes (Public Excluded) - meeting held 29 March 2022 9.1 Approval of Meeting Minutes 9.2 Matters Arising 9.3 Action List	[s9(2) (f), (i), (j)]
10.	For Discussion 10.1 Chief Executive Report a Financial Performance b Health, Safety and Wellbeing c Performance Dashboard/Placemat d Secondary Tertiary Initiative – Ara/OPNZ e Scholarships 10.2 Transition Programme Quarterly Update 10.3 Te Tiriti Partnerships and FMA Monthly Report 10.4 Relentless Focus on Equity [Actions, Impacts and Next Steps] 10.5 Te Pūkenga and the Top Priorities for Ara	[s9(2) (f), (i), (j)]
11.	For Decision 11.1 Ara/Te Pūkenga Brand Transition 11.2 Disability Proposal	[s9(2) (f), (i), (j)]
12.	For Information [For noting] 12.1 Correspondence – Te Pūkenga Request for Information 12.2 Trustees 12.3 Sub-Committee Reports a Audit and Risk Committee [next meeting 30 June 2022] b Campus Redevelopment Committee [next meeting 30 May 2022] i) Update on Seismic Assessment c Remuneration Committee [12 May 2022]	[s9(2) (f), (i), (j)]
13.	General Business	

This resolution will be made in reliance on s48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interests protected by s9 of the Official Information Act 1982 which would be prejudiced by the holding of the proceedings of the meeting in public. The section of the Official Information Act which applies is shown beside each item to be considered while the public is excluded:

- *Matters involving confidential information about an identifiable person*
s9(2)(a) - Protect the privacy of natural persons, including that of deceased natural persons
- *Submissions to Parliament and other formal advice*
s9(2)(f) - Maintain confidential conventions which protect political neutrality, and the confidentiality of communications and advice tendered by officials
- *Commercially sensitive financial data*
s9(2)(i) - The Crown or any Department or organisation holding the information to carry out, without prejudice or disadvantage, commercial activities
- *Negotiations in progress with other organisations*
s9(2)(j) - Enable a Minister of the Crown or any Department or organisation holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)

2022 Register of Disclosure of Conflicts of Interest

Last update as of 4 May 2022

Ara Board of Directors

Thérèse Arseneau [Chair]	<ul style="list-style-type: none"> • ChristchurchNZ (Chair and Director) • J Ballantyne and Company Ltd (Director) • Elder Family Trust (Trustee) • Open Polytechnic (Board Director) 	<ul style="list-style-type: none"> • Therese Arseneau Consulting Ltd (Director and Shareholder) • Bras D'or Investments Limited (Shareholder)
Melanie Taite-Pitama [Deputy Chair]	<ul style="list-style-type: none"> • Tuahiwi Education Ltd (Director/Shareholder) • Tuahiwi School Board of Trustees (Member) 	<ul style="list-style-type: none"> • Taite Family Trust (Trustee) • Inspire in Education (Director)
Murray Bain	<ul style="list-style-type: none"> • TSB Bank (Deputy Chair) • Northland Polytechnic Ltd (Deputy Chair) • Central Region's Technical Advisory Services Ltd (Chair) • Kerikeri Retirement Village Trust (Chair) 	<ul style="list-style-type: none"> • Southern Institute of Technology Ltd (Director) • Optimum Services Ltd (Director/Owner) • Oryx Technology Ltd (Director/Owner) • ESA Ltd (Director) • M.I Bain & Associates Limited (Director/Shareholder)
Jane Cartwright	<ul style="list-style-type: none"> • Brackenridge Services Limited (Chair) • Nurse Maude Association (Chair – Clinical Quality & Risk Committee). • Nurse Maude Association (Deputy Chair and Finance & Audit Committee Member) 	<ul style="list-style-type: none"> • Canterbury Clinical Network (Independent Advisor) • Cartwright-Newton Family Trust (Trustee) • JC Ltd (Director) • M J Ltd (Director and Shareholder) • Ara Foundation (Trustee)
Maryann Geddes	<ul style="list-style-type: none"> • Te Pūkenga (Council member) • Southern Institute of Technology (Director) • Otago Polytechnic (Director) 	<ul style="list-style-type: none"> • Service IQ (Director) • Workbased Learning (WBL)Ltd (Director)
Nettles Lamont	<ul style="list-style-type: none"> • Quality New Zealand Limited (Chair, Director and shareholder) • Conquest Training Limited (Director and shareholder) • Alliance Services Limited (Chair, Director) 	<ul style="list-style-type: none"> • Arinui Limited Chair (Director) • JFC Limited (Director) • Kidson Trust Advisory (Board member) • Dublin Street Charitable Trust (CEO) • Kidson Trust Holdings Ltd (Director) • Ōtautahi Education Development Trust (Trustee)
Andrea Leslie	<ul style="list-style-type: none"> • Primary ITO (Employee) • Authentic Education Ltd (non-trading) (Director) 	<ul style="list-style-type: none"> • Greenhill Farm Trust (Trustee)
Bryn Thompson	<ul style="list-style-type: none"> • Metalcraft Engineering Company Limited (Principal/Director) • Avid Group Limited (Share Holder/Director) • Cassem Holdings Limited (Principal/Director) • Workbased Learning (WBL)Ltd (Director) 	<ul style="list-style-type: none"> • B&S Thompson Family Trust (Trustee) • NZMEA (President/Director) • Mancan (Chairperson/Director) • Canterbury Manufacture's Trust (Chairperson/Trustee) • Ōtautahi Education Development Trust (Trustee)



Ara Board Officers

Darren Mitchell Acting Chief Executive	<ul style="list-style-type: none"> • Ōtautahi Education Development Trust (Trustee) • Ara Foundation (Trustee) • WorldSkills NZ (Director)
Te Marino Lenihan Executive Director Te Tiriti Partnerships	<ul style="list-style-type: none"> • Canterbury Communications Trust (Trustee) • Ka Honua Momona (Traditional Fish Pond Non-Profit Organisation on Moloka'i, Hawai'i) (Board Member) • Kaiapoi Pā Trust (Trustee) • Ngā Aho (National Network of Māori Design Professionals) (Co-Chair) • Ngāi Tahu (Whakapapa) • Te Tira Manukura (Chair)
Christina Yeates Executive Officer	<ul style="list-style-type: none"> • Nil



Ara Institute of Canterbury Limited
(the Company)

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

29 March 2022 at 9.30am

Minutes

These are the minutes of a meeting of the board of the Company held on 29 March 2022 via zoom.

1 Karakia

2 Welcome

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

Thérèse Arseneau acted as chairperson of the meeting.

Other attendees present: Darren Mitchell (Ara Institute of Canterbury Ltd (Ara) Acting Chief Executive), Kris Cooper (Executive Director, People and Culture), Te Marino Lenihan (Executive Director, Te Tiriti Partnerships), Karen Te Puke (DCE, Customer Engagement and Experience), Glynnis Brook (Executive Director, AIR), Colin King (Executive Director, Operations) 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

- a) The Ara Board Directors' conflict of interest disclosures as at 29 March 2022 was received and noted.
- b) There were no disclosures identified relevant to any Agenda items for the meeting.
- c) The Chair requested that any updates are to be forwarded to the Ara Board Secretary.

4 Items not on the Agenda Nil.

5 Confirmation of Meeting Minutes

5.1 Minutes of Committee Meeting – 22 February 2022

It was **resolved** that the minutes of the ordinary meeting of the Ara Board held on 22 February 2022 (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.

N Lamont/ J Cartwright

Carried

5.2 Matters Arising Nil.

5.3 Action List

- a) **[AP99] Holidays Act** – as the matter evolves, it was agreed updates will continue via the Ara Board Audit and Risk Committee. Action closed.
- b) **[AP1 and AP2] Board Work Programme** - Health and Safety Board site visits and timings of the Strategic topics have now been incorporated into the programme of activity for 2022. It was agreed there would be a slight revision to the November meeting topic as it is an end of year round-up rather than a deep dive. Actions closed.

6 Items for Discussion

6.1 Chief Executive (CE) Report

The report was taken as read and the following is a summary of the discussion areas:

- a) **Covid 19**
 - i. An update was provided on the current case numbers and that all services have been maintained despite ongoing disruption.
 - ii. The institution continues to operate but with less level occupancy on campus.
 - iii. The focus now is on managing changes to the vaccine mandate and Ara's vaccination policy position aligned to risk assessments; decisions are to be made at a local level with guidance from Te Pūkenga. Policies are not to be removed but recommended put in abeyance after going through the consultation process. The Board were advised that amends to the Ara vaccination policy will require Board approval by flying minute.
 - iv. An overview was provided on the impact of Covid on regional campuses with no significant disruption at the Timaru campus. Ashburton and Oamaru have occasionally had to close for a few days but typically only one or two colleagues on site at these locations. Continued to offer services to learners with little disruption to their learning experience.
 - v. It was noted, that, as an organisation, Ara is running at an infection rate less than the average population rate that is being reported across Canterbury. In part, this is due to our preparation and messaging being reinforced.
- b) **Enrolments**
 - i. Ara is experiencing softer application and enrolment numbers in Canterbury - the same as the national trend but at a local level, forecasting 3% to 5% reduction. It was agreed that strategies that Ara should employ to address this are to be discussed in public excluded. It was noted that the budget outcome for 2022 will be challenged if nothing is done.
 - ii. In regard to last years enrolments, the Board queried whether we were able to benefit from learners entering 3-year programmes and the level of retention of those learners. The CE explained that the uplift from last year was not from multi-level learners and was influenced by the TTAF policy; there is concern in the decline in pathway programmes and the lower intake into year 1 of degree programmes.
- c) **International Students** – Clarity is still required here as the border changes have occurred so rapidly with the prospect of more international students in New Zealand this year than originally planned for. The challenge is visas as it is hard to forecast second semester opportunities for international students with the challenge of missing the window of entry for commencement of study.

- d) The Board noted the following:
 - i. **Ōtautahi House** and the innovative support provided to Ōtautahi House learners during isolation periods.
 - ii. **Pacific Cultural Home** project success.
 - iii. **Sector collaborations** and the ongoing opportunities are encouraging.
 - iv. **Southern Campus** - interesting activities during kick-off for 2022.
 - v. **Health, Safety and Wellbeing** – the contents of the EEO Annual Report 2022 were received and noted.

6.2 Executive Director Quarterly Reports

The reports were taken as read.

- a) The CE advised of the proposed new format for Executive Director reports [commencing June] with a shift in the model for the Executive Directors as sponsors of each of the big 5 priority areas. The reports will focus on how the priority areas are embedded across the whole of the organisation rather than at a portfolio level. Agreed this will be a more holistic and cohesive approach to reporting.
- b) **Ākonga Success** - Recognition of the progress being made on disability support reporting. **The Board were advised that a substantive disability and inclusion plan will be provided for the April Board meeting** which sets out what we would like to do and how to purposely support all priority learner groups. **[AP6 KTP]**
- c) **Te Ōhaka** – the Board queried the international impact on activity within Te Ōhaka and were advised that it is largely unaffected as Te Ōhaka primarily focuses on the domestic market, with a regional focus and local level impacts. Acts as a catalyst for local level innovation and building capability for economic and business development.
- d) **AIR**
 - i. The Board were provided with further explanation on the intention to “deliver exceptional learning experiences portfolio review” and that it is not finalised yet. It was agreed this information will be shared with the Board when it is ready.
 - ii. The Board queried how the self-assessment framework is being used to inform work going forwards. This is ongoing through the portfolio review and will be weaved into the programme review. Testing Te Pae Tawhiti in this round and due to finish end of May.
- e) **FMA** – Reinforced with colleagues that the FMA is well aligned to Te Pae Tawhiti.
- f) **P&C** – Colleague Wellbeing:
 - i. Discussion on the wellbeing of Ara colleagues due to Covid, the increasing impact on workloads, implementation of the vaccine policy, and BAU continuing at a time when expectations from Te Pūkenga are increasing with less clarity.
 - ii. Measures of wellbeing tend to be fraught and time-based.
 - iii. Two dominant themes in local replies to Te Pūkenga’s Aromātai survey centred on (1) communications and detail and clarity needed in relation to what it means to be part of the network and principles of operating and; 2) Certainty around our own roles.

6.3 Chair Report

- a) On behalf of the Board, the Chair extended official congratulations to Harry Westrupp for his appointment to Ara’s first formal kaumatua position. The Board invited **Harry to join them for lunch at the next in-person Board meeting.** **[AP7 TML/Board Secretary]**
- b) Noting the discussion on wellbeing and the challenging and tough times we are experiencing; the Board continue to express thanks to all colleagues and recognise the hard work that is being done. It is important to continue to pace ourselves and support

and look after our staff, Executive team and our learners. On behalf of the Board, thanks to everyone.

7 Information Items

7.1 Correspondence – Te Pūkenga Council AGM Special Resolution

The written shareholder's resolution in lieu of the Annual General Meeting (AGM) was received from Te Pūkenga, and contents noted in relation to Ara's obligations under Section 208 of the Companies Act.

7.2 Subcommittee Reports

- a) **Audit and Risk Committee** The meeting minutes of 7 March 2022 were received, and contents noted.
- b) **Campus Redevelopment Committee** The meeting minutes of 28 February 2022 and the revised Terms of Reference were received and noted.
- c) **Academic Committee** The meeting minutes of 2 December 2021 and 24 February 2022 were received, and contents noted.

7.3 Ara Board Work Programme

The contents of the work programme were noted.

- a) **Board Health and Safety Walkabout Schedule 2022** – the plan is for this to commence in May on campus.
- b) **Strategy session for November** – it was noted this will not be a deep dive into teaching and learning but an end of year-round up. The programme will be revised to reflect this.

7.4 Media Report

The report was taken as read. No comments received.

8 General Business Nil.

Closure

There being no further business the Chairperson declared the public meeting closed at 10.20am.

Dated:

Signed as a correct record

Chairperson [*note: signed via electronic signature*]

Ara Board Minutes - Action List as of 29 March 2022

Number	Date When Action Arose	Agenda Item	Topic	Action	Board Responsibility	Status	Due Meeting date
AP6	29 Mar 22	6.2	Executive Director – Ākonga Success Report	Disability and Inclusion Plan to be provided for the April Board meeting	Executive Director, Ākonga Success	In progress	26 April 22
AP7	29 Mar 22	6.3	Chair Report – Lunch invitation	Harry Westrupp, Kaumatua to be invited to join the Board for lunch at the next in-person meeting	Executive Director, Te Tiriti Partnerships/Board Secretary	For next in-person meeting	

DRAFT

Ara Board 24 May 2022	Agenda Item	6.1
	Information Item	
PUBLIC	Presented by	Darren Mitchell

ARA BOARD REPORT SUMMARY	
TITLE OF REPORT	Chief Executive's Report
BACKGROUND AND PURPOSE	To provide the Board with key information and data that are important in Ara's development.
RECOMMENDATION(S)	That the Chief Executive's Report be received.
LINK TO ARA STRATEGY	
KEY ISSUES IDENTIFIED	
FINANCIAL IMPLICATIONS FOR ARA	-
RISK IMPLICATIONS FOR ARA	-
RATIONALE FOR EXCLUDING PUBLIC	NA

Chief Executive's Report

Public Meeting

1 Ara Performance Summary – as at 4 May 2022

2022 Targets Summary			2021	2022	APS	CRE	EAS	EDI	HPR	Ara Institute of Canterbury Ara FEO, BEP&P&S Inc.
					HSI	HUM	TRA	ZTE	Other	
Enrolments (EFTS)			Actual	Target						
SAC Level 3+	4,896	6,546								
SAC Level 1-2	126	173								
ACE	18	88								
Trade Academy	186 (527 places)	179 (585 places)								
Youth Guarantee	47	80								
ITO	72	112								
Other	35	60								
Total Domestic EFTS	5,381	7,280								
Total International EFTS	157	177								
Total EFTS (including eCampus)	5,539	7,457								
Levels 1-2	329	515								
Levels 3-4	1,835	2,732								
Levels 5-6	1,088	1,378								
Level 7	2,215	2,741								
Levels 8-9	72	91								
Participation			Actual	Target						
Māori Student Participation Rate	13.6%	13.1%								
Pacific Student Participation Rate	5.6%	4.8%								
Student Experience			Actual	Target						
Student Satisfaction, all learners			n/a	84.0%						
Student Achievement			Actual	Target						
Successful Course Completion										
All learners at levels 1-6			68.7%	84.0%						
All learners at levels 7-9			85.4%	94.0%						
Māori learners at all levels			67.9%	82.0%						
Pacific learners at all levels			78.6%	82.0%						
Overall all learners at all levels			70.1%	88.0%						
Financial			YTD period ending Apr	Actual YTD	Budget YTD	Budget FY				
Teaching Revenue				\$30.6m	\$31.0m	\$114.7m				
Other Revenue				\$1.7m	\$1.9m	\$6.1m				
Total Revenue				\$32.2m	\$32.8m	\$120.7m				
Other Costs				\$13.5m	\$13.2m	\$41.1m				
Staffing Costs				\$23.8m	\$24.6m	\$77.9m				
Total Expenses				\$37.3m	\$37.8m	\$119.0m				
Surplus (excluding abnormal items)				-\$5.0m	-\$4.9m	\$1.6m				

Enrolments reflect the 2021 Ara Mix of Provision and Financial Budget. Participation targets are the EFTS-weighted proportion of domestic enrolments. Student satisfaction is measured as the proportion of

May 2022 - Key Points:

- As of **4 May 2022**, Ara Global has enrolled 5,538.6 EFTS against a target of 7,457.4 EFTS (excluding potential). This equates to -6.7% compared to STLY. STLY position was 5,933.5 EFTS.
- Including potential EFTS, Ara Global has enrolled 5,964.20 EFTS. This is below 2021 – STLY was 6,565.4. This is a -9.2% variance.
- Data provided to the Te Pūkenga (monthly) – Note: this is **only SAC funds and YG**. (4 May 2022)

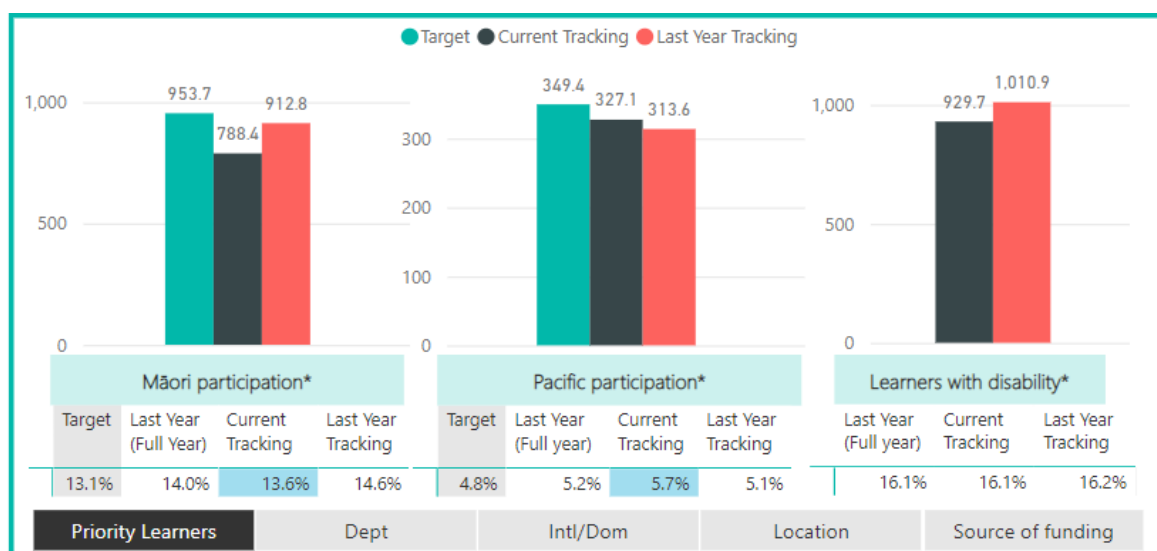
Subsidiary Name	6006 Ara Institute of Canterbury		Variance
	As at 4 May (or closest comparative) 2021	As at 4 May (or closest comparative) 2022	
Domestic Applications (include applications in progress that are not yet "EFTS" bearing and applications that have converted into EFTS bearing enrolments)	12,143	10,388	-1,755
EFTS			
SAC L3+ (including SOF 29)	5,739.3	5,292.9	-446.4
SAC L1-2 (including SOF 28)	112.3	126.3	14
YG	69.8	47.3	-22.5
	5,921.4	5,466.5	-454.9
Funding (i.e. \$ value of above EFTS)			
SAC L3+ (including SOF 29)	\$ 56,428,765.42	\$ 53,575,711.77	-\$ 2,853,053.65
SAC L1-2 (including SOF 28)	\$ 1,060,640.60	\$ 1,153,552.10	\$ 92,911.50
YG	\$ 911,796.00	\$ 644,569.20	-\$ 267,226.80
	\$ 58,401,202.02	\$ 55,373,833.07	-\$ 3,027,368.95

1.4 Ara Global

All Domestic (*sources of funding*) has enrolled 5,786.5 EFTS (*including potential*)

- a 79.5% of target enrolled
- b -7.4% in the domestic funding market overall.

1.5 Priority Learners



1.6 2022 International (*including potentials*)

- a Ara Global (International) has enrolled 177.7 EFTS against a target of 177.5 EFTS. 100.1% of target for 2022.

2 Southern Campuses Update

2.1 Background

The following is a summary of the Southern Campuses' activities of the past month. No specific decision is being sought from the board in this report.

2.2 Information Items

a Timaru Learner Update

- i Student representative meeting was held 13 April. Good turn out with most representatives attending. Angus Howat, Student Voice Lead, and team were present too. Items covered included:
 - Valuable and positive feedback regarding start of year experience and interactions with Ara team over the first term.
 - Request for more student events – a good discussion was held about types of events/activities. With changes to the COVID-19 Orange setting some activities will now be easier to run.
 - No significant items relating to campus or facilities. Overall, learners are happy with the physical spaces.

- ii Easter egg hunt events held on 13 April 2022 in Timaru and 14 April 2022 in Oamaru were a success. These were fun events with over 260 fake eggs hidden all over campus grounds; classes or individuals found then redeemed the fake eggs for a variety of Easter treats. An online competition was also successful. A business diploma learner who was studying from home that week was excited to receive her Ara Easter prize pack.
- iii Term 2 has commenced, with normal return to campus and start of term activities occurring within classes. The Burgers and Board games activity mid-week was successful with 60 learners participating in a variety of games. Also happening during May are learner events for NZ Sign Language Week and Pink Shirt Day.
- iv Learners have been benefiting from new furniture changes both from the style and comfort of the furniture in class. Facilities Management set up a small space to allow learners to take home any items no longer required by Ara that would make great home office setups – learners appreciated this opportunity. Item not taken by a predetermined date were disposed of via normal Ara processes.
- v SADD (Students Against Dangerous Driving) – visited campus to work with Trades learners regarding safe driving. SADD traditionally work in the school sector but are now also looking to work with tertiary learners of similar ages. Safe driving in winter conditions currently being planned as the next activity.

b Ara Colleagues

- i Most colleagues took some much-needed time off over the term break. They have now returned onsite and back into their normal activities.
- ii Over the last month Facilities Management have been rolling out and setting up classrooms with the new chairs/tables at the Timaru and Ashburton campuses. The new equipment is appreciated by the team, and they express thanks to TKM and the Board. Furniture not only looks good but is easy to move, stackable and makes the learning environment more multi-purpose.
- iii Te Pūkenga People Culture and Wellbeing (PCW) strategy onsite workshop for Ara and ITO colleagues will be held on Thursday 18 May 2022.

c External Engagement

- i A Regional Master Plan workshop with stakeholders and colleagues was held on Thursday 12 May 2022.
- ii The South Canterbury Child Restraint Rentals Trust Road safety week activity is being supported by Ara through use of the Timaru car park for their May road safety event.
- iii Parents Centre South Canterbury are now utilising an Ara room for their evening antenatal classes. They have passed on their thanks for the great space and support from Ara. Use of the room is provided free by Ara in acknowledgement of their inclusion and support of Ara midwifery learners at the antenatal classes as well as support for our learners through the instructor's own work at Ashburton Maternity Unit.
- iv Ara, once again, sponsored the South Canterbury Gym Sports aerobics team and their event on 7 May 2022.

3 Update from Director, Pacific Achievement

3.1 General

The following is a summary of activities for March – April 2022.

a Pacific Peer Mentoring (PPM) and Pacific Peer Tutoring (PPT) Summary

i Retreat for Mentors and Tutors

Action:

Organise a retreat for all PPM to understand the role of a mentor and what challenges they may face and how they can support their mentee.

It was also an opportunity for our mentors to build a strong connection with other mentors and create a cultural environment that brings out the best for each mentor.

The experience from each mentor through their own background and upbringing brought confidence, knowing that they have each other and the wider Pacific staff to support them through their learner journey.

Outcome:

- Mentors were able to build a strong connection with each other and staff.
- Mentors have a good understanding of their role as a mentor and how to support their mentee.
- Mentors left feeling inspired and appreciated.
- Mentors know what support networks Ara has in place for themselves and their mentee.

ii Professional Development Workshops for PPT and PPM

Action:

Pacific Achievement Office organise three workshops for tutors and three workshops for mentors on the expectation of the role through many different scenarios to support them through the programme.

Our Pacific Learning Advisory and Pacific Projects Team Leader created strategies on how they can better engage with their tutees and worked on ways to simplify the content for the tutees. We also supported the tutors with how the various human resources processes, timesheets, etc work.

Mentors were able to practise strategies around engaging with their mentees and cultural values were applied within the workshops to show that Pacific values are important to Ara.

Outcome:

- Tutors now have academic tutoring strategies to support their mahi with their tutees.
- Roles and expectation are clear for tutors and staff.
- All human resource processes are in place and tutors know who their lead contact staff member is.
- Mentors had a space where they were able to practise their learning with other mentors.

iii **Mentor and Mentee First Meet and Greet**

Action:

The aim of the meet and greet event was to create a safe space for our mentors and mentees to connect through multiple ice-breaker activities that brought both mentor and mentee together.

Mentees are now able to connect further from this event and get to know who their mentor is and why they study.

The allocation of mentor to mentee was done through department, location, similar backgrounds, and the registration form that all mentees had to fill out on what type of mentor they would like to have.

Outcomes:

- Providing a safe environment for the mentor and mentee to connect before they begin their journey together.
- Mentees understanding how their mentor can support them through their study journey.

b **Cultural Home Project**

i **High Risk Families through Isolation Period**

Action:

All our high-risk families lost three to five weeks due to isolation, and learners with children were more at risk as they had to be at home longer as a result of multiple children getting COVID-19 at different times.

Follow up with families has been high due to isolation and our Pacific Navigator has been providing multiple support options. Through the external relationships we have built with the community and Pacific organisations like Tangata Atumotu Trust and Etu Pasifika, we were able to mitigate the majority of these risks.

Outcomes:

- Families have been supported through the isolation period and referred directly to the Tangata Atumotu Trust and Etu Pasifika to provide quick turnaround food parcels and toiletries.
- Families have been supported by onboarding the learner back into study after multiple weeks in isolation.
- Understanding family needs early to provide extra support from the Learning Services team.

c **Pacific Peer Mentors and Pacific Peer Tutors Numbers**

- i Pacific peer mentors – 42 (210% increase from 2021)
- ii Pacific peer mentees – 46 (260% increase from 2021)
- iii Pacific peer tutors – 23 (320% increase from 2021)
- iv Pacific peer tutees – 36 (300% increase from 2021)

The increase of mentors, mentees, tutors, and tutees has come from multiple channels, eg:

- Pacific O2
- Student support collaboration
- Wider Pacific staff support
- Success from 2021 Mentoring and Tutoring programme

d **Cultural Home Numbers**

- i Pacific Cultural Home – 95 Pacific families (385% increase from 2021)
- ii These numbers may grow in Semester 2.

Ara Board 24 May 2022	Agenda Item 6.1d
	Decision item
PUBLIC	Presented by K Cooper/ D Mitchell

ARA BOARD REPORT SUMMARY	
TITLE OF REPORT	Safety, Health and Wellbeing Charter and Health, Safety and Wellbeing Leadership Group (HSWLG) Terms of Reference
BACKGROUND AND PURPOSE	<ul style="list-style-type: none"> To provide the Board with the Ara Safety, Health and Wellbeing Charter approved by the HSW Leadership Group in February 2022 To provide the Board with the revised HSWLG Terms of Reference – noting the refresh reflects the new naming of roles in the leadership team and the representation across the Ara campuses (including coverage across the Southern Campus, Manawa and Woolston).
RECOMMENDATION(S)	That the Ara Board <ul style="list-style-type: none"> endorse the Safety, Health and Wellbeing Charter and; note the revised HSWLG Terms of Reference.
LINK TO ARA STRATEGY	<ul style="list-style-type: none"> Increased colleague engagement and wellbeing.
KEY ISSUES IDENTIFIED	<ul style="list-style-type: none"> Ability for Board member to send a proxy to HSWLG Alignment with new Ara roles (i.e. Directors) Alignment with Te Pūkenga Maintain focus on leadership of Health, Safety and Wellbeing
FINANCIAL IMPLICATIONS FOR ARA	-
RISK IMPLICATIONS FOR ARA	<ul style="list-style-type: none"> All Health, Safety and Wellbeing documentation and leadership is led and underpinned by the Charter.



ARA INSTITUTE OF CANTERBURY LTD

Board Safety, Health and Wellbeing Charter

Our Health and Safety Vision:

A safe, healthy, inclusive and caring environment for Ara community.

Our Health and Safety Mission:

To ensure our colleagues, learners and others - are safe and well at all times, and to live, learn and teach best practice health and safety for our community and industries.

Principles:

All Board Members are committed to fulfilling their obligations under the relevant legislation (including any amendments), and ensuring the appropriate resources are in place to meet those obligations.

The Board recognises that it has a critical role to play in the governance and successful implementation of Health and Safety, and in encouraging a culture which values the Health and Safety of our community.

The Board is committed to, responsible for, ensuring the following principles are implemented within Ara:

1. **Leadership:** Demonstrating visible commitment to best practice Health, Safety and Wellbeing.
2. **Decision-making:** Addressing Health, Safety and Wellbeing is an essential part of decision-making.
3. **Risk Management:** A consultative approach, with monitoring and review, results in effective risk management.
4. **Engagement:** Systems are in place to ensure effective worker and student engagement in Health, Safety and Wellbeing.
5. **Training:** The Board, workers and students receive training to enable the development of a skilled, safe and healthy workforce.
6. **Reporting and Review:** There is robust, proactive and accurate Health, Safety and Wellbeing reporting and feedback.
7. **Active Responsibility:** All have a role to play in the Health and Safety of ourselves and of those around us.
8. **Monitoring:** Of the effectiveness of Ara's Health, Safety and Wellbeing systems is essential for the Board to enact due diligence when making decisions.

The Board shall maintain governance and oversight of Health and Safety at Ara and will overview to ensure the effective implementation of this Charter, which includes compliance with legislation, regulations, codes of practice, and industry standards.

The Board's Roles and Responsibilities:

- Establishing this Charter and ensuring that Ara has a Health and Safety Policy that determines the high-level health and safety strategy and objectives.
- Approving an annual Health and Safety improvement plan and an annual Health and Safety audit programme (including funding) that is consistent with this Charter.
- Establishing and monitoring targets to measure the performance of Ara against the strategy and objectives in this Charter.
- Establishing Health and Safety related objectives and tasks in the Chief Executive's position description and then managing the performance of the Chief Executive accordingly.
- Overseeing the development and implementation of Health and Safety Management Systems and understanding the functioning of such a system in order to be assured of its efficacy.
- Determine and communicate the risk tolerance of the organisation with respect to health and safety.
- Being assured that hazards are being identified as part of a risk assessment process, treatments are implemented such that the residual risk meets the Board's tolerance, and there is monitoring for effectiveness.
- Being familiar with risk assessment and incident investigation processes, sufficient to properly evaluate the information provided.
- Directing a formal annual review of the Health and Safety Management Systems.
- Ensuring appropriate resources are applied for the development, implementation and maintenance of such systems.
 - Enough staff with adequate competency and training, supported by specialists as required.
 - Plant and equipment that is fit for purpose, supported by training and safe operating procedures, and maintained.
 - Suppliers that are prequalified, inducted, monitored and evaluated on their health and safety practices.
- Establishing the monthly, quarterly and annual expectations for reporting, in order to measure and monitor the health and safety performance of the organisation. Reviewing the performance reports and approving improvements where necessary.
- Any notifiable event is reported to the Ara Board within 24 hours. The Ara Board will be kept informed where the investigation completion for such an event will exceed five working days. The Ara Board is responsible for reviewing the investigation report and monitoring the progress of the action plan.



Te Ohu Toiora

Health, Safety and Wellbeing Leadership Group

Terms of Reference

1 Purpose

- To proactively lead and ensure a culture based on the development of collective behaviours where our people are actively engaged in Health, Safety and Wellbeing, is fully embedded. Ultimately ensuring we are living safe and well.
- This culture will be built by the Leadership Group valuing and proactively advocating for the Health, Safety, and Wellbeing of all colleagues, learners, visitors and contractors of Ara.
- The Group will also ensure the vision, mission, and principles of the Ara Health and Safety Charter are embedded into the Ara Health, Safety and Wellbeing culture.
- The Group will also provide assurance to the Ara Board so they can meet their due diligence obligations under the Health and Safety at Work Act (2015).

2 Membership

- One Board Member or a proxy when the Board member is not available
- Chief Executive (Chair)
- Executive Director, Academic, Innovation and Research
- Executive Director, Ākonga Success
- Executive Director, Operations, Corporate Services
- Executive Director, People and Capability
- Executive Director, Treaty Partnerships
- Director, Ākonga Success
- Director, Learning Environments
- Director, Safety, Health and Wellbeing Manager
- Safety, Health and Wellbeing Business Partner
- Chair of the Health and Safety Working Group
- Chair of the South Canterbury Health, Safety and Wellbeing Group
- Chair of the Wellbeing Action Group
- Two Department Leaders, Academic, Innovation and Research Division
- The Health, Safety and Wellbeing Leadership Group may, as required, co-opt members from across the institution for specific projects, advice and collaborations.
- Membership will be reviewed Annually, initiated by the Chair.

3 Meeting Frequency

Meetings should be held at least bi-monthly (avoiding January and December), or at any other reasonable time to be determined by the Leadership Group (via a simple majority)¹. An annual schedule of meetings to be notified in January each year by the Administrator.

4 Quorum

Five official members including at least two Executive Directors and one Department Leader.

¹ As per regulation 29 in the Health and Safety at Work (Worker Engagement, Participation, and Representation) Regulations 2016

5 Minutes and Recommendations

- An administrator/minute-taker is to be provided by People and Capability. An accurate set of minutes containing action points is to be produced after each meeting and forwarded to the Leadership Group members (as preliminary) within five working days.
- The final, ratified minutes will be distributed to the Ara Board and the Health and Safety Working Group and subgroup membership.

6 Functional Responsibilities

- The functional responsibilities for this Leadership Group is detailed at Ara's Safety and Wellbeing [Resources, Roles and Responsibilities](#).

7 Definitions

- **Health**
Health is a state of complete physical, mental, and social wellbeing and not merely the absence of disease or infirmity. [who constitution en.pdf](#)
- **Safety**
Safety is the state of being "safe", being protected from harm or other non-desirable outcomes, and refers to the control of recognised hazards in order to achieve an acceptable level of risk.
- **Wellbeing**
Wellbeing has been defined as feeling good and functioning well.
<https://neweconomics.org/2008/10/five-ways-to-wellbeing-the-evidence/>

8 Associated Documents

- Ara Health and Safety Policy [CPP501](#)
- Health and Safety Resources Roles and Responsibilities [CPP501c](#)
- [TOR – Health and Safety Working Group](#)
- [TOR - Wellbeing Action Group](#)

Ara Board Campus Redevelopment Committee Minutes 4 April 2022

Minutes of a meeting of the Ara Board Campus Redevelopment Committee held on Monday 4 April 2022 at 1.00pm via zoom.

1 Welcome

2 Meeting Business

2.1 Attendance

a Voting Members

Bryn Thompson (Chair), Jane Cartwright, Andrea Leslie, Darren Mitchell (Acting Chief Executive) and Colin King [Executive Director, Operations].

b Non-Voting Members

Nil.

c In Attendance

Tim Maxwell (Director, Planning and Project Support), Grant McPhail (Director, Learning Environments) and Christina Yeates (Minute Secretary).

2.2 Apologies

Nil.

3 Disclosure of Conflicts of Interest

3.1 There were no disclosures received for the items on the agenda today.

3.2 The disclosures for the Ara Board members are noted as presented at each Board meeting.

4 Confirmation of Minutes

4.1 Minutes of Council Campus Redevelopment Committee meeting of 28 February 2022

It was resolved that the Minutes of the Campus Redevelopment Committee meeting held on 28 February 2022 be approved as a correct record of proceedings at that meeting and be signed by the Chair accordingly.

A Leslie/J Cartwright

Carried

4.2 Business Arising out of the meeting

Nil.

5 General Business Nil.

6 Public Excluded

1.04pm

It was resolved that the public be excluded from the remainder of the meeting.

B Thompson

Carried

The general subject of the matters considered while the public was excluded was:

- | | | |
|-----|---|--------------------|
| 6.1 | Previous Meeting Minutes of the Campus Redevelopment Committee Meetings – Public Excluded | [s9(2)(f),(i),(j)] |
| | a) 28 February 2022 | |
| 6.2 | Business Arising from previous Public Excluded Minutes | [s9(2)(i)(j)] |
| 6.3 | Capital Works Programme (CWP) Update | [s9(2)(i)(j)] |
| 6.4 | Regional Masterplan Update | [s9(2)(i)(j)] |
| | a) L Block Client Brief | |
| | b) Q & T Blocks | |
| 6.5 | Detailed Seismic Assessment | [s9(2)(i)(j)] |
| | a) P Block Status Update | |
| | b) Project Advisory EQP Building Status [Innovo Projects] | |
| | c) Seismic Assessment Framework | |

This resolution was made in reliance on s48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interests protected by s9 of the Official Information Act 1982 which would be prejudiced by the holding of the proceedings of the meeting in public. The section of the Official Information Act which applies is shown beside each item considered while the public was excluded:

- *Matters involving confidential information about an identifiable person*
[s9 (2)(a)] – Protect the privacy of natural persons, including that of deceased natural persons
- *Submissions to Parliament and other formal advice*
[s9(2)(f)] – Maintain confidential conventions which protect political neutrality, and the confidentiality of communications and advice tendered by officials
- *Commercially sensitive financial data*
[s9(2)(i)] – The Crown or any Department or organisation holding the information to carry out, without prejudice or disadvantage, commercial activities
- *Negotiations in progress with other organisations*
[s9(2)(j)] – Enable a Minister of the Crown or any Department or organisation holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)

The Committee moved back into open meeting.

There being no further business the meeting closed at 2.13pm.

READ AND CONFIRMED

Chair:

30 May 2022

Ara Board 24 May 2022	Agenda Item Ara Board [24 May 2022] Page 7 of 11
	Information Item
PUBLIC	Presented by D Mitchell

ARA BOARD REPORT SUMMARY	
TITLE OF REPORT	Ara Academic Committee
BACKGROUND AND PURPOSE	<p><i>A summary report to the Ara Board from Academic Quality of:</i></p> <ul style="list-style-type: none"> <i>The Ara Academic Committee meeting was held on the 14 April 2022</i> <p><i>The Academic Committee role is to:</i></p> <ul style="list-style-type: none"> <i>Advise the Board, and recommend where appropriate, on the academic strategic direction and practices of the institution.</i> <i>Develop, monitor, review and maintain policies on academic matters including research conducted by staff.</i> <i>Consider proposals for new programmes.</i> <i>Approve programmes.</i> <i>Manage sub-committees as required, including:</i> <ul style="list-style-type: none"> <i>Defining delegations, roles, Terms of Reference (ToR) and membership.</i> <i>Receiving and acting on reports.</i> <i>Reviewing performance and effectiveness.</i> <i>Consider and report on any other academic matters which are referred to it by the Board or CE, or which the Committee believes are of significant importance.</i>
RECOMMENDATION(S)	1. That the Academic Committee report be received.
LINK TO ARA STRATEGY	<ul style="list-style-type: none"> Regional Responsiveness Equitable Outcomes for Maori and Lifting Success for All Learners Removing Barriers for Learning by Putting Learners at the Centre
KEY ISSUES IDENTIFIED	Nil.
FINANCIAL IMPLICATIONS FOR ARA	Nil.
RISK IMPLICATIONS FOR ARA	Nil.
RATIONALE FOR EXCLUDING PUBLIC	N/A

Academic Committee Report

1 Academic Policies

The following policy changes were presented and approved.

- **APP203 – Academic Committee Membership and Terms of Reference:** membership roles were updated accordingly to reflect the recent structural changes.
- **APP805 – Postgraduate Research Project Supervision and Examination Policy:** The updates show improvements to a range of procedures associated with postgraduate thesis projects. There was a change to the delegations to allow the Chair of the Postgraduate Board of Studies to approve supervision arrangements.
- **APP807j – Postgraduate Research Ethics Application Form:** Minor updates to enhance the application process
- **APP515 – Class Session Recording and Release Policy:** Learner responsibilities have been added.
- **APP508 – Moderation Policy:** Minor edits made to match current practice.

2 External Degree Monitoring

Degree Monitoring reports were received for the following programmes:

- Bachelor of Engineering Technology
- Master of Sustainable Practice

These reports had positive feedback with recommendations linked to improved outcomes for learners. Teams are encouraged to consider the ‘so what’ of identified actions/improvements to ensure they are appropriate for the desired outcomes.

3 Te Pūkenga Collaborative Development PowerBI Overview

The Committee received a presentation of the new tool including the following:

- ‘One’ Programme Qualification check
- 2023 unified programme plan
- Steering group and Working group membership
- Unification Group Membership and Scope
- Accredited Qualification Summary with Unification Details and Programme Summary
- Last Assessment Date in 2023 Qualifications Check.

4 Evaluation and Review Committee

The Committee provided an update on the Programme Self-Assessment reports noting that the majority are complete, with Departments now focused on their overall Department Reports which will be tabled at the next ERC meeting for feedback.

Ara Board 24 May 2022	Agenda Item	7.2
		Information Item
PUBLIC	Presented by	D Mitchell

ARA BOARD REPORT SUMMARY	
TITLE OF REPORT	Affixing of the Common Seal (1 December 2021 to 24 May 2022)
BACKGROUND AND PURPOSE	<ul style="list-style-type: none"> Public record of the quarterly report provided to the Ara Board recording the number and type of document to which the common seal has been added. This includes the list of degree and diploma documents signed and sealed by the Ara Board Chair and Chief Executive and awarded for the 2022 Autumn Graduation [14 March and 1 April 2022] and includes the number of early qualifications awarded (if any) outside of the graduation. Due to Covid and the Graduation ceremonies being cancelled, the awards were posted to the learners.
RECOMMENDATION(S)	That the Ara Board receive and note the contents of the report provided.
LINK TO ARA STRATEGY	N/A
KEY ISSUES IDENTIFIED	N/A
FINANCIAL IMPLICATIONS FOR ARA	N/A
RISK IMPLICATIONS FOR ARA	N/A

Common Seal

The Ara policy on affixing the common seal calls for a quarterly report to the Ara Board recording the number and type of document to which the common seal has been added.

This report covers the period from 1 December 2021 to 24 May 2022 and includes the list of the degree and diploma documents signed and sealed by the Ara Board Chair and Acting Chief Executive for the Autumn 2022 Graduation, noting the ceremonies were cancelled due to the current Covid environment and the awards were posted to Ara learners.

Graduation documents carrying the Ara Institute of Canterbury Ltd Common Seal issued for Graduation 14 March 2022 [Timaru] and 1 April 2022 [Christchurch].

Qualification Title	Quantity Awarded
Master of Health Practice	1
Master of Sustainable Practice	3
Postgraduate Diploma in Creative Practice	3
Postgraduate Diploma in Health Practice	17
Postgraduate Diploma in Osteopathy	6
Postgraduate Diploma in Sustainable Practice	4
Bachelor of Applied Management	42
Bachelor of Applied Science	19
Bachelor of Architectural Studies	33
Bachelor of Broadcasting Communications	57
Bachelor of Construction	14
Bachelor of Design	69
Bachelor of Engineering Technology	19
Bachelor of Information and Communication Technologies	26
Bachelor of International Tourism and Hospitality Management	5
Bachelor of Language (Japanese)	6
Bachelor of Maori Language and Indigenous Studies (Te Ohoka)	2
Bachelor of Medical Imaging	36
Bachelor of Midwifery	22
Bachelor of Musculoskeletal Health	21
Bachelor of Music Arts	29
Bachelor of Nursing	144
Bachelor of Performing Arts	27
Bachelor of Social Work	17
Bachelor of Sustainability and Outdoor Education	32
Diploma in Broadcasting Communications	8
Diploma in Interior Design (Residential)	1
Graduate Diploma in Accounting	1
Graduate Diploma in Applied Management	5
Graduate Diploma in Building Information Modelling (BIM)	3
Graduate Diploma in Business Information Systems	2
Graduate Diploma in Computer Aided Design	4
Graduate Diploma in Construction Management	1

Graduate Diploma in Event Management	3
Graduate Diploma in Human Resource Management	3
Graduate Diploma in Information and Communication Technologies	5
Graduate Diploma in Information Design and Management	2
Graduate Diploma in Innovation and Entrepreneurship	1
Graduate Diploma in Laboratory Technology	6
Graduate Diploma in Marketing and Sales	3
Graduate Diploma in Operations and Production Management	4
Graduate Diploma in Project Management	3
Graduate Diploma in Quantity Surveying	1
Graduate Diploma in Sustainability and Outdoor Education	1
Graduate Diploma in Tertiary Teaching and Learning Level 7	4
New Zealand Diploma in Agribusiness Management (Level 5)	15
New Zealand Diploma in Applied Science (Level 5)	24
New Zealand Diploma in Applied Science (Level 6)	5
New Zealand Diploma in Architectural Technology (Level 6)	23
New Zealand Diploma in Arts and Design (Level 5)	6
New Zealand Diploma in Beauty Therapy (Level 5)	20
New Zealand Diploma in Business (Level 5)	66
New Zealand Diploma in Construction (Level 6)	51
New Zealand Diploma in Cookery (Advanced) (Level 5)	42
New Zealand Diploma in Cybersecurity (Level 6)	5
New Zealand Diploma in Digital Media and Design (Level 5)	2
New Zealand Diploma in Early Childhood Education and Care (Level 5)	28
New Zealand Diploma in Engineering (Level 6)	22
New Zealand Diploma in Hospitality Management (Level 5)	14
New Zealand Diploma in Hospitality Management (Level 6)	4
New Zealand Diploma in Information Technology Technical Support (Level 5)	20
New Zealand Diploma in Interior Design (Residential) (Level 5)	40
New Zealand Diploma in Pregnancy, Childbirth and Early Parenting Education (Level 5)	18
New Zealand Diploma in Remedial Massage (Level 6)	7
New Zealand Diploma in Systems Administration (Level 6)	4
New Zealand Diploma in Veterinary Nursing (Level 6)	20
New Zealand Diploma in Web Development and Design (Level 5)	9
New Zealand Diploma in Wellness and Relaxation Massage (Level 5)	9
Total	1169

As per Ara policy, the Ara Board should also note that the Ara Acting Chief Executive approved 6 early qualifications conferred outside of the normal Graduation Ceremony.

Darren Mitchell
Acting Chief Executive

Ara Institute of Canterbury Ltd

Board of Directors

2022 Work Programme

as at 12 May 2022

Month	Topics	Notified Non-availability	
February	4	Ara Board Strategy Day STRATEGIC SESSION [1]	
	16	Audit and Risk Committee [Placeholder]	
	16	Ara Whakatau Semester One – Woolston [11am]	
	22	Board Meeting (Virtual)	
	23	Ara Whakatau Semester One – Timaru [11am]	
	25	Remuneration Committee	
	28	Campus Redevelopment Committee	
	28	Ara Whakatau Semester One – City [11am] <i>cancelled</i>	
March	2	Ara Whakatau Semester One – Manawa [11am] <i>cancelled</i>	21 March Otago Anniversary Day
	14	Placeholder: Timaru Graduation <i>cancelled</i>	
	7	Audit and Risk Committee	
	17	Audit and Risk Committee [electronic distribution of papers only]	
	29	Board Meeting (Virtual) <ul style="list-style-type: none"> • Annual Report • Quarterly Executive Director Reports • Transition Programme Update 	
April	1	Autumn Graduation (Christchurch) (10am & 2pm) <i>cancelled</i>	
	4	Campus Redevelopment Committee	
May	12	Remuneration Committee	
	24	Board Meeting (Timaru) STRATEGIC SESSION [2] <i>PRIORITY FOCUS AREA – RELENTLESS FOCUS ON EQUITY – RESPONDING TO THE NEEDS OF OUR PRIORITY LEARNERS</i> <ul style="list-style-type: none"> • Report on Affixing of Common Seal • Transition Programme Update 	
	30	Campus Redevelopment Committee	
June	28	Board Meeting (Christchurch) <ul style="list-style-type: none"> • Ōtautahi House Board Visit • Quarterly Executive Director Reports 	
	30	Audit and Risk Committee	
July	25	Ara Whakatau Semester Two – City [11am]	
	26	Board Meeting (Christchurch) <ul style="list-style-type: none"> • Fee Setting 	
	27	• Ara Whakatau Semester Two – Timaru [11am]	

August	1	Campus Redevelopment Committee	
	10	Ara Whakatau Semester Two – Woolston [11am]	
	17	Ara Whakatau Semester Two – Manawa[11am]	
	23	Board Meeting (Christchurch) STRATEGIC SESSION [3] <i>PRIORITY FOCUS AREA – REGIONAL RESPONSIVENESS – ENHANCING AND ENABLING ACCESS ACROSS THE REGION</i> <ul style="list-style-type: none"> Transition Programme Update 	
	25	Remuneration Committee	
September	5	Audit and Risk Committee	
		Academic Committee	
	9	Spring Graduation (Christchurch)	
	27	Board Meeting (Christchurch) [Note: 26 Sept S Canterbury Anniversary Day] <ul style="list-style-type: none"> 2023 Budget Sign Off Quarterly Executive Director Reports Ōtautahi House Board Visit 	
October	3	Campus Redevelopment Committee	
	25	Board Meeting (Timaru) [note: 24 October Labour Day] <ul style="list-style-type: none"> Annual Report 2022 – content/format Pacific Strategy Report Report on Affixing of Common Seal 	
November	7	Audit and Risk Committee	
	24	Remuneration Committee	
	29	Board Meeting (Christchurch) STRATEGIC SESSION [4] <i>End of Year Round-Up</i> <ul style="list-style-type: none"> Transition Programme Update 	
December	5	Campus Redevelopment Committee (if required)	
	13	Board Meeting (Christchurch) (if required)	

Note: Academic Committee Meetings

24 February, 14 April, 19 May, 23 June, 4 August, 15 September, 27 October, 1 December.

Ara Board meeting timings

9.00am – 9.30 am Board only time

9.30 am – 1.30 pm Board meeting

Ara Board and Committee meeting venues

Christchurch – Room G202, Boardroom, Te Kei, Christchurch City Campus

Timaru – Room TA210, Boardroom, Timaru Campus

Waitangi Day – Observed Mon 7th February

Otago Anniversary – Mon 21st March (Oamaru campus closed)

Good Friday – Fri 15th April

Easter Monday – Mon 18th April

Easter Tuesday – Tues 19th April

ANZAC Day observance – Observed Mon 25th April

Queen's Birthday – Mon 6th June

South Canterbury Anniversary Day (Timaru campus closed) – Mon 26th September

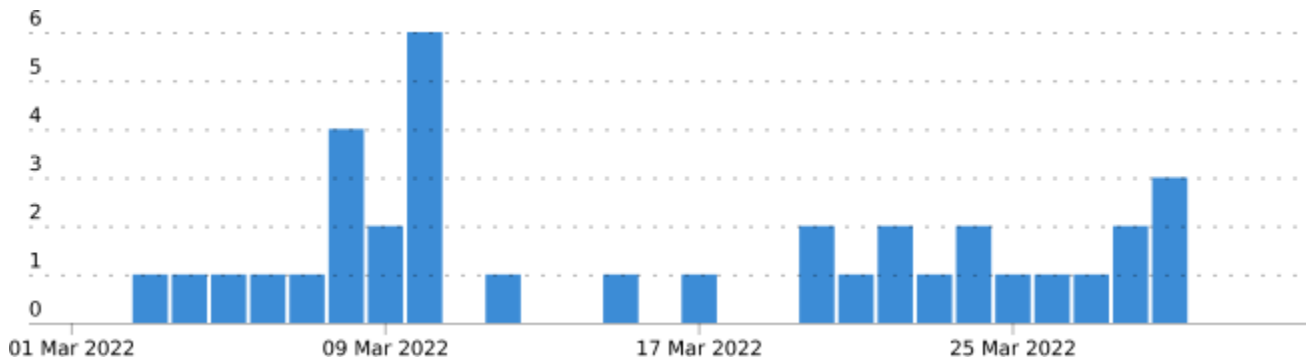
Labour Day – Mon 24th October

Canterbury Anniversary/Show Day (Christchurch campuses closed) – Fri 11th November

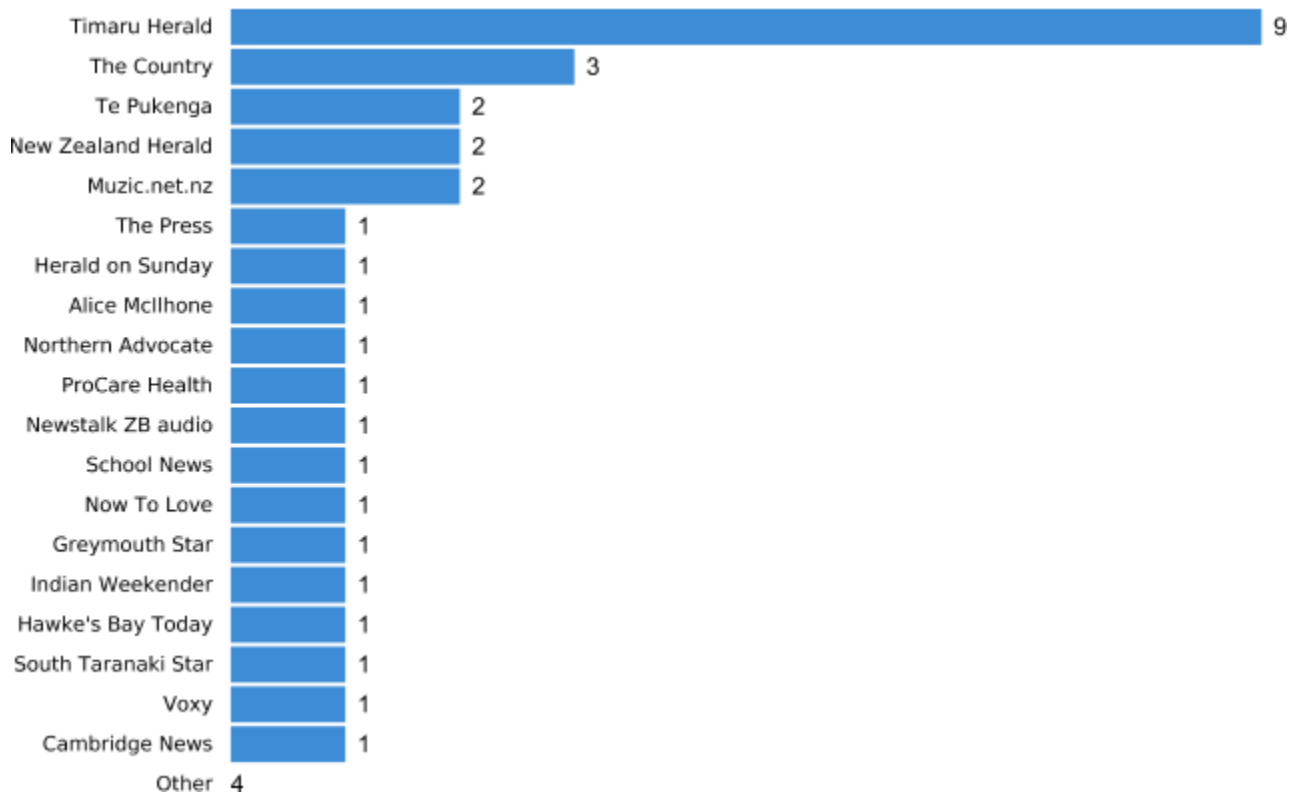


Ara Institute of Canterbury Media Report – March 2022

Volume



Sources



1. EXTERNAL SOURCES

Waimate bridal shop changes direction as Covid continues to bite

From Timaru Herald, Keiller MacDuff
Published 17:52 28/03/2022
Also from [Timaru Herald print edition](#)
Keywords Christchurch Polytech

Inclusive support group launched for South Canterbury's LGBTQIA+ youth

From Timaru Herald, Yashas Srinivasa
Published 13:19 28/03/2022
Also from [Timaru Herald print edition](#), [The Press print edition](#)
Keywords campus, Ara's, Ara student, Ara students

Journalist Meslissa Stokes reflects on her time as Europe Correspondent for TVNZ

From Newstalk ZB
Published 20:26 27/03/2022
Keywords NZ Broadcasting School

Liberal use of colour a consistent thread

From Timaru Herald
Published 05:00 26/03/2022
Keywords Canterbury, Aoraki Polytechnic, Ara Institute

Recollections from the first female Young Farmer finalist

From Horowhenua Chronicle
Published 05:00 25/03/2022
Keywords Christchurch Polytechnic

Bringing the news from Ukraine

From Cambridge News, Mary Anne Gill
Published 06:13 24/03/2022
Keywords Canterbury, Ara Institute

Creating Steampunk artworks and sculptures from bits and bobs

From Timaru Herald, Esther Ashby-Coventry
Published 13:24 23/03/2022
Also from [Timaru Herald print edition](#)
Keywords Canterbury, Aoraki Polytechnic, Ara Institute

Family Violence Intervention course responds to demand

From School News
Published 11:07 22/03/2022
Keywords Canterbury, ARA Institute

No shortage of home carers for disabled or elderly in South Canterbury

From Timaru Herald
Published 13:27 21/03/2022
Also from [Timaru Herald print edition](#)
Keywords Ara, students

'Things get buried': Sexual violence, bullying and harassment at top Kiwi universities

From New Zealand Herald, By Katie Harris
Published 05:11 20/03/2022
Also from [Herald on Sunday Modular](#)
Keywords New Zealand Broadcasting School

ProCare Mobile Health on the move - Ara Hauora ready to address health needs

From ProCare Health
Published 16:11 17/03/2022
Also from [NZ Doctor](#)
Keywords Ara, health

Principles of Family Violence Intervention micro-credential responds to industry demand

From Te Pukenga
Published 16:47 15/03/2022
Also from [Voxy](#)
Keywords www.ara.ac.nz

Will NZ education sector see some recovery in 2022?

From Indian Weekender
Published 17:02 12/03/2022
Keywords Canterbury, Ara Institute

Advisory: Speech announcing the decision to establish a new public media entity

From NZ Government
Published 13:56 10/03/2022
Keywords New Zealand Broadcasting school, New Zealand Broadcasting School

Music News - Exceptionally talented bilingual duo, 'Aro', release their breathtaking new Video Clip for Single 'Tohora' - A Dedication to our Guardians

From Muzic.net.nz
Published 10:19 10/03/2022
Also from [Muzic news](#)
Keywords New Zealand Broadcasting School

The woman who broke the mould

From Hawke's Bay Today
Published 05:00 10/03/2022
Also from [The Northern Advocate M-F Modular](#), [Whanganui Chronicle M-F Modular](#)
Keywords Christchurch Polytechnic

Secondary tertiary pathways pilot underway in Canterbury

From Te Pukenga
Published 08:33 09/03/2022
Also from [Voxy](#)
Keywords Canterbury, Ara Institute

The Country 08/03/22: Denise Clemens talks to Jamie Mackay

From The Country
Published 14:40 08/03/2022
Also from [The Country](#)
Keywords Christchurch Polytech

Denise Clemens on being the first female Young Farmer finalist

From The Country, The Country
Published 13:30 08/03/2022
Keywords Christchurch Polytechnic

Brent, second in charge and loving it

From Greymouth Star
Published 00:00 08/03/2022
Keywords Christchurch Polytechnic

Secondary tertiary pathways pilot underway in Canterbury

From Alice McIlhone, Te Pukenga
Published 15:29 07/03/2022
Keywords Canterbury, Ara Institute

Miriama Kamo's year of heartbreak and healing

From Now To Love, Donna Fleming
Published 18:49 06/03/2022
Keywords New Zealand Broadcasting School

Miriama Kamo's year of heartbreak and healing

From New Zealand Herald, By Donna Fleming
Published 05:02 05/03/2022
Keywords New Zealand Broadcasting School

Kerre McIvor: You might say Omicron won't effect you, but it soon will

From Newstalk ZB audio, Newstalk ZB
Published 14:21 04/03/2022
Also from [Newstalk ZB](#)
Keywords Technology, Ara Institute

Luxon: High living costs major issue

From South Taranaki Star, Deena Coster
Published 05:00 03/03/2022
Keywords Ara, staff

2. INTERNAL SOURCES

Māori Wāhine named as artist-in-residence at Ara

Published 1/03/2022

Transformational journey- The beauty therapy student becomes the tutor

Published 1/03/2022

Robert Dantzer named as Ara's first Engineering New Zealand Fellow

Published 2/03/2022

Apprentice of the Year Competition Paints Futures at Ara

Published 9/03/2022

Ara and Open Polytechnic launch new secondary tertiary pilot

Published 9/03/2022

Principles of Family Violence Intervention micro-credential responds to industry demand

Published 16/03/2022

Kiwi legends zoom in to cheer up isolating Ara students

Published 18/03/2022

South Canterbury Rainbow Community Group Set to Empower Youth

Published 24/03/2022

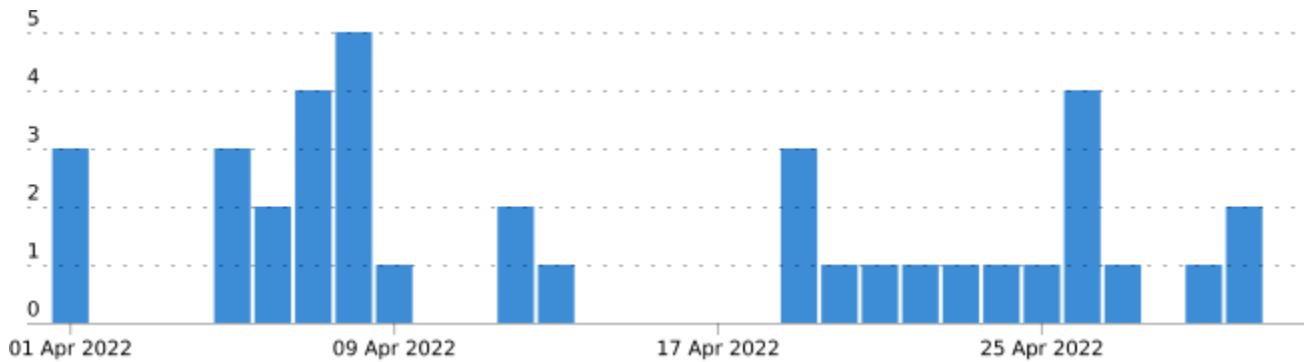
Applied Science graduate plays netball for the Trident Homes Tactix

Published 25/03/2022

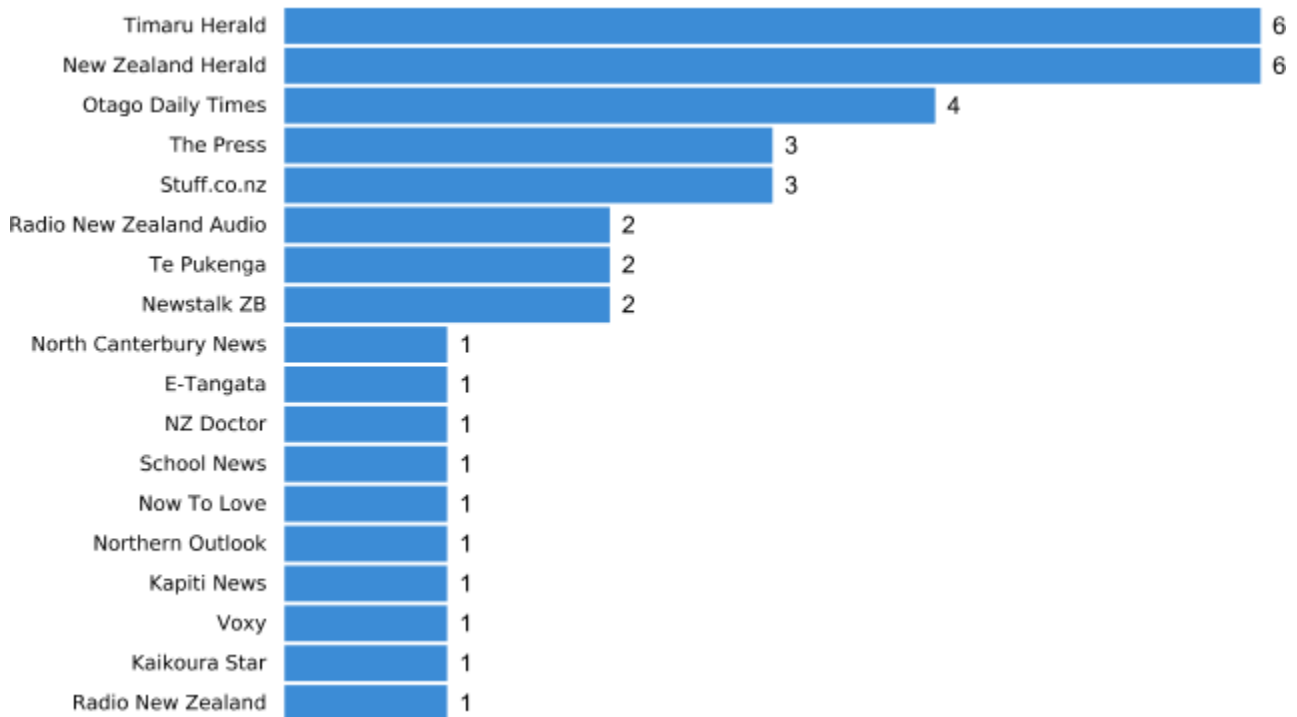


Ara Institute of Canterbury Media Report – April 2022

Volume



Sources



1. EXTERNAL SOURCES

Driver safety programmes in schools seen as essential in South Canterbury

From Timaru Herald, Yashas Srinivasa
Published 05:06 30/04/2022
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Annie's return strikes right chord

From Northern Outlook
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'I was sitting at home all day doing nothing'

From Otago Daily Times
Published 12:56 26/04/2022
Keywords Canterbury, Ara Institute

Anzac weekend road toll up to 11, police call for safe behaviour on roads

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Joe Gilfillan: He was such a modest and humble man

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The Salesman Beast

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Keywords Christchurch Polytech

The hate hurts: Gay TV reporter speaks out on the toll of online trolls

From New Zealand Herald, By George Fenwick [PAYWALL]
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Foot juggler, Emma Phillips, was inspired by the Weekly

From Now To Love, Fleur Guthrie
Published 12:03 19/04/2022
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From New Zealand Herald, By Rosalie Willis
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Chef 'stoked' to get ambassador role

From Otago Daily Times, Shawn McAvinue

Published 04:41 13/04/2022

Keywords Christchurch Polytechnic

Kaikoura High School - head student team

From Kaikoura Star

Published 00:00 13/04/2022

Keywords Technology, Ara Institute

Leadership means learning when to take your coat off, even though it's freezing - Mark Solomon

From Radio New Zealand Audio

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New tertiary course targeting apprentices welcomed by Timaru tradies

From Timaru Herald, Yashas Srinivasa

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Ara expands on local delivery for South Canterbury trades apprentices

From Te Pukenga

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In the Loop: Bloomfield resigns as Covid

From New Zealand Herald, By NZ Herald

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From Timaru Herald, Keiller MacDuff
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Broadcasting student accused of assaulting another allowed back into course

From Otago Daily Times
Published 08:21 07/04/2022
Keywords Canterbury, New Zealand Broadcasting School, Ara Institute

Students feel unsafe as accused attacker returns to course

From New Zealand Herald, Katie Harris
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Keywords Canterbury, NZ Broadcasting School, Ara Institute

Ara tried to "divide and conquer" students who complained about safety, student claims

From The Press, Alison Mau
Published 20:31 06/04/2022
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NZ Broadcasting school students feel 'unsafe' after student charged with assaulting another allowed back into course

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Nursing students earn while they learn in Covid response

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Nursing students earn while they learn in Covid response

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Published 07:33 01/04/2022
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2. INTERNAL SOURCES

Nursing students earn while they learn in Covid response

Published 1/04/2022

Ara expands on local delivery for South Canterbury trades apprentices

Published 8/05/2022

Ara Graduate Reports Ukraine Border Reality

Published 11/05/2022

Ara Hosts Collaborative Zoom Presentation for University of Nagano

Published 14/05/2022

Ara Advantage Scholarships – New and Improved! - Ara

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Waka Ama brings trades students together - Ara

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